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The [U.S. Department of Justice, Office of Justice Programs](#) (OJP), [Bureau of Justice Statistics](#) (BJS) is pleased to announce that it is seeking applications for the funding of one or more BJS Visiting Fellows in the National Crime Victimization Survey Redesign program. As the principal statistical agency within the U.S. Department of Justice, BJS is responsible for the collection, analysis, publication and dissemination of statistical information on crime, criminal offenders, victims of crime, and the operations of criminal justice systems at all levels of government. This program furthers the Department's mission by encouraging collaboration within the justice community that brings expertise in social science and statistics to bear on the most pressing challenges confronting the justice system so that strategies and approaches for dealing with these challenges are based on a methodologically solid foundation of knowledge gained through research and data collection.

## **BJS FY 2010 Visiting Fellow: National Crime Victimization Survey Redesign Solicitation**

### **Eligibility**

Applicants are limited to senior-level social science researchers and/or statisticians whose work on crime-related subjects has been extensively published and who are willing to commit a substantial portion of their time over an 18-month period to undertake methodological research to enhance the bureau's capacity to redesign its National Crime Victimization Survey.

(See "Eligibility" on page 3)

### **Deadline**

Registration with Grants.gov is required prior to application submission.

(See "How to Apply" on page 9)

**All applications are due by 5:00 p.m. Eastern time on June 11, 2010.**

(See "Deadlines: Registration and Application" on page 3)

### **Contact Information**

For technical assistance with submitting the application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or via e-mail to [support@grants.gov](mailto:support@grants.gov).

**Note:** The [Grants.gov](#) Support Hotline hours of operation are 24 hours, 7 days a week, except federal holiday.

For assistance with any other requirement of this solicitation, contact Michael Rand, Chief, Victimization Statistics Unit, at 202-307-0765 or by email at [askbjs@usdoj.gov](mailto:askbjs@usdoj.gov). Include "vfncvs" in the subject line.

Grants.gov number assigned to announcement:  
**2010-BJS-2662**

# CONTENTS

|   |    |
|---|----|
| Overview.....   | 3  |
| Deadlines: Registration and Application.....                            | 3  |
| Eligibility.....  | 3  |
| Project-Specific Information.....                                       | 3  |
| Performance Measures.....   | 9  |
| How to Apply.....   | 9  |
| What an Application Must Include:.....                                  | 11 |
| Standard Form 424   |    |
| Program Narrative   |    |
| Budget and Budget Narrative   |    |
| Description of Applicant’s Plan for Collecting Performance Measure Data |    |
| Other Attachments   |    |
| Selection Criteria.....   | 13 |
| Review Process.....   | 14 |
| Additional Requirements .....   | 15 |
| Application Checklist.....  | 16 |

# **BJS FY 2010 Visiting Fellow: National Crime Victimization Survey (NCVS) Redesign (CFDA #16.734)**

## **Overview**

Pursuant to Omnibus Crime Control and Safe Streets Act of 1968, 42 U.S.C. 3731-3735, the Bureau of Justice Statistics (BJS) is pleased to announce that it is seeking applications for the funding of one or more BJS Visiting Fellows to work in the National Crime Victimization Survey (NCVS) Redesign program.

BJS is authorized to award grants and cooperative agreements to state and local governments, private nonprofit organizations, public nonprofit organizations, profit organizations, institutions of higher education, and qualified individuals. Applicants are limited to senior-level researchers and/or statisticians who are willing to commit a substantial portion of their time over an eighteen-month period to undertake methodological research in two specific areas to enhance the bureau's capacity to redesign its NCVS.

## **Deadlines: Registration and Application**

Registration is required prior to submission. OJP strongly encourages registering with Grants.gov several weeks before the deadline for application submission. The deadline for applying for funding under this announcement is 5:00 p.m. Eastern time on Friday, June 11, 2010. Please see the "How to Apply" section on page 9 for more details.

## **Eligibility**

Individuals within for-profit (commercial) organizations, nonprofit organizations, faith-based and community organizations, and institutions of higher learning are eligible to apply; however, they must demonstrate that they are able to devote the required time to the Fellowship. Consistent with OJP fiscal requirements, individuals within for-profit organizations are not allowed to make a profit as a result of this award or to charge a management fee for the performance of this award.

