



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Statistics](#) (BJS) is seeking applications to fund one or more fellows under its Graduate Research Fellowship (GRF) Program for Criminal Justice Statistics. This program furthers the Department's mission by facilitating collaboration between academic and government researchers in survey methodology, statistics, economics, and social sciences. BJS provides Graduate Research Fellows the opportunity to address substantive, methodological, and analytical issues relevant to BJS programs and to further knowledge and understanding of the criminal justice system.

FY 2016 Graduate Research Fellowship Program for Criminal Justice Statistics

Applications Due: May 2, 2016

Eligibility

Eligible applicants are limited to degree-granting educational institutions in the United States. To be eligible, the institution must be fully accredited by one of the regional institutional accreditation agencies recognized by the U.S. Secretary of Education. **Historically black colleges and universities are encouraged to apply.** Under this solicitation, the applicant institution must apply as the sponsor on behalf of a doctoral student candidate whose dissertation research substantially uses data made available by BJS. Applicant institutions are strongly encouraged to consider minority and female student candidates.

BJS may elect to make awards for applications submitted under this solicitation in future fiscal years depending on, among other considerations, the merit of the applications and on the availability of appropriations.

Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 11:59 p.m. eastern time on Monday, May 2, 2016.

All applicants are encouraged to read this [Important Notice: Applying for Grants in Grants.gov](#).

For additional information, see [How to Apply](#) in Section D. Application and Submission Information.

Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, or via email to support@grants.gov. The Grants.gov Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must email the BJS contact identified below **within 24 hours after the application deadline** and request approval to submit their application. Additional information on reporting technical issues is found under “Experiencing Unforeseen Grants.gov Technical Issues” in the [How to Apply](#) section.

For assistance with any other requirements of this solicitation, contact Dr. Gerard F. Ramker, Deputy Director, Bureau of Justice Statistics by telephone at 202-307-0765, or by email at askbjs@usdoj.gov. Include “2016GRFPCJS” in the subject line.

Grants.gov number assigned to this announcement: BJS-2016-9013

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FY 2016 Graduate Research Fellowship Program for Criminal Justice Statistics

(CFDA # 16.734)

A. Program Description

Overview

The Bureau of Justice Statistics (BJS) is seeking applications under its Graduate Research Fellowship (GRF) Program. This program provides awards to accredited universities for doctoral research that uses criminal justice data or statistical series and focuses on crime, violence, and other criminal justice-related topics. BJS invests in doctoral education by supporting universities that sponsor students who demonstrate the potential to complete doctoral degree programs successfully in disciplines relevant to the mission of BJS, and who are in the final stages of graduate study. The primary goal of this solicitation is to increase the pool of researchers using criminal justice statistical data generated by BJS, thereby contributing solutions that better prevent and control crime and help ensure the fair and impartial administration of criminal justice in the United States.

Applicant institutions sponsoring doctoral students are eligible to apply only if the doctoral research dissertation has direct implications for criminal justice policy and practice in the United States. BJS encourages institutions to consider doctoral students from social and behavioral sciences, mathematics, or statistics for their applications. Applicant institutions are strongly encouraged to sponsor minority and female student candidates. Awards are anticipated to be made to successful applicant institutions in the form of a grant to cover a doctoral student fellowship. Awards are anticipated to be made to successful applicant institutions on behalf of the sponsored doctoral student. Awards will not exceed the amount of \$45,000. Awarded funds are to be used to cover all allowable expenses over the project period. Additional funds will not be provided (see B. [Federal Award Information](#)). If the doctoral student's dissertation is not completed and delivered to BJS within 5 years from the date of the fellowship award, the academic institution may be required to return the full award amount to BJS. The Director of BJS will make final award decisions.

Authorizing Legislation: Under section 302 of the Omnibus Crime Control and Safe Streets Act, BJS is authorized to make grants to public agencies, institutions of higher education, private organizations, or private individuals for purposes of collecting and analyzing criminal justice statistics or programs.

The [National Institute of Justice](#) supports similar research fellowships and funds two fellowships through annual solicitations:

- [Graduate Research Fellowship \(CFDA 16.562\)](#)
- [W.E.B. DuBois Fellowship \(CFDA 16.566\)](#)

Program-Specific Information

BJS encourages degree-granting educational institutions to sponsor outstanding and promising doctoral students whose dissertation research uses BJS data and has direct implications for criminal justice policy and practice in the United States.

BJS will give priority to applicants who use BJS datasets. It will also consider applications that propose using other data that would address important justice-related issues or that could help to address information gaps in BJS's current statistical collection portfolio. Applicants should demonstrate how novel data meet standards related to validity and reliability for the research question posed, and how the data inform technical and substantive issues related to the identified gap in knowledge.

Applicants proposing to use BJS data are strongly encouraged to contact BJS to verify data capabilities for the proposed research questions. Applicants interested in linking BJS restricted-use data to other BJS data or auxiliary files from other statistical agencies or sources or using BJS data to identify local geographic areas are especially encouraged to contact BJS to (1) assess the feasibility of the proposed research topic and data availability and (2) clarify processes for accessing such data.

Successful applicants must clearly demonstrate how the proposed dissertation research will use BJS data or statistical series and advance criminal justice knowledge, practice, or policy for criminal justice agencies in the United States. BJS will support proposed quantitative, qualitative, and mixed-method approaches, as well as primary and secondary data analysis research studies. Regardless of the approaches chosen, applicants should use rigorous research methods in their work to maximize the validity and reliability of their findings.

Official Applicant

The official applicant under this solicitation is a degree-granting educational institution in the United States. To be eligible, one of the regional institutional accreditation agencies recognized by the U.S. Secretary of Education must fully accredit the applicant institution. Historically black colleges and universities are encouraged to apply.

Applicants sponsoring doctoral students are eligible to apply only if the doctoral student's proposed research dissertation will have direct implications for criminal justice policy and practice in the United States and is in a BJS-supported discipline (e.g., social and behavioral sciences, mathematics, or statistics). Applications from individuals will not be considered.

The academic institution's office of sponsored research or its institution-wide research office must complete the application and submit it electronically using Grants.gov.

BJS encourages the applicant institution to submit an official statement regarding the student's progress in his or her current program of study; however, this statement is not required. BJS also encourages applicants to submit copies of the doctoral student's academic transcript, which should document current matriculation toward a doctoral degree.

Doctoral Student Eligibility Requirements

BJS encourages academic institutions to sponsor doctoral students who have completed nearly all requirements toward their doctorate.

Applicants must complete three requirements for the BJS GRF Program prior to BJS making an award available:

1. The doctoral student must have completed all required course work.
2. The doctoral student must have passed qualifying comprehensive exams.
3. The institution must advance the doctoral student to candidacy.

