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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Statistics](#) (BJS) is pleased to announce that it is seeking applications for funding for one or more Visiting Fellows in the Criminal Justice Statistics Programs. As the principal statistical agency within the Department, 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.

## **2011 Visiting Fellow: Criminal Justice Statistics Programs**

### **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 a 12-month period to undertake analyses of existing BJS data and produce a publishable quality report summarizing their analysis.

### **Deadline**

Registration with [Grants.gov](#) is required prior to application submission. (See "How to Apply" on page 9.) All applications are due by 11:59 p.m. Eastern time on June 1, 2011. (See "Deadlines: Registration and Application," 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 at [support@grants.gov](mailto:support@grants.gov).

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

For assistance with any other requirement of this solicitation, contact Gerard F. Ramker, Deputy Director, Bureau of Justice Statistics, at 202-307-0765 or by e-mail at [askbjs@usdoj.gov](mailto:askbjs@usdoj.gov). Include "2011vfcjsp" in the subject line.

Grants.Gov number assigned to announcement: **2011-BJS-2998**

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# 2011 Visiting Fellow: Criminal Justice Statistics Programs (CFDA #16.734)

## Overview

BJS is pleased to announce that it is seeking applications for funding for one or more BJS Visiting Fellows to work in its Criminal Justice Statistics Programs with existing BJS data. The overall purpose of this program is to support the scholarly use of BJS data collections, expand the body of policy-relevant research that uses these data, and enhance or inform BJS statistical programs.

Under section 302 of the Omnibus Crime Control and Safe Streets Act, BJS is authorized to “make grants to, or enter into cooperative agreements or contracts with public agencies, institutions of higher education, private organizations, or private individuals” for purposes of collecting and analyzing criminal justice statistics.

## 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 11:59 p.m. Eastern time on Wednesday, June 1, 2011. Please see the “How to Apply” section on page 9 for more details.

## Eligibility

The BJS Visiting Fellowship Program is open to senior-level social science researchers whose work on crime-related subjects has been extensively published. Applicants must be willing to commit a substantial portion of their time over a 12-month period to undertake analyses of existing BJS data to expand use of these data and produce policy-relevant analytical reports.

## Program-Specific Information

The [BJS Visiting Fellows Program](#) promotes criminal justice statistical research among the academic and professional justice community. Visiting Fellows carry out or participate in a specifically designed research project of particular operational relevance to the criminal justice system. The program offers criminal justice researchers an opportunity to have a significant impact in a particular area of mutual interest and a chance to examine innovative approaches to the analysis and dissemination of BJS data. They interact with BJS staff and gain first-hand knowledge of some of the most recent developments in the field of criminal justice research. In addition to carrying out their research, fellows also have opportunities to contribute in other significant ways.

For example, projects completed by recent fellows have involved:

- Comparing crime and justice in England and the United States
- Developing graphical and geographical methods for analyzing criminal justice data

- Investigating how different police departments classify assaults and homicides for statistical purposes
- Describing differences in punishment cross-nationally with special emphasis on the use of incarceration
- Creating easy-to-use incident-based police datasets for analysis of diverse topics related to crime

Principal BJS data collections for examination include:

## **CRIME VICTIMIZATION**

City-Level Survey of Crime Victimization and Citizen Attitudes  
 National Crime Victimization Survey  
 National Crime Victimization Survey: MSA Data, 1979-2004

## **REPORTED CRIME-Federal Bureau of Investigation**

Uniform Crime Reporting (UCR) Program Data  
 National Incident-Based Crime Reporting System (NIBRS) Data

## **LAW ENFORCEMENT**

Census of Federal Law Enforcement Officers  
 Census of Law Enforcement Aviation Units  
 Census of Law Enforcement Training Academies  
 Census of Medical Examiner and Coroner Offices  
 Census of Publicly Funded Forensic Crime Laboratories  
 Census of State and Local Law Enforcement Agencies  
 Law Enforcement Management and Administrative Statistics (LEMAS)  
 National Incident-Based Reporting System  
 National Survey of DNA Crime Laboratories  
 Police-Public Contact Survey  
 Survey of Campus Law Enforcement Agencies  
 Survey of Law Enforcement Gang Units

## **PROSECUTION**

National Census of State Court Prosecutors

## **PUBLIC DEFENSE**

Census of Public Defender Offices  
 National Survey of Indigent Defense Systems

## **COURTS**

Civil Justice Survey of State Courts  
 Court Statistics Project  
 Census of State Court Organization

Juveniles in Criminal Court  
National Judicial Reporting Program  
State Court Processing Statistics  
Supplemental Survey of Civil Appeals

## **CORRECTIONS**

Annual Probation Survey and Annual Parole Survey  
Annual Survey of Jails  
Capital Punishment  
Census of Adult Parole Supervising Agencies  
Census of Jail Inmates  
Census of Jails  
Census of State and Federal Adult Correctional Facilities  
Deaths in Custody Reporting Program  
National Corrections Reporting Program  
National Prisoner Statistics  
Survey of Inmates in Federal Correctional Facilities  
Survey of Inmates in Local Jails  
Survey of Inmates in State Correctional Facilities  
Survey of Large Jails

## **RECIDIVISM**

National Recidivism Study of Released Prisoners

## **TRIBAL JUSTICE**

Census of Tribal Justice Agencies in American Indian and Alaska Native Tribal Jurisdictions  
National Survey of Tribal Law Enforcement Administration  
Survey of Jails in Indian Country