## **Project-Specific Information**

BJS invites candidates to apply to its Visiting Fellow Program to undertake methodological research to enhance its capacity to redesign its NCVS. To accomplish these aims the Fellow's methodological work would focus primarily on two objectives: developing a modular crime incident report, evaluating the optimal method to incorporate repeat victimization into annual estimates.

## **Background on the NCVS**

The NCVS is the Nation's primary source of information on criminal victimization. Each year, data are obtained from a nationally representative sample of 75,000 households comprising nearly 135,000 persons on the frequency, characteristics, and consequences of criminal victimization in the United States. The survey enables BJS to generate estimates on the

incidence and prevalence of victimization by rape, sexual assault, robbery, assault, theft, household burglary, and motor vehicle theft for the population as a whole as well as for various genders, age, racial, ethnic, and geographic population subgroups. The NCVS provides the largest national forum for victims to describe the impact of crime and characteristics of violent offenders.

Increasing costs of data collection have forced BJS to reduce sample size. Subsequently, the survey can no longer adequately measure year to year changes in criminal victimization. In 2006, the BJS requested that the National Research Council of the National Academies convene a panel of experts to review and recommend alternative options for conducting the NCVS. The Committee on National Statistics (CNSTAT), jointly with the Committee on Law and Justice (CLAJ), concluded their review of the NCVS and produced a report of their findings and recommendations: [Surveying Victims: Options for Conducting the National Crime Victimization Survey](#), National Research Council (2008).

Since 2008, BJS has initiated a number of research projects to assess and improve upon the survey methodologies, including assessing the survey's sample design, comparing interview modes, examining the reference period length, crime screening question effectiveness, and the feasibility of producing sub-national estimates of victimization.

This Fellowship responds to two recommendations from the National Academy of Science (NAS) Surveying Victims report:

**Recommendation 4.1: BJS should carefully study changes in the NCVS survey design before implementing them.**

**Recommendation 4.4: BJS should maintain the core set of screening questions in the NCVS but should consider streamlining the incident form (either by eliminating items or by changing their periodicity).**

### **Rationale for the Visiting Fellowship**

BJS has initiated a number of research projects related to the NCVS redesign. Many of these projects have required the resources of large scale research organizations to effectively accomplish the tasks required. The tasks outlined in this solicitation do not require such resources, but can be effectively undertaken by a researcher with knowledge of the NCVS program, and experience in survey design working with BJS staff. Furthermore, if necessary, these tasks are subject to modification. This will be determined during the course of the program and after collaboration and agreement with BJS staff.

## **Goals, Objectives and Deliverables**

### **Project Area 1. Developing a modular crime incident report**

For this project area, BJS intends that the Visiting Fellow develop a modular design for the crime Incident Report questionnaire to be used in the redesigned NCVS. The Crime Incident Report is the form used to obtain the details of crime victimizations uncovered during the crime screening questionnaire. It obtains information on what occurred during the victimization, the nature of any injuries sustained and/or property lost, the relationship of the offender to the

victim, whether the crime was reported to law enforcement, as well as other information pertaining to the crime and its consequences to the victim.

When the survey was first implemented in 1972, the crime incident report was four pages long and contained about 60 questions. By 2010, the crime incident report had grown to more than 20 pages and more than 200 questions as more information, such as hate crime and disability-related information, was deemed desirable to obtain about crimes and victims. These additional questions have greatly increased the burden to respondents. One of the most common complaints received by interviewers is that the survey is too long.

One way to reduce burden to respondents is to modularize the survey by asking sets of questions to different respondents at different times so that not every respondent is asked all the questions all the time. For rarer crimes, such as rape or sexual assault, it may be necessary to ask the full incident report to have enough cases for analysis. However, for the most common offenses, such as property theft, it may be possible to subsample so that respondents receive a subset of the questions and still retain the ability to obtain enough cases to conduct the required analyses.