BJS will require successful applicants to provide documentation that their doctoral student's have completed these requirements before BJS will make any awarded funds accessible.

BJS encourages applicants whose doctoral students have completed the three requirements listed above to provide documentation of this completion in the application. Students do not have to complete these requirements by the application due date. **However, they must complete them no later January 1, 2017.**

Applicants who have not completed the three requirements by the application due date should indicate in the project timeline when the sponsored doctoral student is expected to complete the three requirements by the January 1, 2017, deadline. The timeline also should present times for other project milestones including, but not limited to, the student's defense of the dissertation prospectus, the writing of the dissertation, and an expected dissertation defense date. This timeline should also allow time to complete edits to and submit the final dissertation to BJS.

The doctoral student does not need to have a dissertation committee at the time the applicant submits the application, nor is the committee required to have accepted the student's dissertation topic. However, if BJS selects the application for award, grant funds will be withheld until the applicant academic institution submits proof that the dissertation committee has accepted the doctoral student's dissertation topic and that it is substantively the same as what was proposed in the application.

If the doctoral student has an approved topic when the applicant institution applies for the grant, then the application should include a statement of this support from the chair of the doctoral student's dissertation committee (see Dissertation Committee Chair Requirements).

If the dissertation committee has not approved the doctoral student's topic at the time of application, then the applicant should indicate in the project timeline the expected dates by which the doctoral student will meet this requirement (see e. Appendices-page 16, Proposed project timeline and expected milestones). In addition, the doctoral student's faculty advisor, department chair, departmental director of graduate studies, or an individual with similar responsibilities must submit a statement of support at the time of application. The statement of support should generally follow the outline for the statement of support from the dissertation committee chair, including all relevant elements (see Dissertation Chair Requirements section). Although BJS may make the award in these instances, it will withhold access to award funds until it receives and approves the required documentation. While BJS expects to make fiscal year 2016 awards on or before September 30, 2016, applicant institutions and doctoral students should not expect fellowship funds to be available for any expenses prior to January 1, 2017, and until the applicant meets the requirements stipulated above in full.

The applicants' doctoral students may receive and expend award funds only while they are enrolled in a full-time program leading to the doctoral degree.

Human subjects protection paperwork, including Institutional Review Board (IRB) documentation and a completed privacy certificate, are not required at the time of application.

If needed, BJS will request this paperwork and a completed privacy certificate signed by the university's IRB chair when funds are awarded. For more information on BJS's Human Subjects and Privacy Protection requirements, see <http://www.bjs.gov/content/hscr.cfm>.

Dissertation Chair Requirements

Although BJS may make an award based on a letter of support from a faculty advisor, department chair, departmental director of graduate studies, or individual with similar responsibilities, the BJS Program Office must receive a signed statement of support from the sponsored student's dissertation committee chair prior to authorizing the disbursement of the funds provided with the award. (These conditions are standard for any similar award.) If a dissertation committee has accepted the doctoral student's topic at the time of application, the applicant must submit that statement of support as part of the application. If the committee has not accepted the topic, the applicant must submit the statement of support within 90 calendar days after award notification. The approved dissertation topic must remain substantively the same as that initially proposed. The statement of support should—

- Evaluate the doctoral student's proposed project.
- Describe the current status of the proposed work.
- Outline any other outstanding work, academic or otherwise, toward completion of the degree.
- Verify the date at which the student expects the dissertation research project will be ready to begin.
- Comment on the student's potential to complete the dissertation successfully.
 - Indicate that the student has the full support of the dissertation committee.
 - Verify that the chair will review and approve all progress reports prior to their submission to BJS.

Goals, Objectives, and Deliverables

The primary goal of this solicitation is to increase the pool of researchers using criminal justice statistical data generated by BJS, thereby contributing solutions that better prevent and control crime and help ensure the fair and impartial administration of criminal justice in the United States.

Regardless of the topic selected, the Graduate Research Fellow should plan to assess the relevant literature and develop appropriate methods for analysis based on that review. BJS expects that at least one product developed from dissertation research will be disseminated as a BJS report, and the publication may have either a substantive or methodological focus (see Deliverables section).

Deliverables

Final deliverables for awards under this solicitation include—

- (1) An official signed copy of the doctoral student's defended dissertation. If the applicant institution permits, a copy of the dissertation may be archived at the [National Criminal Justice Reference Service](#) (NCJRS). If the dissertation cannot be archived at NCJRS, a link to the work must be made available on the BJS website. BJS requires students who receive funds under the BJS Graduate Research Fellow Program to archive their dissertation data at the [National Archive of Criminal Justice Data](#) (NACJD) at the University of Michigan.
- (2) A publishable-quality 20- to 30-page summary of the dissertation that, at a minimum, includes synopses of—
 - relevant literature and previous research
 - discussion of the research questions or hypotheses that guided the research
 - the methodology employed, including a thorough discussion of all data used and any dataset linking or merging methods
 - analytical techniques used
 - key findings derived from the analysis
 - major conclusions or recommendations emanating from the project, including those that may address BJS data quality issues.
- (3) An in-person presentation based on the completed dissertation at the Office of Justice Programs in Washington, D.C.—to be arranged by BJS in consultation with the doctoral student and dissertation chair.

BJS expects the applicant and student to work closely with the BJS program manager regarding access to or use of BJS data, if applicable. BJS expects deliverables to be submitted at specific times during the project period, rather than when the project ends. The BJS program manager will work with applicants and students to establish timeframes for these deliverables. Applicants and students may deliver final project reports at or near the end of the project period. Other progress reporting (e.g., semiannual and annual) may be required.

B. Federal Award Information

Type of Award¹

BJS estimates that it will make multiple awards from this solicitation in the form of a grant. See [Administrative, National Policy, and other Legal Requirements](#), under Section [F. Federal Award Administration Information](#), for details regarding the federal involvement anticipated under an award from this solicitation.

The expected amount of an award under this solicitation is \$45,000. In general, applicants should propose an award start date that is no earlier than October 1, 2016, based on the proposed project timeline. The period of performance for an award is typically from 12 to 18 months—not to exceed 3 years. The official grant end date must be calculated to reflect the

¹ See *generally* 31 U.S.C. §§ 6301-6305 (defines and describes various forms of federal assistance relationships, including grants and cooperative agreements (a type of grant)).

expected successful completion and submission of the student's dissertation to BJS. The fellowship recipient may receive award funding only while enrolled in a full-time program leading to the doctoral degree. Applicants should also be aware that the total period of an award, including a funding supplement or a no-cost extension, ordinarily will not exceed 3 years.

