

U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Statistics



FY 2019 Graduate Research Fellowship Program for Criminal Justice Statistics

FY 2019 Competitive Grant Solicitation

CFDA # 16.734

Grants.gov Solicitation Number: BJS-2019-16229

Solicitation Release Date: March 22, 2019

Application Deadline: 11:59 p.m. eastern time on May 21, 2019

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Statistics](#) (BJS) is seeking applications for funding for one or more fellows under its Graduate Research Fellowship (GRF) Program for Criminal Justice Statistics, which provides awards to accredited universities for doctoral research that uses BJS's criminal justice data or statistical series and focuses on one of DOJ's top priorities: enhancing national security and countering the threat of terrorism, securing the borders and enhancing immigration enforcement, reducing violent crime and promoting public safety, or prosecuting federal drug crimes and enforcing the rule of law. This program furthers the Department's mission by sponsoring research to provide objective, independent, and evidence-based knowledge and tools to meet the challenges of crime and criminal justice.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to applicants for the preparation and submission to OJP of applications for funding. If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.

Eligibility (Who may apply): 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. Under this solicitation, the applicant institution must apply as the sponsor on behalf of a doctoral student whose dissertation research substantially uses data made available by BJS.

Foreign governments, organizations, and institutions of higher education are not eligible to apply.

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

BJS may elect to fund applications submitted under this fiscal year (FY) 2019 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, at <https://www.grants.gov/web/grants/support.html>, or at support@grants.gov. The Grants.gov Support Hotline operates 24 hours per day, 7 days per week, except on federal holidays.

An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must email the BJS contact identified below **within 24 hours after the application deadline** to request approval to submit its application after the deadline. Additional information on reporting technical issues appears under “Experiencing Unforeseen Grants.gov Technical Issues” in the “How to Apply (Grants.gov)” section in the [OJP Grant Application Resource Guide](#).

For assistance with any other requirements of this solicitation, contact Kevin M. Scott, Law Enforcement Unit Chief, by telephone at 202-307-0765, or by email at Askbjs@usdoj.gov. Include “2019GRFPCJS” in the subject line.

Post-Award Legal Requirements Notice

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions and all applicable requirements of federal statutes and regulations (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance). OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application.

For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [OJP Grant Application Resource Guide](#).

Deadline details

Applicants must register with Grants.gov at <https://www.grants.gov/web/grants/register.html> prior to submitting an application. All applications are due by 11:59 p.m. eastern time on May 21, 2019.

To be considered timely, an application must be submitted by the application deadline using Grants.gov, and the applicant must have received a validation message from Grants.gov that indicates successful and timely submission. OJP urges applicants to submit applications at least 72 hours prior to the application due date to allow time for the applicant 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.

An applicant must use the **Add Attachment** button to attach a file to its application. Do not click the paperclip icon to attach files. This action will not attach the files to the application. After adding an attachment, select the **View Attachment** button to confirm you attached the correct file. To remove the file, select the **Delete Attachment** button.

OJP encourages all applicants to read this [Important Notice: Applying for Grants in Grants.gov](#).

For additional information, see the “How to Apply (Grants.gov)” section in the [OJP Grant Application Resource Guide](#).

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FY 2019 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, which provides awards to accredited universities for doctoral research that uses BJS's criminal justice data or statistical series and focuses on one of the top Department of Justice (DOJ) priorities: enhancing national security and countering terrorism threats, securing the borders and enhancing immigration enforcement, reducing violent crime and promoting public safety, or prosecuting federal drug crimes and enforcing the rule of law.

Applicant institutions sponsoring doctoral students are eligible to apply if the doctoral research dissertation has direct implications for criminal justice policy and practice in the United States. BJS encourages institutions to consider sponsoring qualified doctoral students from social and behavioral sciences, mathematics, data science, or statistics for their applications. BJS anticipates making awards to successful applicant institutions on behalf of the sponsored doctoral student in the form of grants to cover a doctoral student fellowship. Awards will not exceed \$40,000. Awarded funds will cover all allowable expenses over the project period. Additional funds will not be provided (see [Section 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.