Creating a modular incident report is a complex task. It is necessary to understand the purposes of the survey, its instruments, the structure of the NCVS interview, and the analytical requirements of the BJS. Modular survey designs can take a variety of structures. Respondents can be sampled so that some receive subsets of questions. Alternatively, question subsets can be developed and asked over alternating periods of time. A key decision that must be made is how best to structure the modular design to address the tension between respondent burden and statistical precision. BJS expects that the Visiting Fellow will analyze past NCVS data to identify the number of cases required to be administered to obtain robust estimates of key survey elements.

The Visiting Fellow will work collaboratively with the BJS Program Manager and staff to develop the optimal framework for a modular design for the crime incident report. This work will include a review of other survey designs to identify various survey design strategies and how these can best be applied to the NCVS.

## **Project Area 2. Evaluating the optimal method to incorporate repeat victimization into annual estimates**

Since the inception of the NCVS, the handling of repeat victimization has proved problematic. Victimization is not evenly distributed across the population. Some people experience repeated crimes over time because of their occupation, relationships, or living conditions. The NCVS protocol generally calls for administering a crime incident report for every crime experienced by respondents during the reference period, but doing so for people who have experienced many crimes becomes overly burdensome, taxing both their time as well as their ability to recall the pertinent details of every crime they have experienced.

Current NCVS protocols utilize a procedure whereby interviewers can administer one incident report for repeat victimizations if certain conditions exist. If the respondent has been victimized by six or more crimes during the six-month reference period, and all the crimes are similar in nature, and the respondent is unable to recall the details of each incident, then the repeat victimizations is designated as a “series” victimization. In this case, the interviewer is instructed to fill out one incident report for the series, capturing the details of the most recent incident.

While this reduces the burden on the respondents, BJS has not developed a mechanism for including series victimizations into estimates of crime published in its annual *Criminal Victimization Bulletin* or *Criminal Victimization in the United States Statistical Tables* publication. Many special analyses do include the series victimizations, which are counted as one incident in the estimates. Other options exist for including these repeat victimizations, such as counting them as six (the minimum threshold to be considered a series victimization) or counting them as “n” (the number of times the victim reported being victimized).

Each of these strategies has advantages and shortcomings. For example, counting the series as “n” would allow for each incident to be included in the estimates, but research has shown that people who have experienced a large number of crimes estimate the number of times they were victimized, often rounding the number to approximate a number of times in a week, month, or over the six-month period (e.g., Rand and Rennison 2005; Planty and Strom 2007)<sup>1</sup>. Moreover, while the incidents may be similar in nature, the details of what occurred will differ from incident to incident, and this information is currently not available and has implications for how incidents are classified. For example, a police officer may report a series of assaults associated with his job, but some may be actual physical attacks, while others may involve attempted attacks or threats. The classification would depend on what transpired during the most recent incident.

The Visiting Fellow would be expected to review the literature surrounding the handling of repeat victimization and work collaboratively with the BJS Program Manager and staff to develop a strategy for addressing the issue in the redesigned survey. This would include a review of the current series protocol as well as how such crimes should be included in survey estimates of crime. This work could entail reviewing what information is collected about each incident in repeat victimizations, and ways of optimizing the information collected while being mindful of the burdens on respondents, as well as the impact of repeat victimization on survey estimates.

## **Required Deliverables**

The Visiting Fellow will deliver the following items to BJS during the period of performance:

- For both projects: A specific timetable for all tasks and deliverables will be developed cooperatively by the BJS Program Manager and the Visiting Fellow. The Visiting Fellow will be expected to deliver a draft of the timetable within two weeks of an initial meeting with the BJS Program Manager after the initiation of the program. The Visiting Fellow will revise the draft schedule as needed based on discussion and comment with the BJS Program Manager.
- Project Area 1- Modular Crime Incident Report
  - A comprehensive report describing the issues surrounding a modular crime incident report and an implementation plan for creating such a design. This plan

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<sup>1</sup> Planty, M. and Strom, K. (2007). “Understanding the Role of Repeat Victims in the Production of Annual US Victimization Rates,” *Journal of Quantitative Criminology*, Vol. 23 (3): 179-200.