The academic institution, as the grant recipient, will administer grant funds and distribute payments to the fellowship recipient. The grant recipient academic institution should draw down funds based on immediate disbursement or reimbursement requirements. Funds should not be paid in a lump sum, but rather disbursed over time as project costs are incurred or anticipated. Recipients should time their drawdown requests to ensure that the federal cash on hand is the minimum needed for disbursements or reimbursements to be made immediately or within 10 days.

The funds are awarded to cover allowable expenses over the project period, including things such as the student's salary and related costs, tuition and fees, research expenses, and related costs (e.g., travel to and from Washington, D.C., to present findings to BJS) (see F. [Federal Award Information](#)).

If the doctoral student's dissertation is not delivered to BJS within 5 years of the award date, BJS may require the academic institution to return the full award amount to BJS. The Director of BJS will make final award decisions. If no applications are found to meet selection criteria, BJS may make no awards under this solicitation.

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including any recipient or subrecipient funded in response to this solicitation that is a pass-through entity²) must, as described in the Part 200 Uniform Requirements set out at 2 C.F.R. 200.303:

- (a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the recipient (and any subrecipient) is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States and the "Internal Control Integrated Framework", issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- (b) Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards.
- (c) Evaluate and monitor the recipient's (and any subrecipient's) compliance with statutes, regulations, and the terms and conditions of Federal awards.

² For this solicitation (or program announcement), "pass-through entity" includes any entity eligible to receive funding as a recipient or subrecipient under this solicitation (or program announcement) that, if funded, may make a subaward(s) to a subrecipient(s) to carry out part of the funded program.

(d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.

(e) Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive or the recipient (or any subrecipient) considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

In order to better understand administrative requirements and cost principles, applicants are encouraged to enroll, at no charge, in the Department of Justice Grants Financial Management Online Training available [here](#).

Budget Information

What will not be funded:

- Direct administrative expenses or indirect costs of the institutional applicant.
- Proposals primarily to purchase equipment, materials, or supplies. (A budget may include these items, valued at up to \$15,000, if they are necessary to conduct research, development, demonstration, evaluation, or analysis.)
- Conference, meeting, or training activity hosted by the applicant. (BJS may allow conference, meeting, or training attendance by the fellow, if included in the fellowship proposal and budget.)

Cost Sharing or Match Requirement

This solicitation does not require a match. However, if a successful application proposes a voluntary match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

Pre-Agreement Cost (also known as Pre-award Cost) Approvals

Pre-agreement costs are costs incurred by the applicant prior to the start date of the period of performance of the grant award.

OJP does not typically approve pre-agreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. If approved, pre-agreement costs could be paid from grant funds consistent with a grantee's approved budget, and under applicable cost standards. However, all such costs prior to award and prior to approval of the costs are incurred at the sole risk of an applicant. Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs. Should there be extenuating circumstances that appear to be appropriate for OJP's consideration as pre-agreement costs, the applicant should contact the point of contact listed on the title page of this announcement for details on the requirements for submitting a written request for approval. See the section on [Costs Requiring Prior Approval](#) in the [Financial Guide](#), for more information.

Limitation on Use of Award Funds for Employee Compensation; Waiver

With respect to any award of more than \$250,000 made under this solicitation, recipients may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year.³ The 2016 salary table for SES employees is available at the Office of Personnel Management [website](#). Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.) For employees who charge only a portion of their time to an award, the allowable amount to be charged is equal to the percentage of time worked times the maximum salary limitation.

The Director of BJS may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. An applicant requesting a waiver should include a detailed justification in the budget narrative of the application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that BJS will request the applicant to adjust and resubmit the budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service the individual will provide, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work to be done.

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs

OJP strongly encourages applicants that propose to use award funds for any conference-, meeting-, or training-related activity to review carefully—before submitting an application—the OJP policy and guidance on conference approval, planning, and reporting available at <http://ojp.gov/financialguide/PostawardRequirements/chapter15page1.htm>. OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most conference, meeting, and training costs for cooperative agreement recipients and of some conference, meeting, and training costs for grant recipients; and (3) set cost limits, including a general prohibition of all food and beverage costs.

Costs Associated with Language Assistance (if applicable)

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services, where appropriate.

For additional information, see the "Civil Rights Compliance" section under "Solicitation Requirements" in the [OJP Funding Resource Center](#).

³ OJP does not apply this limitation on the use of award funds to the nonprofit organizations listed at Appendix VIII to 2 C.F.R. Part 200.

C. Eligibility Information

For additional eligibility information, see title page.

For additional information on cost sharing or matching requirements, see [Section B. Federal Award Information](#).

Limit on Number of Application Submissions

If an applicant submits multiple versions of the same application, BJS will review only the most recent system-validated version submitted. For more information on system-validated versions, see [How to Apply](#).

D. Application and Submission Information

What an Application Should Include

Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may affect negatively the review of their application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications determined to be nonresponsive to the scope of the solicitation, or that do not include the application elements that BJS has designated to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, BJS has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet, Budget Narrative, and resumes/curriculum vitae of key personnel. For purposes of this solicitation, "key personnel" means the doctoral student, dissertation committee chair, and/or the student's faculty advisor. Please review the "Note on File Names and File Types" under [How to Apply](#) to be sure applications are submitted in permitted formats.

OJP strongly recommends that applicants use appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memoranda of Understanding," "Résumés") for all attachments. Also, OJP recommends that applicants include résumés in a single file.

1. Information to Complete the Application for Federal Assistance (SF-424)

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and OJP's Grants Management System (GMS) take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable).

Intergovernmental Review: This funding opportunity (program) **is not** subject to [Executive Order 12372](#). (In completing the SF-424, applicants are to make the appropriate selection in response to question 19 to indicate that the "Program is not covered by E.O. 12372.")

2. Project Abstract

The project abstract is a very important part of the application, and serves as an introduction to the proposed project. BJS uses the project abstract for a number of purposes, including assignment of the application to an appropriate review panel. If the application is funded, the project abstract typically will become public information and be used to describe the project.

Applications should include a high-quality project abstract that summarizes the proposed project in 400 words or less. Project abstracts should be—

- Written for a general public audience
- Submitted as a separate attachment with “Project Abstract” as part of its file name
- Single-spaced, using a standard 12-point font (Times New Roman) with 1-inch margins.

As a separate attachment, the project abstract will **not** count against the page limit for the program narrative.

All project abstracts should follow the detailed template available at ojp.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf

Permission to Share Project Abstract with the Public: It is unlikely that BJS will be able to fund all applications submitted under this solicitation, but it may have the opportunity to share information with the public regarding unfunded applications, for example, through a listing on a web page available to the public. The intent of this public posting would be to allow other possible funders to become aware of such proposals.