Statutory Authority: 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 (34 U.S.C. § 10132(c)(1)).

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.

Although this solicitation intends to increase the pool of researchers using BJS-generated statistical data, BJS will consider applications that propose using other data that are relevant to the proposed research or that could help to address information gaps in BJS's current statistical collection portfolio. Applicants should demonstrate how 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 may be 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. Those applicants are especially

encouraged to contact BJS to assess the feasibility of the proposed research topic and data availability and clarify processes for accessing such data.

Successful applicants must clearly demonstrate how the proposed dissertation research will use BJS data or statistical series to 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; and primary and secondary data analysis research studies. Regardless of the approaches chosen, applicants should use rigorous research methods 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, a regional institutional accreditation agency recognized by the U.S. Secretary of Education must fully accredit the applicant institution.

Applicants sponsoring doctoral students are eligible to apply only if the doctoral students' proposed research dissertation will have direct implications for criminal justice policy and practice in the United States and is from the fields of social and behavioral sciences, mathematics, data science, or statistics (unless otherwise approved by BJS in advance).

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 their current program of study, but 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 GRF Program by January 1, 2020, for BJS to make an award:

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

Applicants with doctoral students who have completed the three requirements listed above must provide documentation of this completion in the application. Doctoral students do not have to complete these requirements by the application due date. **However, they must complete them no later than January 1, 2020.** BJS will require successful applicants to provide documentation that their doctoral students have completed these requirements before BJS will make any awarded funds accessible.

For doctoral students who have not completed the three requirements by the application due date, applications should indicate in the project timeline that the sponsored student is expected to complete the requirements before the deadline. The timeline should also 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 allow time to complete edits to and submit the final dissertation to BJS.

When the application is submitted, the doctoral student does not need to have a dissertation committee, and the committee is not 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 submits proof that the dissertation committee has accepted the doctoral student's dissertation topic as 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 submission, the applicant should indicate in the project timeline the expected dates by which the doctoral student will meet this requirement (see "[Appendices](#)" and "[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 with the application. This statement should generally follow the outline for the statement of support from the dissertation committee chair, including all relevant elements (see "[Dissertation Committee Chair Requirements](#)"). 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 (FY) 2019 awards on or before September 30, 2019, applicant institutions and doctoral students should not expect fellowship funds to be available for any expenses prior to January 1, 2020, and until the applicant meets the above requirements stipulated. The applicants' doctoral students may receive and expend award funds only while enrolled in a full-time program leading to a doctoral degree.

Human subjects protection paperwork, including Institutional Review Board (IRB) documentation and a completed privacy certificate, are not required with the 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 <https://www.bjs.gov/content/hscr.cfm>.

Dissertation Committee 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, BJS must receive a signed statement of support from the sponsored student's dissertation committee chair prior to authorizing the disbursement of funds. (These conditions are standard for any similar award.) If a dissertation committee has accepted the doctoral student's topic at the time of application submission, the applicant must submit that statement of support as part of the application. If the committee has not yet 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. Any changes or modifications must be approved by BJS. The statement of support should—

- Evaluate the doctoral student’s proposed project, including the topic, previous research in the area, and the topic’s relevance to DOJ’s priorities.
- Describe the current status of the proposed work.
- Outline any other outstanding work, academic or otherwise, toward completion of the degree.
- Verify the start date of the dissertation research project.
- 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 GRFP program’s primary aims are to increase the pool of future researchers and practitioners using criminal justice statistical data generated by BJS in support of DOJ’s top priorities: enhancing national security and countering the threat of terrorism, securing the borders and enhancing immigration enforcement, reducing violent crime and promoting public safety, or prosecuting federal drug crimes and enforcing the rule of law.

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 may be disseminated as a BJS publication, and the publication may have either a substantive or methodological focus.