Rand, M. and Rennison, C. (2005). “*Bigger is not Necessarily Better: An Analysis of Violence Against Women Estimates from the National Crime Victimization Survey and the National Violence Against Women Survey*,” *Journal of Quantitative Criminology*, Vol. 21 (3): 267-291.

will include identifying various subject related modules, the questions to be included in the various modules, and the periodicity for implementing each of the modules. BJS expects that the Visiting Fellow will deliver a draft outline of the final report for BJS review prior to preparing the final report. BJS also expects that a draft of the final report be delivered to BJS for review and comment prior to delivery of the final version of the report.

- Conference presentation(s) on topics to be determined in conjunction with the BJS Program Manager.
  - Collaboration with BJS staff on a report based on the data used and generated in the project.
  - Periodic meetings with BJS staff to discuss the methodology and development of the project deliverables.
- Project Area 2- Repeat victimization
    - A comprehensive report describing the issues surrounding repeat victimization and the inclusion of such crimes in BJS annual and aggregated estimates of victimization. The report will include the strategies used in other victimization surveys. It will review various strategies to include measuring such offenses and discussing what information could be obtained from victims to adequately explore and enumerate the offenses. BJS expects that the Visiting Fellow will deliver a draft outline of the final report for BJS review prior to preparing the final report. BJS also expects that a draft of the final report be delivered to BJS for review and comment prior to delivery of the final version of the report.
    - Conference presentation(s) on topics to be determined in conjunction with the BJS Program Manager.
    - Collaboration with BJS staff on a report based on the data used and generated in the project.
    - Periodic meetings with BJS staff to discuss the methodology and development of the project deliverables.

Although the timeframes for deliverables are to be determined in conjunction with the BJS Program Manager, BJS expects that the project deliverables will be delivered at specific times during the project period rather than at the end of the project period. Final reports may be delivered at or near the end of the project period.

### **Amount and Length of Awards**

BJS may choose to award one or more Visiting Fellows for these projects. If you choose to submit an application to do both projects, the period of performance will be up to 18 months beginning October 1, 2010, and concluding no later than March 31, 2012. The project period may be less than 18 months. The maximum funds allocated for the fellowship is \$200,000.

If you choose to submit an application for one project, the period of performance will be up to 12 months beginning October 1, 2010, and concluding no later than September 30, 2011. The project period may be less than 12 months. The maximum funds allocated for the individual project is \$100,000.

Fellows may, at their discretion, remain on-site at BJS for the entire duration of their project or make only occasional visits to accommodate their schedules.

## **Budget 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, federal funds may not be used to pay total cash compensation (salary plus 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. (The 2010 salary table for SES employees is available at <http://www.opm.gov/oca/10tables/indexSES.asp>.) Note: A recipient may compensate an employee at a higher 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.)

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Director of the BJS. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request that the applicant adjust and resubmit their budget.

The justification should include: the particular qualifications and expertise of the individual, the uniqueness of the service being provided, 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 also for the work that is to be done.

### **Research, human subjects, IRB review, and confidentiality**

All applicants for OJP funds are advised that the Department of Justice defines *research* as "a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge." 28 C.F.R. § 46.102(d). If OJP determines that a funded application involves research and includes human subjects, the approval of an Institutional Review Board (IRB) might be required before OJP funds may be spent for these purposes. If an application includes an evaluation component, that component will be examined by OJP to determine whether it meets the definition of "research." All applications should be as clear as possible in describing the purpose of the evaluation, and the extent to which its findings may contribute to generalizable knowledge.

The protection of human subjects of OJP-sponsored research is of critical importance. If an application involves human subjects of research, it must explain whether IRB approval has been or will be obtained, and it must explain applicant's procedures for obtaining informed consent and minimizing risks.

All applications that include a research or statistical component that collects information identifiable to a private person will be required to complete and submit to OJP a privacy certification.

For further guidance regarding federal regulations regarding research, human subjects protection, and confidentiality, please see the OJP website ([http://www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm)).

## Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Grantees are required to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. **Additionally, applicants must discuss in their application their methods for collecting data for performance measures. Please refer to "What an Application Must Include" (below), for additional information on applicant responsibilities for collecting and reporting data.** Performance measures for this solicitation are as follows:

| Objective   | Performance Measure(s)  | Data Grantee Provides  |
|---|---|--|
| Quality of research as assessed by BJS management | Quality of the research as measured by whether significant interim project milestones were achieved, final deadlines were met, and costs remained within approved limits. | <p>Number and extent of revisions required to complete work under proposed methods.</p> <p>Original and final versions of all methodological and substantive papers.</p> <p>Time frames for project work and dates of deliverable submission.</p> <p>Papers and presentations, either solely or jointly authored (with BJS staff).</p> |

## How to Apply

Applications will be submitted through Grants.gov. Grants.gov is a "one-stop storefront" that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding. Complete instructions on how to register and submit an application can be found at [www.grants.gov](http://www.grants.gov). If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **800-518-4726**, 24 hours, 7 days a week, except federal holidays; however, **processing delays may occur and it can take up to several weeks** for first-time registrants to receive confirmation and a user password. OJP highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the application deadline specified. All applicants are required to complete the following.

1. **Acquire a Data Universal Numbering System (DUNS) number.** A DUNS number is required for Grants.gov registration. The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a DUNS number in

their applications for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of 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. Obtain a DUNS number by calling 866-705-5711 or by applying online at [www.dnb.com](http://www.dnb.com). Individuals are exempt from this requirement.

2. **Acquire or renew registration with the Central Contractor Registration (CCR) database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the CCR database. An applicant must be registered in the CCR to successfully register in Grants.gov. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about CCR registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).
3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete your AOR profile on Grants.gov and create your username and password. You will need to use your organization's DUNS number to complete this step. For more information about the registration process, go to [www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp).
4. **Acquire Authorization for your AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at your organization must login to Grants.gov to confirm you as an AOR. Please note that there can be more than one AOR for your organization.
5. **Search for the funding opportunity on Grants.gov.** Please use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.734, titled "Special Data Collections and Statistical Studies," and the funding opportunity number is 2010-BJS-2662.
6. **Submit an application consistent with this Solicitation.** Within 24-48 hours after submitting your electronic application, you should receive an e-mail validation message from Grants.gov. The validation message will tell you whether the application has been received and validated or rejected, with an explanation. **Important:** You are urged to submit your application at least 72 hours prior to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.

**Note: Grants.gov will forward the application to OJP's Grants Management System (GMS). 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."

## Experiencing Unforeseen Grants.gov Technical Issues

If you experience unforeseen Grants.gov technical issues beyond your control that prevent you from submitting your application by the deadline, you must contact BJS staff within **24 hours after the deadline** and request approval to submit your application. At that time, BJS staff will require you to e-mail the complete grant application, your DUNS number, and provide a Grants.gov Help Desk tracking number(s). After the program office reviews all of the information submitted and contacts the Grants.gov Help Desk to validate the technical issues you reported, OJP will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be validated, your application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time; (2) failure to follow Grants.gov instructions on how to register and apply as posted on its Web site; (3) failure to follow all of the instructions in the OJP solicitation; and (4) technical issues experienced with the applicant's computer or information technology (IT) environment.

Notifications regarding known technical problems with Grants.gov are posted on the OJP funding Web pages, [www.ojp.gov/funding/solicitations.htm](http://www.ojp.gov/funding/solicitations.htm).

## What an Application Must Include

This section describes what an application is expected to include and sets out a number of elements. Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application and, should a decision nevertheless be made to make an award, may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are not responsive to the scope of the solicitation, or do not include a program narrative, budget, budget narrative, and tribal resolution (if applicable) will not proceed to peer review and will not receive further consideration.

OJP strongly recommends use of appropriately descriptive file names (e.g., "Program Narrative," "Budget and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all attachments. OJP recommends that, if applicable, resumes be included in a single file.

### 1. Standard Form 424

Please see [www.ojp.usdoj.gov/funding/forms/application\\_sf424.pdf](http://www.ojp.usdoj.gov/funding/forms/application_sf424.pdf) for instructions on how to complete your SF424. When selecting "type of applicant," if the applicant is a for-profit entity, please select "For-Profit Organization" or "Small Business" (as applicable) in the Type of Applicant 1 data field. For-profit applicants also may select additional applicable categories (e.g., "Private Institution of Higher Education").