In the project abstract template, applicants are asked to indicate whether they give OJP permission to share their project abstract (including contact information) with the public. Granting (or failing to grant) this permission will not affect OJP’s funding decisions, and, if the application is not funded, granting permission will not guarantee that abstract information will be shared, nor will it guarantee funding from any other source.

Note: OJP may choose not to list a project that otherwise would have been included in a listing of unfunded applications, should the abstract fail to meet the format and content requirements noted above and outlined in the project abstract template.

3. Program Narrative

The program narrative section of the application should not exceed 20 double-spaced pages in a 12-point font with 1-inch margins. If included in the main body of the program narrative, tables, charts, figures, and other illustrations count toward the 20-page limit for the narrative section. The project abstract, table of contents, appendices, and government forms do not count toward the 20-page limit.

If the program narrative fails to comply with these length-related restrictions, BJS may consider such noncompliance in peer review and in final award decisions.

The following sections should be included as part of the program narrative.⁴

Program Narrative Guidelines:

a. Title Page (not counted against the 20-page program narrative limit).

The title page should include the title of the project, submission date, funding opportunity number, and the name and complete contact information (that is, address, telephone number, and email address) for both the applicant organization and/or the principal investigator (i.e., the sponsored doctoral student, if allowed by the academic institution).

b. Table of Contents and Figures (not counted against the 20-page program narrative limit)

c. Main Body

The main body of the program narrative should describe the proposed project in depth. The following sections should be included as part of the program narrative:

- Statement of the Research Problem(s).
- Project Design and Implementation.
- Potential Impact.
- Capabilities/Competencies.

Within these sections, the narrative should address:

- Purpose, goals, and objectives.
- Review of relevant literature.
- Detailed description of research design and methods, such as research questions, hypotheses, description of sample, and analysis plan.
- Description of how the proposed analyses might complement or enhance BJS's current statistical portfolio.
- Implications for criminal justice policy and practice in the United States.

⁴ As noted earlier, if the proposed program or project reasonably could be conducted in discrete phases, with each phase resulting in completion of one or more significant, defined milestones, then BJS strongly recommends that the applicant structure the application – specifically including the narrative, expected scholarly products, timelines/milestones, and budget detail worksheet and budget narrative – to set out each phase clearly. (In appropriate cases, the expected scholarly product(s) from a particular phase may vary from those described above.) See generally, “Goals, Objectives, Deliverables, and Expected Scholarly Products” under “Program-Specific Information,” above.

- Management plan and organization.
- Plan for Dissemination to Broader Audiences (if applicable to the proposed project). Applicants should identify plans (if any) to produce or to make available to broader interested audiences – such as criminal/juvenile justice practitioners or policymakers – summary information from the planned scholarly products of the proposed project (such as summaries of articles in peer-reviewed scientific journals), in a form designed to be readily accessible and useful to those audiences.

d. Performance Measures

To demonstrate program progress and success, as well as, to assist the Department with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. OJP will require any award recipient, post award, to provide the data requested in the “Data Grantee Provides” column so that OJP can calculate values for the “Performance Measures” column. (Submission of performance measures data is not required for the application.) Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
Conduct dissemination research that has direct implications for criminal justice policy and practice in the United States using BJS data and/or other statistical series.	Relevance to the needs of the field as measured by whether the project’s substantive scope did not deviate from the funded proposal or any subsequent agency-approved modifications to the scope.	Quarterly and final financial reports, semiannual and final progress reports.

	Quality of the research as demonstrated by the scholarly products that result from work funded under the BJS award (e.g., published, peer-reviewed, scientific journal articles, and/or (as appropriate for the funded project) law review journal articles, book chapters or books in the academic press, technological prototypes, patented inventions, or similar scientific products).	List of citations to all scholarly products that resulted from work funded under the BJS award.
	Quality of management as measured by factors such as whether significant project milestones were achieved, reporting and other deadlines were met, and costs remained within approved limits.	If applicable, each dataset that resulted from work funded under the BJS award. An official signed copy of the doctoral student's successfully defended and accepted final dissertation.

e. Appendices (not counted against the 20-page program narrative limit) include:

- Bibliography/references.
- Any tools/instruments, questionnaires, tables/charts/graphs, or maps pertaining to the proposed project that are supplemental to such items included in the main body of the narrative.
- Curriculum vitae, résumés, or biographical sketches of the doctoral student and the dissertation committee chair.
- Undergraduate and graduate transcripts of the doctoral student.
- Personal statement from the student discussing his or her academic background, research experience, career goals, and the anticipated role of the fellowship in his or her professional trajectory, not to exceed three double-spaced pages in a 12-point font with 1-inch margins.
- List of the student's dissertation committee (if known) and his or her contact information, including names, affiliations, telephone numbers, and email

addresses. The dissertation chair should be clearly identified in the list.

- Proposed project timeline and expected milestones. The timeline should contain details about student progress including, but not limited to, the date by which the student will have advanced to candidacy, any major dates in the dissemination plan, the writing of the dissertation, and an expected dissertation defense date. If the sponsoring institution does not require one or more of these steps for successful completion of the doctoral degree, then the proposal should clearly document such exceptions. The project timeline should also allow time for completing edits to the dissertation manuscript and for submitting the final dissertation to BJS.
- Human Subjects Protection paperwork. BJS requires the funding recipient to submit proper documentation to be used to determine that the research project meets the federal requirements for human subjects protections set forth in 28 CFR Part 46. A model certificate, describing the necessary information to be provided by the funding recipient, can be accessed at www.bjs.gov/content/hscr.cfm. NOTE: Final IRB approval is not required at the time an application is submitted.
- Privacy Certificate, which is a funding recipient's certification of compliance with federal regulations requiring confidentiality of information identifiable to a private person, which is collected, analyzed, or otherwise used in connection with an OJP-funded research or statistical activity. The funding recipient's Privacy Certificate includes a description of its policies and procedures to be followed to protect identifiable data. A model certificate is located at www.bjs.gov/content/pub/pdf/bjsmpc.pdf.
- List of any previous and current BJS awards to the applicant organization and investigators, including the BJS-assigned award numbers and a brief description of any scholarly products that resulted in whole or in part from work funded under the BJS awards.
- Letters of cooperation/support or administrative agreements from organizations collaborating in the project, such as law enforcement and correctional agencies (if applicable).
- List of other agencies, organizations, or funding sources to which this proposal has been submitted (if applicable).
- Data archiving plan. Applicants should anticipate that BJS will require (through special award conditions, including a partial withholding of award funds) that datasets resulting in whole or in part from projects funded under this solicitation be submitted for archiving with the NACJD.