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 and/or NCJRS websites. BJS requires students who receive funds under the BJS GRF Program to archive their dissertation data at the [National Archive of Criminal Justice Data](#) (NACJD) at the University of Michigan, or another designated data archiving agent.
- (2) A publishable-quality 20- to 30-page summary of the dissertation that, at a minimum, includes synopses of—
 - Relevant literature and previous research.
 - Research questions or hypotheses that guided the research.
 - 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 (OJP) in Washington, DC 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., semi-annual and annual) may be required.

The award recipient may copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under a federal award. OJP reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use the work for federal purposes, and to authorize others to do so.

The Goals, Objectives, and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed under [What an Application Should Include](#).

Information Regarding Potential Evaluation of Programs and Activities

Applicants should note OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. For additional information, see the [OJP Grant Application Resource Guide](#) section entitled “Information Regarding Potential Evaluation of Programs and Activities.”

B. Federal Award Information

Maximum number of awards BJS expects to make	3
Estimated maximum dollar amount for each award	\$40,000
Total amount anticipated to be awarded under solicitation	\$120,000
Period of Performance start date	January 1, 2020
Period of Performance duration	Not to exceed 3 years

To allow time for, among other things, any necessary post-award review and financial clearance by OJP of the proposed budget and for any associated responses or other action(s) that may be required of the recipient, applicants should propose an award start date of January 1, 2020. Although BJS anticipates that funds awarded under this solicitation will be made available on January 1, 2020, the applicant academic institution and doctoral student are cautioned not to anticipate the availability of funds for any necessary or required expenses for the 2020 Winter Quarter or Spring Semester until the requirements stipulated under “Doctoral Student Eligibility Requirements” have been met in full.

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 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 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 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. Further, 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.

Each award includes a \$25,000 allowance usable toward a salary/stipend for the student and related costs and up to \$15,000 to cover the student's tuition and fees, administrative costs, research expenses, and related costs. The \$25,000 allowance for salary/stipend and related costs may include fringe benefits (if applicable) and health insurance, at the applicant institution's discretion. Under this solicitation, research expenses and related costs may include any combination of the student's tuition, student fees, university administrative or indirect costs, project costs, professional society membership fees, conference travel (including travel to BJS in Washington, DC for the final presentation), and other allowed expenses during the award period of performance.

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 the selection criteria, BJS may make no awards under this solicitation.

BJS may, in certain cases, provide additional funding in future years to awards made under this solicitation, through continuation awards. In making decisions regarding continuation awards, OJP will consider, among other factors, the availability of appropriations, when the program or project was last competed, OJP's strategic priorities, and OJP's assessment of both the management of the award (for example, timeliness and quality of progress reports), and the progress of the work funded under the award.

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

Type of Award

BJS expects to make any award under this solicitation in the form of a grant. See the "Administrative, National Policy, and Other Legal Requirements" section of the [OJP Grant Application Resource Guide](#) for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants (and cooperative agreements).

Please note: Any recipient of an award under this solicitation will be required to comply with DOJ regulations on confidentiality and protection of human subjects. See "[Requirements Related to Research](#)" in the [OJP Funding Resource Center](#).

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements¹ as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See [OJP Grant Application Resource Guide](#) for additional information.

¹ The "Part 200 Uniform Requirements" means the DOJ regulation at 2 C.F.R. Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200.

Budget Information

Cost Sharing or Matching 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.

What will not be funded

- Proposals primarily to purchase equipment, materials, or supplies. (A budget may include these items 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.)

Pre-Agreement Costs (also known as Pre-award Costs)

Pre-agreement costs are costs incurred by the applicant prior to the start date of the period of performance of the federal 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. All such costs incurred prior to award and prior to approval of the costs are incurred at the sole risk of the applicant. (Generally, no applicant should incur project costs **before** submitting an application requesting federal funding for those costs.) Should there be extenuating circumstances that make it appropriate for OJP to consider approving pre-agreement costs, the applicant may contact the point of contact listed on page 2 of this solicitation for the requirements concerning written requests for approval. If approved in advance by OJP, award funds may be used for pre-agreement costs, consistent with the recipient's approved budget and applicable cost principles. See the section on Costs Requiring Prior Approval in the DOJ Grants Financial Guide Postaward Requirements at <https://ojp.gov/financialguide/DOJ/index.htm> for more information.