### 2. Program Narrative

The program narrative should not exceed 20 double-spaced pages in 12-point font with 1-inch margins and **MUST** include six separate sections: (a) Project Abstract, (b) Problem Statement, (c) Project Goals and Objectives, (d) Project Design/Implementation

Plan, (e) Professional Capability and Project Management, and (f) Plans for Measuring Progress and Outcomes.

Applicants should anticipate that if any portion of the program narrative exceeds these length-related restrictions, such that it provides a significant competitive advantage, that portion of the narrative will not be reviewed in peer review or considered in final award decisions.

### **3. Budget and Budget Narrative**

The applicant is required to complete the budget narrative form and the budget detail worksheet. The budget narrative justifies or explains each budget item and relates it to project activities. The budget narrative provides a justification for all proposed costs and should closely follow the content of the budget detail worksheet. For example, the narrative should explain how fringe benefits were calculated, how travel costs were estimated, or why particular equipment or supplies must be purchased. Templates for filling out the Budget Detail Worksheet may be found online at [http://www.ojp.usdoj.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.usdoj.gov/funding/forms/budget_detail.pdf). Note: Total costs specified in the Budget Detail Worksheet must match the total amount of line 15.g of the SF 424. When completing both the budget narrative form and budget detail worksheet, applicants must also consider the following:

- *Expenses that are allowable under this solicitation include:*

(1) Salary and benefits (life, health, and disability insurance; state workers' compensation; retirement plan; FICA; and a *public* transportation stipend that does not exceed \$230.00 monthly (based on actual expenses)). If the application is selected for an award, applicants will be required to provide a copy of their last two federal tax returns as documentation of salary or consulting income history as part of the initial financial review. Applicants must clearly identify which benefits they are requesting and the actual calculations. For example, if the individual is requesting health insurance, they should indicate the amount paid monthly and multiply by twelve to get the annual expense.

(2) Travel to make site visits with other BJS or OJP staff, to attend conferences and meetings (both local and outside of the Metro Washington, D.C. area) and to participate in training and professional development training. Applicants should budget a total of \$15,000 for 3 trips with the notation that date, duration, location, and nature of travel will be determined in consultation with BJS management after the award is made. The applicant should include the notation that travel per diem and lodging will not exceed the federal guidelines. Travel expenses should be listed in the Budget Detail Worksheet.

### **4. Plan for collecting the data required for performance measures. (See "Performance Measures" above.)**

### **5. Other Attachments**

## Selection Criteria

**Project Abstract and Statement of the Problem (10%):** The application should include a one-page summary that clearly describes the title/topic of the Visiting Fellowship that the applicant is applying for and describes the activities that will be implemented and materials that will be developed to achieve the project's goals and objectives, methods, and outcomes. 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.

**Visiting Fellowship Program Design and Implementation (20%):** The project design and implementation plan must describe the BJS Visiting Fellowship goals, objectives, and activities and discuss how the strategy will address the identified problems and support the goals and objectives. It must include a time-task plan that clearly identifies objectives, major activities, and deliverables. The time-task plan also must provide for the submission of financial and progress reports. All recipients are required to submit 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. Specific information, such as dates and locations of upcoming OCFO events, can be found at <https://www.circlesolutions.com/ocfo-rfmts/>.

**Capabilities/Competencies (40%):** Applications must include a clear description of the applicant's academic and professional expertise in the subject matter areas of specialization of the fellowship, as well as the applicant's unique qualifications that will enable them to fulfill the grant responsibilities. Applicants should demonstrate that they possess the flexibility, skills, and temperament to operate in a fast-moving environment on multiple activities, sometimes with very short turn-around time. Applicants should document their ability to work collegially and collaboratively as a member of a team or teams across divisions, offices, and agencies. The applicant must demonstrate sufficient subject matter and project management expertise and other necessary skills, such as technical writing and technological proficiency with specific software programs, to perform crucial functions of the specific fellowship. Resumes should be attached to the narrative to support this section. All required attachments must be included to document experience and capability; optional attachments may be used to document specific skills that will assist in the successful completion of the fellowship project.