Applications should include as an appendix a brief plan – labeled “Data Archiving Plan” – to comply with data archiving requirements. The plan should provide brief details about proposed data management and archiving, including submission to BJS (through NACJD) of **all files and documentation** necessary to allow for future efforts by others to reproduce

the project's findings and/or to extend the scientific value of the dataset through secondary analysis. Pertinent files and documentation include, among other things, qualitative and quantitative data produced, instrumentation and data collection forms, codebook(s), any specialized programming code necessary to reproduce all constructed measures and the original data analysis, description of necessary de-identification procedures, and (when required) a copy of the privacy certificate and informed consent protocols.

The plan should be one or two pages in length and include the level of effort associated with meeting archiving requirements.

Note that required datasets are to be submitted 90 days before the end of the project period.

4. Budget Detail Worksheet and Budget Narrative

a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at <http://ojp.gov/funding/Apply/Resources/BudgetDetailWorksheet.pdf>. Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet. However, regardless of format, applicants must break down budgets by year. (Work associated with satisfying data archiving requirements should be reflected.) BJS expects applicants to provide a thorough narrative to each section of the Budget Detail Worksheet. The Budget Detail Worksheet should be broken down by year.

For questions pertaining to budget and examples of allowable and unallowable costs, see the Financial Guide at <http://ojp.gov/financialguide/DOJ/index.htm>.

b. Budget Narrative

Both the Budget Detail Worksheet and the Budget Narrative should address no more than the funding anticipated to be provided with the initial award. The budget narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

Applicants should demonstrate in their budget narratives how they will maximize cost effectiveness of grant expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

The narrative should be sound mathematically, and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain exactly how the applicant estimated and calculated all costs, and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

The following are sample budget narrative descriptions of relevant cost items that an applicant might use:

Salaries and Wages—Personnel

The Proposed Graduate Research Fellow (i.e., the doctoral student), Ms. /Mr. XXX, will devote XX summer months and XX academic months per year toward the project. One summer month of effort is equivalent to XXX hours. One academic month of effort is equivalent to XXX hours.

The fringe benefit rate during the academic year for the graduate student is XX%. The summer fringe benefit rate is XX%. The benefits included in the rate cover XXXXXXXX.

Travel (Nonfederal)

Attendance at the XXX Annual Meeting will provide Ms. /Mr. XXX the opportunity to disseminate the results of the BJS-funded work within the relevant academic community. The meeting location and dates are XXX and XXX, respectively. The expected lodging rate is \$XXX, based on XXX source, for a total of XXX nights (\$XXX total). The meal allowance is \$XXX per day, based on XXX source. The expected transportation cost is \$XXX, based on XXX source. Other anticipated costs include a baggage fee of \$30. The total funding requested for this travel event is \$XXX.

Note that direct and indirect administrative expenses of the applicant university are not allowable costs and will not be funded under this solicitation.

c. Non-Competitive Procurement Contracts In Excess of Simplified Acquisition Threshold

If an applicant proposes to make one or more non-competitive procurements of products or services, where the non-competitive procurement will exceed the simplified acquisition threshold (also known as the small purchase threshold), which is currently set at \$150,000, the application should address the considerations outlined in the [Financial Guide](#).

d. Pre-Agreement Cost Approvals

For information on pre-agreement costs approvals, see [Section B. Federal Award Information](#).

5. Indirect Cost Rate Agreement (if applicable)

Not applicable - Indirect costs are not allowed under this solicitation.

6. Tribal Authorizing Resolution (if applicable)

Tribes, tribal organizations, or third parties proposing to provide direct services or assistance to residents on tribal lands should include in their applications a resolution, a letter, affidavit, or other documentation, as appropriate, that certifies that the applicant has the legal authority from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for a grant on behalf of a tribe or multiple specific tribes, the application should include appropriate legal documentation, as described above, from all tribes that would receive services or assistance

under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without an authorizing resolution or comparable legal documentation from each tribal governing body) may submit, instead, a copy of its consortium bylaws with the application.

7. Applicant Disclosure of High Risk Status

Applicants are to disclose whether they are currently designated high risk by another federal grant-making agency. This includes any status requiring additional oversight by the federal agency due to past programmatic or financial concerns. If an applicant is designated high risk by another federal grant making agency, you must email the following information to OJPComplianceReporting@usdoj.gov at the time of application submission:

- The federal agency that currently designated the applicant as high risk
- Date the applicant was designated high risk
- The high risk point of contact name, phone number, and email address, from that federal agency
- Reasons for the high risk status

OJP seeks this information to ensure appropriate federal oversight of any grant award. Disclosing this high risk information does not disqualify any organization from receiving an OJP award. However, additional grant oversight may be included, if necessary, in award documentation.

8. Additional Attachments

- a. Certification of current full-time enrollment in a qualifying doctoral program (**required**). (See page 6 for details.)
- b. Statement of support from the dissertation committee chair or the doctoral student's faculty advisor, department chair, departmental director of graduate studies, or individual with similar responsibilities, as applicable (**required**). (For information on required content, see page 7.)
- c. **Applicant disclosure of pending applications.**⁵ Applicant institutions are to disclose whether they have pending applications for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to state agencies that will subaward federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

⁵ Typically, the applicant is not the principal investigator; rather, the applicant, most frequently, is the institution, organization, or company that employs the principal investigator.

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

- The federal or state funding agency
- The solicitation name/project name
- The point of contact information at the applicable funding agency

Federal or State Funding Agency	Solicitation Name/Project Name	Name/Phone/Email for Point of Contact at Funding Agency
DOJ/COPS	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov
HHS/ Substance Abuse and Mental Health Services Administration	Drug Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

Applicants should include the table as a separate attachment to their application. The file should be named “Disclosure of Pending Applications.”

Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page (e.g., “[Applicant Name on SF-424] does not have pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.”).

d. Research and Evaluation Independence and Integrity

If a proposal involves research and/or evaluation, regardless of the proposal’s other merits, in order to receive funds, the applicant must demonstrate research/evaluation independence, including appropriate safeguards to ensure research/evaluation objectivity and integrity, both in this proposal and as it may relate to the applicant’s other current or prior related projects. This documentation may be included as an attachment to the application, which addresses BOTH i. and ii. below.