Limitation on Use of Award Funds for Employee Compensation; Waiver

For applicants seeking the waiver, see [OJP Grant Application Resource Guide](#) for information.

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

Before submitting an application, OJP strongly encourages every applicant that proposes to use award funds for any conference-, meeting-, or training-related activity (or similar event) to carefully review the OJP and DOJ policy and guidance on approval, planning, and reporting of such events. See [OJP Grant Application Resource Guide](#) for information.

Costs Associated with Language Assistance (if applicable)

See the [OJP Grant Application Resource Guide](#) for information on costs associated with language assistance that may be allowable.

C. Eligibility Information

For eligibility information, see the title page.

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

D. Application and Submission Information

What an Application Should Include

For this solicitation, BJS has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet and Budget Narrative, and résumés/curriculum vitae of key personnel. For this solicitation, “key personnel” means the doctoral student, dissertation committee chair, and/or the student’s faculty advisor.

See the “Application Elements and Formatting Instructions” section of the [OJP Grant Application Resource Guide](#) for information on, among other things, what happens to an application that does not contain all the specified elements, or that is nonresponsive to the scope of the solicitation.

1. 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. See the [OJP Grant Application Resource Guide](#) for additional information on completing the SF-424.

Intergovernmental Review: This solicitation (“funding opportunity”) is **not** subject to [Executive Order 12372](#). (In completing the SF-424, an applicant is to answer question 19 by selecting the response that the “Program is not covered by E.O. 12372.”)

2. Project Abstract

Applications should include a high-quality project abstract that summarizes the proposed project in 400 or fewer words. 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 (such as 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.

3. Program Narrative

The program narrative 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, title page, 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:

- 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 (i.e., 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 following sections should be included as part of the program narrative:

- Statement of the Research Problem(s): purpose, goals, and objectives; and a review of relevant literature.
 - Project Design and Implementation: a detailed description of research design and methods, such as research questions, hypotheses, description of sample, and analysis plan.
 - Potential Impact: a description of how the proposed analyses might complement or enhance BJS's current statistical portfolio; and how the proposed project supports the DOJ's priorities of enhancing national security and countering the threat of terrorism, securing the borders and enhancing immigration enforcement, reducing violent crime and promoting public safety, or prosecuting federal drug crimes and enforcing the rule of law.
 - Capabilities and Competencies: relating to the student, committee members, department, university; and a management plan for the project.
 - Plan for Dissemination to Broader Audiences: Applicants should identify any plans 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. **Plan for Collecting the Data Required for this Solicitation's Performance Measures**

OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the goals, objectives, and deliverables identified under "Goals, Objectives, and Deliverables" in [Section A. Program Description](#).

Applicants should visit OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

Performance measures for this solicitation are listed in [Appendix A: Performance Measures Table](#).

The application should demonstrate the applicant's understanding of the performance data reporting requirements for this grant program and detail how the applicant will gather the required data should it receive funding.

Please note that applicants are **not** required to submit performance data with the application. Performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award.

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 their academic background, research experience, career goals, and the anticipated role of the fellowship in their 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 their 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 C.F.R. Part 46. A model certificate, describing the necessary information to be provided by the funding recipient, can be accessed at <https://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 that, 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 <https://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 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.

Note on Project Evaluations

An applicant that proposes to use award funds through this solicitation to conduct project evaluations should follow the guidance under Note on Project Evaluations in the [OJP Grant Application Resource Guide](#).

4. Budget and Associated Documentation

See the “Budget Preparation and Submission Information” section of the [OJP Grant Application Resource Guide](#) for details on the Budget Detail Worksheet and on budget information and associated documentation, such as information on proposed subawards, proposed procurement contracts under awards, and pre-agreement costs.