**Budget (15%):** BJS and OJP staff will examine the identified project budget to ensure that all expenses are allowable and necessary for the completion of the BJS Visiting Fellowship and comport with the requirements of the OJP Financial Guide. While the use of the Budget Detail Form is not required, applicants must follow the format of the Budget Detail Form and include all requested information that is relevant to the execution of the fellowship grant. Applicants should ensure that all expenses listed are allowable as outlined in this solicitation and the OJP Financial Guide.

**Impact/Outcomes and Evaluation (15%):** Evaluation is critical to ensure that each BJS project is operating as designed and achieving its goals and objectives. Accordingly, each application must provide a plan to evaluate the accomplishment of project goals and objectives. Applicants should describe how they will assess performance in attaining the outcomes identified for the project. Goals and objectives must be clearly stated, links must be established between program activities and objectives, and performance measures must be identified. Performance measures will address a mix of immediate and intermediate outcomes and, as appropriate and feasible, information on long-term impact.

## Review Process

OJP is committed to ensuring a standardized 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.

Applicants should be aware that winning applications might be made available to the public, after redactions of information determined to be covered by Privacy Act considerations.

Peer reviewers will be reviewing the applications submitted under this solicitation as well. BJS may use internal peer reviewers, external peer reviewers, or a combination of both to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation, who is NOT a current U.S. Department of Justice employee. An internal reviewer is an expert in the field of the subject matter of a given solicitation who is a current U.S. Department of Justice employee.

Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all other requirements will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

After the peer review is finalized, the Office of the Chief Financial Officer (OCFO), in consultation with BJS, conducts a financial review of all potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants, examines proposed costs to determine if the budget and budget narrative accurately explain project costs, and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations. OCFO also reviews the award document and verifies the OJP Vendor Number.

All final award decisions will be made by the Director of the Bureau of Justice Statistics, who may also give consideration to factors including, but not limited to strategic priorities, past performance, and available funding when making awards.

**When awards will be made:** All applicants, whether they are accepted or rejected, will be notified. The review and approval process may take several months. You should not propose to begin work until at least six months after the application deadline on the cover of this solicitation. Also, you should not expect to receive notification of a decision for several months after that date. Lists of awards are updated regularly on the BJS Web site at <http://bjs.ojp.usdoj.gov/index.cfm?ty=fun#awards>. All final award decisions will be made by the director of the BJS, who also may give consideration to factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

Applicants should be aware that winning applications might be made available to the public, after redactions of information determined to be covered by Privacy Act considerations.

## Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- [Civil Rights Compliance](#)
- Faith-Based and Other Community Organizations
- Confidentiality and Human Subjects Protection (if applicable)
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Nonsupplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in excess of \$5,000,000 – federal taxes certification requirement

## Application Checklist

### 2010 Visiting Fellow: National Crime Victimization Survey Redesign

The application check list has been created to aid you in developing your application. Below is a list of required items.

#### The Application Components:

- \_\_\_\_\_ Statement of the Problem/Program
- \_\_\_\_\_ Project Design and Implementation
- \_\_\_\_\_ Capabilities/Competencies
- \_\_\_\_\_ Budget Narrative
- \_\_\_\_\_ Budget Detail Worksheet
- \_\_\_\_\_ Impact/Outcomes and Evaluation/Plan for Collecting Data for Performance Measures

#### Program Narrative/Abstract Format

- \_\_\_\_\_ Double-spaced
- \_\_\_\_\_ 2-point font
- \_\_\_\_\_ Narrative is 20 pages or less
- \_\_\_\_\_ 1-inch standard margins

#### Additional Materials Required:

- \_\_\_\_\_ **Resume and/or Curriculum Vita**, including a list of publications authored, at least one writing sample, and the names and full contact information for three professional references. Resumes should include all employment and volunteer experience and relevant academic work. Resumes should provide contact information for previous supervisors and indicate whether or not the applicant authorizes BJS staff to contact the supervisor to verify work experience.

#### Other:

- \_\_\_\_\_ Standard Form 424
- \_\_\_\_\_ Privacy Certification
- \_\_\_\_\_ Human Subjects Protection Certification of Compliance