- i. For purposes of this solicitation, applicants must document research and evaluation independence and integrity by including, at a minimum, one of the following two items:
 - a. A specific assurance that the applicant has reviewed its proposal to identify any research integrity issues (including all principal investigators and subrecipients) and it has concluded that the design, conduct, or reporting of research and evaluation funded by BJS grants, cooperative agreements, or contracts will not be biased by any personal or financial conflict of interest on

the part of its staff, consultants, and/or subrecipients responsible for the research and evaluation or on the part of the applicant organization.

OR

- b. A specific listing of actual or perceived conflicts of interest that the applicant has identified in relation to this proposal. These conflicts could be either personal (related to specific staff, consultants, and/or subrecipients) or organizational (related to the applicant or any subgrantee organization). Examples of potential investigator (or other personal) conflict situations may include, but are not limited to, those in which an investigator would be in a position to evaluate a spouse's work product (actual conflict), or an investigator would be in a position to evaluate the work of a former or current colleague (potential apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization could not be given a grant to evaluate a project if that organization had itself provided substantial prior technical assistance to that specific project or a location implementing the project (whether funded by OJP or other sources), as the organization in such an instance would appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research or evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability of an evaluation or research product is a problem and must be disclosed.
- ii. In addition, for purposes of this solicitation applicants must address the issue of possible mitigation of research integrity concerns by including, at a minimum, one of the following two items:
 - a. If an applicant reasonably believes that no potential personal or organizational conflicts of interest exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion. Applicants **MUST** also include an explanation of the specific processes and procedures that the applicant will put in place to identify and eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or subrecipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest.

OR

- b. If the applicant has identified specific personal or organizational conflicts of interest in its proposal during this review, the applicant must propose a specific and robust mitigation plan to address conflicts noted above. At a minimum, the plan must include specific processes and procedures that the applicant will put in place to eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or subrecipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard

could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that OJP will accept the plan, if any, as proposed.

Considerations in assessing research and evaluation independence and integrity will include, but are not be limited to, the adequacy of the applicant's efforts to identify factors that could affect the objectivity or integrity of the proposed staff and/or the organization in carrying out the research, development, or evaluation activity; and the adequacy of the applicant's existing or proposed remedies to control any such factors.

9. Financial Management and System of Internal Controls Questionnaire

In accordance with the Part 200 Uniform Requirements as set out at [2 C.F.R. 200.205](#), Federal agencies must have in place a framework for evaluating the risks posed by applicants before they receive a Federal award. To facilitate part of this risk evaluation, **all** applicants (other than an individual) are to download, complete, and submit this [form](#).

10. Disclosure of Lobbying Activities

All applicants must complete this information. Applicants that expend any funds for lobbying activities are to provide the detailed information requested on the form [Disclosure of Lobbying Activities \(SF-LLL\)](#). Applicants that do not expend any funds for lobbying activities are to enter "N/A" in the text boxes for item 10 ("a. Name and Address of Lobbying Registrant" and "b. Individuals Performing Services").

How to Apply

Applicants must register in, and submit applications through Grants.gov, a primary source to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at [www.Grants.gov](#). Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, 24 hours a day, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take several weeks** for first-time registrants to receive confirmation and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

BJS strongly encourages all prospective applicants to sign up for Grants.gov email [notifications](#) regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates will be automatically notified.

Note on Attachments. Grants.gov has two categories of files for attachments: mandatory and optional. OJP receives all files attached in both categories. Please insure all required documents are attached in the mandatory category.

Note on File Names and File Types: Grants.gov only permits the use of certain specific characters in names of attachment files. Valid file names may include only the characters shown in the table below. Grants.gov is designed to reject any application that includes an attachment(s) with a file name that contains any characters not shown in the table below. Grants.gov is designed to forward successfully submitted applications to OJP's Grants Management System (GMS).

Characters	Special Characters		
Upper case (A – Z)	Parenthesis ()	Curly braces { }	Square brackets []
Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Underscore (_)	Comma (,)	Semicolon (;)	Apostrophe (‘)
Hyphen (-)	At sign (@)	Number sign (#)	Dollar sign (\$)
Space	Percent sign (%)	Plus sign (+)	Equal sign (=)
Period (.)	When using the ampersand (&) in XML, applicants must use the “&amp;” format.		

GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: “.com,” “.bat,” “.exe,” “.vbs,” “.cfg,” “.dat,” “.db,” “.dbf,” “.dll,” “.ini,” “.log,” “.ora,” “.sys,” and “.zip.” GMS may reject applications with files that use these extensions. It is important to allow time to change the type of file(s) if the system rejects the application.

All applicants are required to complete the following steps:

OJP may not make a federal award to an applicant organization until the applicant organization has complied with all applicable DUNS and SAM requirements. Individual applicants must comply with all Grants.gov requirements. If an applicant has not fully complied with the requirements by the time the federal awarding agency is ready to make a federal award, the federal awarding agency may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

Individual applicants should search Grants.gov for a funding opportunity for which individuals are eligible to apply. Use the Funding Opportunity Number (FON) to register. Complete the registration form at <https://apply07.grants.gov/apply/IndCPRRegister> to create a username and password. Individual applicants should complete all steps except 1, 2 and 4.

- 1. Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866-705-5711 to obtain a DUNS number or apply online at www.dnb.com. A DUNS number is usually received within 1–2 business days.
- 2. Acquire registration with the System for Award Management (SAM).** SAM is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. Applicants must **update or renew their SAM registration annually** to maintain an active status. SAM registration and renewal

can take as long as 10 business days to complete.

Applications cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. Once the SAM registration/renewal is complete, **the information transfer from SAM to Grants.gov can take up to 48 hours.** OJP recommends that the applicant register or renew registration with SAM as early as possible.

Information about SAM registration procedures can be accessed at www.sam.gov.

- 3. Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process for organizations, go to <http://www.grants.gov/web/grants/register.html>. Individuals registering with Grants.gov should go to <http://www.grants.gov/web/grants/applicants/individual-registration.html>.
- 4. Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. The E-Biz POC will need the Marketing Partner Identification Number (MPIN) password obtained when registering with SAM to complete this step. Note that an organization can have more than one AOR.
- 5. Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance number for this solicitation is 16.734, titled "Special Data Collections and Statistical Studies," and the funding opportunity number is BJS-2016-9013.
- 6. Submit a valid application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive two notifications from Grants.gov. The first will confirm the receipt of the application and the second will state whether the application has been successfully validated, or rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received and then receive a rejection notice a few minutes or hours later. Submitting well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges applicants to submit applications **at least 72 hours prior** to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 11:59 p.m. eastern time on May 2, 2016.

Click [here](#) for further details on DUNS, SAM, and Grants.gov registration steps and timeframes.

Note: Duplicate Applications

If an applicant submits multiple versions of the same application, BJS will review only the most recent system-validated version submitted. See Note on File Names and File Types under [How to Apply](#).