5. Indirect Cost Rate Agreement

See the “Budget Preparation and Submission Information” section of the [OJP Grant Application Resource Guide](#) for information.

6. Tribal Authorizing Resolution (if applicable)

An application in response to this solicitation may require inclusion of information related to a tribal authorizing resolution. See the [OJP Grant Application Resource Guide](#) for information on tribal authorizing resolutions.

7. Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)

Every OJP applicant (other than an individual applying in their personal capacity) is required to download, complete, and submit the OJP Financial Management and System of Internal Controls Questionnaire (Questionnaire) at <https://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf> as part of its application. See the [OJP Grant Application Resource Guide](#) for additional information and submission instructions for this Questionnaire.

8. Disclosure of Lobbying Activities

Each applicant must complete and submit this information. See the [OJP Grant Application Resource Guide](#) for additional information and submission instructions for this disclosure.

9. Applicant Disclosure of Pending Applications

Each applicant is to disclose whether it has (or is proposed as a subrecipient under) any pending applications for federally funded grants or cooperative agreements that (1) include requests for funding to support the same project being proposed in the application under this solicitation, and (2) would cover any identical cost items outlined in the budget submitted to OJP as part of the application under this solicitation. For additional information on the submission requirements for this disclosure, see the [OJP Grant Application Resource Guide](#).

10. Applicant Disclosure and Justification – DOJ High Risk Grantees² (if applicable)

An applicant that is designated as a DOJ High Risk Grantee is to submit in GMS, as a separate attachment to its application, information that OJP will use, among other pertinent information, to determine whether it will consider or select the application for an award under this solicitation. The file should be named “DOJ High Risk Grantee Applicant Disclosure and Justification.” (See, also, “Review Process,” below, under Section E. Application Review Information, for a brief discussion of how such information may be considered in the application review process.) See the [OJP Grant Application Resource Guide](#) for additional information and submission instructions for this disclosure.

11. Research and Evaluation Independence and Integrity

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. For additional information regarding demonstrating research/evaluation independence and integrity, including appropriate safeguards, see the [OJP Grant Application Resource Guide](#).

12. Disclosure of Process Related to Executive Compensation

An applicant that is a nonprofit organization may be required to make certain disclosures relating to the processes it uses to determine the compensation of its officers, directors, trustees, and key employees.

Under certain circumstances, a nonprofit organization that provides unreasonably high compensation to certain persons may subject both the organization’s managers and those who receive the compensation to additional federal taxes. A rebuttable presumption of the reasonableness of a nonprofit organization’s compensation arrangements, however, may be available if the nonprofit organization satisfied certain rules set out in Internal Revenue Service (IRS) regulations with regard to its compensation decisions.

Each applicant nonprofit organization must state at the time of its application (question 9c in the “OJP Financial Management and System of Internal Controls Questionnaire” located at <https://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf> and mentioned earlier) whether or not the applicant entity believes (or asserts) that it currently satisfies the requirements of 26 C.F.R. 53.4958-6 (which relate to establishing or invoking a rebuttable presumption of reasonableness of compensation of certain individuals and entities).

A nonprofit organization that states in the questionnaire that it believes (or asserts) that it has satisfied the requirements of 26 C.F.R. 53.4958-6 must then disclose, in an attachment to its application (to be titled “Disclosure of Process Related to Executive Compensation”), the process used by the applicant nonprofit organization to determine the compensation of its officers, directors, trustees, and key employees (together, “covered persons”).

² A “DOJ High Risk Grantee” is a recipient that has received a DOJ High-Risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible.

At a minimum, the disclosure must describe in pertinent detail: (1) the composition of the body that reviews and approves compensation arrangements for covered persons; (2) the methods and practices used by the applicant nonprofit organization to ensure that no individual with a conflict of interest participates as a member of the body that reviews and approves a compensation arrangement for a covered person; (3) the appropriate data as to comparability of compensation that is obtained in advance and relied on by the body that reviews and approves compensation arrangements for covered persons; and (4) the written or electronic records that the applicant organization maintains as concurrent documentation of the decisions with respect to compensation of covered persons made by the body that reviews and approves such compensation arrangements, including records of deliberations and of the basis for decisions.

For purposes of the required disclosure, the following terms and phrases have the meanings set out by the IRS for use in connection with 26 C.F.R. 53.4958-6: officers, directors, trustees, key employees, compensation, conflict of interest, appropriate data as to comparability, adequate documentation, and concurrent documentation.

Applicant nonprofit organizations should note that following receipt of an appropriate request, OJP may be authorized or required by law to make information submitted to satisfy this requirement available for public inspection. Also, a recipient may be required to make a prompt supplemental disclosure after the award in certain circumstances (e.g., changes in the way the organization determines compensation).

How to Apply (Grants.gov)

Applicants must register in and submit applications through [Grants.gov](https://www.grants.gov), a primary source to find federal funding opportunities and apply for funding. Find information on how to apply in response to this solicitation in the [OJP Grant Application Resource Guide](#).

Registration and Submission Steps

Applicants will need the following identifying information when searching for the funding opportunity on Grants.gov:

- CFDA # 16.734.
- BJS-2019-16229.

For information on each registration and submission step, see the [OJP Grant Application Resource Guide](#).

E. Application Review Information

Review Criteria

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

1. Statement of the Research Problem (Understanding of the problem and its importance)
– 20%
 - a. Clarity of the problem statement and its importance to the field of study.
 - b. Connection between the problem and the proposed research.

- c. Awareness of the state of current research.
- d. Identification of gaps in existing research.

The problem statement must describe the need for the project and 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 GRF.

2. Project Design and Implementation (Quality and technical merit) – 35%

- a. Detailed and complete discussion of proposed research methods.
- b. Soundness of the research methods and appropriateness to the proposed study.
- c. Awareness of potential limitations of the research plan and proposed practical solutions.
- d. Overall feasibility of proposed project.
- e. 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.

The time-task plan also must provide for the submission of semiannual progress reports and quarterly financial reports.

3. 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:

- a. Advancing scientific knowledge related to one or more of the DOJ's top priorities: enhancing national security and countering the threat of terrorism, securing the borders and enhancing immigration enforcement, reducing violent crime and promoting public safety, or prosecuting federal drug crimes and enforcing the rule of law.
- b. Potential for important advances in the scientific or technical understanding of the problem.
- c. 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
- d. Potential for complementing, advancing, or informing current BJS statistical collections.
- e. Relevance for improving criminal justice policy and practice, public safety, security, and quality of life, including the concerns of specific criminal justice agencies.

4. Capabilities and Competencies (Capabilities, demonstrated productivity, and experience of the applicant organization and proposed project staff) – 20%
 - a. 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).
 - b. Applicant academic institution’s record of accomplishment regarding doctoral candidates’ completing their degrees.
 - c. Applicant academic institution’s record of past performance with regard to BJS grants and contracts (if applicable).
5. Budget: Complete, cost-effective, and allowable (e.g., reasonable, allocable, and necessary for project activities) – 5%

Review Process

OJP is committed to ensuring a fair and open process for making awards. BJS reviews the application to make sure the information presented is reasonable, understandable, measurable, achievable, and consistent with the solicitation. See the [OJP Grant Application Resource Guide](#) for information on the application review process for this solicitation.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the BJS Director, who may take into account not only peer review ratings and BJS recommendations, but also other factors as indicated in this section.

F. Federal Award Administration Information

Federal Award Notices

See the [OJP Grant Application Resource Guide](#) for information on award notifications and instructions.

Administrative, National Policy, and Other Legal Requirements

OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application. See the [OJP Grant Application Resource Guide](#) for additional information on administrative, national policy, and other legal requirements.

Information Technology (IT) Security Clauses

An application in response to this solicitation may require inclusion of information related to information technology security. See the [OJP Grant Application Resource Guide](#) for information on information technology security.