Experiencing Unforeseen Grants.gov Technical Issues

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must contact the [Grants.gov Customer Support Hotline](#) or the [SAM Help Desk](#) (Federal Service Desk) to report the technical issue and receive a tracking number. Then applicants must email the BJS contact identified in the Contact Information section on page 2 **within 24 hours after the application deadline** and request approval to submit their application. The email must describe the technical difficulties, and include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any Grants.gov Help Desk or SAM tracking number(s). **Note: BJS does not automatically approve requests.** After the program office reviews the submission, and contacts the Grants.gov or SAM Help Desk to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the applicant failed to follow all required procedures, which resulted in an untimely application submission, OJP will deny the applicant's request to submit its application.

The following conditions are generally insufficient to justify late submissions:

- Failure to register in SAM or Grants.gov in sufficient time (SAM registration and renewal can take as long as 10 business days to complete. The information transfer from SAM to Grants.gov can take up to 48 hours.)
- Failure to follow Grants.gov instructions on how to register and apply as posted on its website
- Failure to follow each instruction in the OJP solicitation
- Technical issues with the applicant's computer or information technology environment, including firewalls

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding web page at <http://ojp.gov/funding/index.htm>

E. Application Review Information

Selection Criteria

Applications that meet basic minimum requirements will be evaluated by peer reviewers using the following review criteria.

Statement of the Problem (Understanding of the problem and its importance) – 20%

1. Clarity of the problem statement and its importance to the field of study
2. Demonstrated connection between the problem and the proposed research
3. Demonstrated awareness of the state of current research
4. Identification of gaps in existing research

The problem statement must describe the need for the project and provide a clear statement of how funding will support the project's value to the field. The statement must also identify and describe the datasets that will be the subject of the intended project or the BJS statistical program that the doctoral student will enhance through the Graduate Research Fellowship.

Project Design and Implementation (Quality and technical merit) – 40%

1. Detailed and complete discussion of proposed research methods

2. Soundness of the research methods and appropriateness to the proposed study
3. Awareness of potential limitations of the research plan and proposed practical solutions
4. Overall feasibility of proposed project
5. Innovation and creativity

The project design and research methodology should describe how the applicant will achieve the stated project objectives and discuss how the strategy will address the problems identified and support the goals and objectives. It must include a time-task plan that clearly identifies objectives, major activities, and deliverables. Reviewers will assess the time-task plan and deliverables schedule regarding whether the proposed level of effort is reasonable for accomplishing the objectives. Reviewers also will assess whether the deliverables presented are relevant to the project.

The time-task plan also must provide for the submission of semiannual progress reports and quarterly financial reports. BJS Visiting Fellows must attend one Financial Management Training Seminar in Washington, D.C., sponsored by OJP's Office of the Chief Financial Officer (OCFO) for grantees. Applicants can find specific information, such as dates and locations of upcoming OCFO events, at <http://ojp.gov/training/fmts.htm>.

Potential Impact – 20%

Applications must include a discussion of the potential for significant scientific or technical advances that may result from the proposed research, and how these advances will improve criminal and juvenile justice in the United States, such as the following:

1. Potential for important advances in the scientific or technical understanding of the problem.
2. Potential for advances in the field and the filling of key gaps in scientific knowledge related to criminal justice policy and practice in the United States
3. Potential for complementing, advancing, or informing current BJS statistical collections
4. Relevance for improving criminal justice policy and practice, public safety, security, and quality of life, including the concerns of specific criminal justice agencies.

Capabilities and Competencies (Capabilities, demonstrated productivity, and experience of the applicant organization and proposed project staff) – 20%

1. Qualifications and experience of the doctoral student and the dissertation committee chair, if identified (e.g., successful coursework completed, relevant work and research experience, leadership roles, mentoring experience, and record of publication)
2. Applicant academic institution's record of accomplishment regarding doctoral candidates' completing their degrees
3. Applicant academic institution's record of past performance regarding BJS grants and contracts (if applicable).

Budget: complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should generally demonstrate how applicants will

maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.⁶

Peer reviewers will consider and may comment on the following additional items in the context of scientific and technical merit:

1. Total cost of the project relative to the perceived benefit (cost effectiveness)
2. Appropriateness of the budget relative to the level of effort
3. Use of existing resources to conserve costs
4. Proposed budget alignment with proposed project activities.

Plan for Dissemination to Broader Audiences (if applicable to the proposed project)

Peer reviewers may comment – in the context of scientific and technical merit – on the proposed plan (if any) to produce or to make available to broader interested audiences, such as criminal/juvenile justice practitioners or policymakers, summary information from the planned scholarly products of the project.

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. BJS reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. For purposes of assessing whether applicants have met basic minimum requirements, OJP screens applications for compliance with specified program requirements to help determine which applications should proceed to further consideration for award. Although program requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP grant programs:

- Applications must be submitted by an eligible type of applicant.
- Applications must request funding within programmatic funding constraints (if applicable).
- Applications must be responsive to the scope of the solicitation.
- Applications must include all items designated as “critical elements.”
- Applicants will be checked against the System for Award Management

For a list of critical elements, see “What an Application Should Include” under [Section D. Application and Submission Information](#).

BJS may use internal peer reviewers, external peer reviewers, or a combination, to assess applications meeting basic minimum requirements on technical merit using the solicitation’s selection criteria. An external peer reviewer is an expert in the subject matter of a given solicitation who is not a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. A peer review panel

will evaluate, score, and rate applications that meet basic minimum requirements. Peer reviewers' ratings and any resulting recommendations are advisory only, although their views are considered carefully. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance under prior BJS and OJP awards, and available funding.

OJP reviews applications for potential discretionary awards to evaluate the risks posed by applicants before they receive an award. This review may include but is not limited to the following:

1. Financial stability and fiscal integrity
2. Quality of management systems and ability to meet the management standards prescribed in the Financial Guide
3. History of performance
4. Reports and findings from audits
5. The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on award recipients
6. Proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and whether those costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations

All final decision will be made by the Director of the Bureau of Justice Statistics. Peer reviewers' ratings and any resulting recommendations are advisory only, although their views are considered carefully. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, planned scholarly products, proposed budgets, past performance (including scholarly products) under prior BJS and OJP awards, research independence and integrity, strategic priorities, and available funding when making awards.