General Information about Post-Federal Award Reporting Requirements

In addition to the deliverables described in [Section A. Program Description](#), any recipient of an award under this solicitation will be required to submit the following reports and data.

Required reports. Recipients typically 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 or specific award conditions. Future

awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

See the [OJP Grant Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measures data.

G. Federal Awarding Agency Contact(s)

For OJP contact(s), see page 2.

For contact information for Grants.gov, see page 2.

H. Other Information

Freedom of Information Act and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)

All applications submitted to OJP (including all attachments to applications) are subject to the federal Freedom of Information Act (FOIA) and to the Privacy Act. See the [OJP Grant Application Resource Guide](#) for information on DOJ and OJP processes with regard to application information requested pursuant to FOIA.

Provide Feedback to OJP

To assist OJP in improving its application and award processes, OJP encourages applicants to provide feedback on this solicitation, the application submission process, and/or the application review process. See the [OJP Grant Application Resource Guide](#) for information on providing solicitation feedback to OJP.

Appendix A: Performance Measures Table

Objective	Performance Measure(s)	Data Recipient Provides
<p>Conduct dissertation research that has direct implications for criminal justice policy and practice in the United States using BJS data and/or other statistical series to enhance national security and counter the threat of terrorism, secure the borders and enhance immigration enforcement, reduce violent crime and promote public safety, or prosecute federal drug crimes and enforce the rule of law.</p>	<p>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.</p>	<p>Quarterly and final financial reports and semi-annual and final progress reports.</p>
	<p>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.</p> <p>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.</p>	<p>List of citations to all scholarly products that resulted from work funded under the BJS award.</p> <p>If applicable, each dataset that resulted from work funded under the BJS award.</p> <p>An official, signed copy of the doctoral student's successfully defended and accepted final dissertation.</p>

Appendix B: Application Checklist

FY 2019 Graduate Research Fellowship Program for Criminal Justice Statistics

This application checklist has been created as an aid in developing an application.

What an Applicant Should Do:

(see [OJP Grant Application Resource Guide](#) for more information on the following)

Prior to Registering in Grants.gov:

- Acquire a DUNS Number
- Acquire or renew registration with SAM

To Register with Grants.gov:

- Acquire AOR and Grants.gov username/password
- Acquire AOR confirmation from the E-Biz POC
- Search for the Funding Opportunity on Grants.gov (see page 18)
- Read [Important Notice: Applying for Grants in Grants.gov](#) (see page 2)
- Read OJP Policy and Guidance on Conference Approval, Planning, and Reporting available at ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm

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 2)

If No Grants.gov Receipt, and Validation or Error Notifications are Received:

- contact *[insert PO]* regarding experiencing technical difficulties (see page 2)

Overview of Post-Award Legal Requirements:

- Review the [OJP Grant Application Resource Guide](#)

Scope Requirement:

- The federal amount requested is within the allowable limit(s) of \$40,000.

Eligibility Requirement: See title page

What an Application Should Include:

The following items are critical application elements required to pass BMR. An application that OJP determines does not include the application elements designated to be critical, will neither proceed to peer review, nor receive further consideration.

- Abstract (see page 12)
- Narrative (see page 12)
- Budget (see page 16)

- Application for Federal Assistance (SF-424) (see page 13)
- Project Abstract (see page 13)
- Program Narrative (see page 13)
- Budget Detail Worksheet (including Narrative) (see page 17)
- Indirect Cost Rate Agreement (if applicable) (see page 17)
- Tribal Authorizing Resolution (if applicable) (see page 17)
- Financial Management and System of Internal Controls Questionnaire (see page 17)
- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see page 17)
- Applicant Disclosure of Pending Applications (see page 17)
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)

Additional Attachments

- Doctoral Student Eligibility Requirements (see page 6)
- Dissertation Committee Chair Requirements (see page 7)
- Research and Evaluation Independence and Integrity (see page 18)
- Disclosure of Process related to Executive Compensation (see page 18)
- Request and Justification for Employee Compensation; Waiver (if applicable) (see page 12)