F. Federal Award Administration Information

Federal Award Notices

OJP sends award notification by email through GMS to the individuals listed in the application as the point of contact and the authorizing official (E-Biz POC and AOR). The email notification includes detailed instructions on how to access and view the award documents, and how to accept the award in GMS. GMS automatically issues the notifications at 9:00 p.m. eastern time on the award date (by September 30, 2016). Recipients will be required to login; accept any outstanding assurances and certifications on the award; designate a financial point of contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document by the authorized representative and the scanning of the fully-executed award document to OJP.

Administrative, National Policy, and other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the agency-approved project proposal and budget, the recipient must comply with award terms and conditions, and other legal requirements, that are included in the award, incorporated into the award by reference, or are otherwise applicable to the award. OJP strongly encourages prospective applicants to review the information pertaining to these requirements **prior** to submitting an application. To assist applicants and recipients in accessing and reviewing this

information, OJP has placed it on its [Solicitation Requirements](#) page of the [OJP Funding Resource Center](#).

Please note in particular the following two forms, which applicants must submit in GMS prior to the receipt of any award funds, as each details legal requirements with which applicants must provide specific assurances and certifications of compliance. Applicants may view these forms in the [OJP Funding Resource Center](#) and are strongly encouraged to review and consider them carefully prior to making an application for OJP grant funds.

- [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)
- [Standard Assurances](#)

Upon grant approval, OJP electronically transmits (via GMS) the award document to the prospective award recipient. In addition to other award information, the award document contains award terms and conditions that specify national policy requirements⁷ with which recipients of federal funding must comply; uniform administrative requirements, cost principles, and audit requirements; and program-specific terms and conditions required based on applicable program (statutory) authority or requirements set forth in OJP solicitations and program announcements. For example, certain efforts may call for special requirements, terms, or conditions relating to intellectual property, data/information-sharing or -access, or information security; or audit requirements, expenditures and milestones, or publications and/or press releases. OJP also may place additional terms and conditions on an award based on its risk assessment of the applicant, or for other reasons it determines necessary to fulfill the goals and objectives of the program.

Prospective applicants may access and review the text of mandatory conditions OJP includes in all OJP awards, as well as the text of certain other conditions, such as administrative conditions, via OJP's [Mandatory Award Terms and Conditions](#) page of the [OJP Funding Resource Center](#).

As stated above, BJS expects that it will make any award from this solicitation in the form of a grant. Grant awards include standard conditions that describe the general allocation of responsibility for execution of the funded program. Generally stated, under grant awards, responsibility for the day-to-day conduct of the project rests with the recipient in implementing the funded and approved proposal and budget, and the award terms and conditions. Responsibility for general oversight and redirection of the project, if necessary, rests with BJS.

General Information About Post-Federal Award Reporting Requirements

Recipients must submit quarterly financial reports, semi-annual, progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements. Applicants should anticipate that progress reports will be required to follow the non-budgetary components of the Research Performance Progress Report (RPPR) template/format. General information on RPPRs may be found at www.nsf.gov/bfa/dias/policy/rppr/. Future awards and fund drawdowns may be withheld if reports are delinquent.

⁷ See *generally* 2 C.F.R. 200.300 (provides a general description of national policy requirements typically applicable to recipients of federal awards, including the Federal Funding Accountability and Transparency Act of 2006 (FFATA)).

Special Reporting requirements may be required by OJP depending on the statutory, legislative, or administrative requirements of the recipient or the program.

As indicated earlier in this solicitation, BJS expects deliverables to result from any award under this solicitation. Please review the [Goals, Objectives, and Deliverables](#) segment of the “Program-Specific Information” section of this solicitation, as well as the “Performance Measures” section.

Required Datasets and Associated Files and Documentation

As discussed earlier, BJS requires recipients of an award under this solicitation to submit to NACJD all original datasets that result in whole or in part from the work funded by BJS, along with associated files and any documentation necessary to allow for future efforts by others to reproduce the project’s findings and/or to extend the scientific value of the dataset through secondary analysis. All datasets and necessary documentation are to be submitted 90 days prior to the end of the project period. For more information, see the “Program Narrative” section of [What an Application Should Include](#).

G. Federal Awarding Agency Contact(s)

For Federal Awarding Agency Contact(s), see the title page.

For contact information for Grants.gov, see the title page.

H. Other Information

Provide Feedback to OJP

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, the application submission process, and/or the application review/peer review process. Provide feedback to OJPSolicitationFeedback@usdoj.gov.

IMPORTANT: This email is for feedback and suggestions only. Replies are not sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, you must directly contact the appropriate number or email listed on the front of this solicitation document. OJP provides these contacts to help ensure that you can directly reach an individual who can address your specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please email your résumé to ojpeerreview@lmsolas.com. The OJP Solicitation Feedback email account will not forward your résumé. Note: Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

Application Checklist

FY 2016 Graduate Research Fellowship Program for Criminal Justice Statistics

This application checklist has been created to assist in developing an application.

What an Applicant Should Do:

Prior to Registering in Grants.gov:

- Acquire a DUNS Number (see page 24)
- Acquire or renew registration with SAM (see page 24)

To Register with Grants.gov:

- Acquire AOR and Grants.gov username/password (see page 25)
- Acquire AOR confirmation from the E-Biz POC (see page 25)

To Find Funding Opportunity:

- Search for the funding opportunity on Grants.gov (see page 25)
- Download Funding Opportunity and Application Package (see page 25)
- Sign up for Grants.gov [email](#) notifications (optional) (see page 23)
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on “conference” approval, planning, and reporting available at ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm (see page 11)

After application submission, receive Grants.gov Email notifications that:

- (1) application has been received
- (2) application has either been successfully validated or rejected with errors (see page 25)

If no Grants.gov receipt, and validation or error notifications are received:

- contact BJS regarding experiencing technical difficulties (see page 26)

General Requirements:

- Review the [Solicitation Requirements](#) in the OJP Funding Resource Center.

What an Application Should Include:

- Application for Federal Assistance (SF-424) (see page 12)
- Project Abstract (see page 13)
- Program Narrative (see page 13)
- Appendices (see page 16)
- Budget Detail Worksheet (see page 18)
- Budget Narrative (see page 18)
- Indirect Cost Rate Agreement (if applicable) (see page 19)
- Tribal Authorizing Resolution (if applicable) (see page 19)
- Applicant Disclosure of High Risk Status (see page 20)
- Additional Attachments
 - Doctoral Student Eligibility Requirements (see page 6)
 - Dissertation Chair Requirements (see page 7)
 - Applicant Disclosure of Pending Applications (see page 20)

- _____ Research and Evaluation Independence and Integrity (see page 21)
- _____ Financial Management and System of Internal Controls Questionnaire (see page (23))
- _____ [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see page (23))
- _____ Employee Compensation Waiver request and justification (if applicable) (see page 11)