## **CRIMINAL JUSTICE EXPENDITURES**

Justice Assistance Data Survey (formerly Justice Expenditure and Employment Survey)  
Justice Expenditure and Employment Extracts Series  
Expenditure and employment data from other BJS sources

## **FEDERAL JUSTICE STATISTICS**

Federal Justice Statistics Program

A more complete description of these data collections can be found in the documentation about the collection archived at the National Archive of Criminal Justice Data (NACJD), available at [www.icpsr.umich.edu/NACJD/](http://www.icpsr.umich.edu/NACJD/) or from the BJS web site at [www.bjs.gov/index.cfm?ty=dca](http://www.bjs.gov/index.cfm?ty=dca)

## **Goals, Objectives, and Deliverables**

The [BJS Visiting Fellows Program](#) is intended to promote criminal justice statistical research among the academic and professional justice community. Visiting Fellows conduct or participate

in a research project of practical significance to the criminal justice system (as determined by BJS).

For the purposes of this solicitation, BJS is particularly interested in research projects that address significant substantive issues facing the criminal justice system by analyzing data from one or more existing BJS data collections, or BJS data in combination with other relevant local, state, or national data. The proposed analyses can address measurement, methodological, theoretical, or policy considerations that bear directly on the practical operations of the criminal justice system or the statistical programs of BJS. Examples of research questions that could exploit opportunities obtained from linking records or by comparing findings from different data systems are:

- What is the relationship between characteristics of police organizations and measures of police performance such as crime rates, clearance rates, citizen satisfaction, or police uses of force? (Linking crime data with law enforcement agency data)
- How do community corrections and institutional corrections populations compare on health outcomes? (Comparing BJS' inmate surveys with data from the Substance Abuse and Mental Health Services Administrations' National Survey on Drug Use & Health).
- What is the relationship between arrests and county jail populations? (Linking UCR arrest data to the Annual Survey of Jails)
- How does arrest vary with victim/offender characteristics? (Comparing NIBRS and NCVS data)
- How does punishment (imprisonment) vary with the attributes of victimizations (Comparing NCVS and Inmate Survey data)

The selected BJS Visiting Fellow project will be guided by a comprehensive plan and timetable arrived at by mutual agreement between the selected BJS Visiting Fellow and the BJS program manager. Researchers selected as BJS Visiting Fellow(s) will be expected to deliver:

- A publishable quality, comprehensive report containing, at a minimum:
  - A review of relevant literature and previous research;
  - Discussion of the research questions and/or hypotheses that guided the research;
  - The methodology employed, including a thorough discussion of the data sets linking or merging methods and analytical techniques used;
  - Technical documentation about created variables, the results related to linking datasets, and other information necessary to allow replication of the work;
  - Archiving of all final data files created;
  - Key findings derived from the analysis; and
  - Major conclusions and/or recommendations emanating from the project, including, in particular, those that may address BJS data quality issues.

- One or more conference presentation(s) on topics will be determined in conjunction with the BJS Program Manager.
- Close 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.

BJS Visiting 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. While in Washington, fellows may have BJS office space and access to the agency's rich array of datasets and software. They will interact with BJS staff and gain first-hand knowledge of some of the most recent developments in the field of criminal justice research.

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

BJS may choose to make awards for one or more BJS Visiting Fellows under this solicitation. The period of performance will normally be for 12 months beginning no later than October 1, 2011, and concluding no later than September 30th, 2012. The project period may be less than 12 months. The total award for a BJS Visiting Fellowship is normally no more than \$100,000.

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

### **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 2011 salary table for SES employees is available at [www.opm.gov/oca/11tables/indexSES.asp](http://www.opm.gov/oca/11tables/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 Bureau of Justice Statistics. 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 the applicant to adjust and resubmit its 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 for the work that is to be done.

**Match Requirement**

This solicitation does not require a match.

**Performance Measures**

To assist in fulfilling the Department’s responsibilities under the Government Performance and Results Act (GPRA), Public Law 103-62, applicants that receive funding under this solicitation must provide data that measure the results of their work. Any award recipient will be required, post award, to provide the data requested in the “Data Grantee Provides” column so that OJP can calculate values for the “Performance Measures” column. Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
Develop a project that <u>results in</u> practical and timely findings for the criminal justice system using innovative approaches and analyses of BJS data.	Number of recommendations developed.	Provide practical and timely recommendations for the criminal justice system using BJS data.
	Number of documents published or presented that meet’s BJS expectations for depth, breadth, scope, quality of study, and pertinence (as determined by BJS).	Provide original and final version of all methodological and substantive papers either solely or jointly authored (with BJS staff).
	Number of presentations conducted.	Provide presentations, either solely or jointly authored (with BJS staff).
	Percentage of milestones and deadlines met.	Number of milestones and deadlines met.
		Number of milestones and deadlines set.

Submission of performance measures data is not required for the application. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Please refer to the section “What an Application Should Include” on page 11 for additional information.

**Notice of New Post-Award Reporting Requirements**

Applicants should anticipate that all recipients (other than individuals) of awards of \$25,000 or

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more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), will be required to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding. Reports regarding subawards will be made through the FFATA Subaward Reporting System (FSRS), found at [www.fsrs.gov](http://www.fsrs.gov).

Please note also that applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

## 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 awards 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 the applicant experiences technical difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **800-518-4726**, 24 hours a day, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take 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 specified application deadline.

All applicants are required to complete the following steps:

1. **Acquire a Data Universal Numbering System (DUNS) number.** A DUNS number is required for [Grants.gov](http://Grants.gov) registration. In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or 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 Dun and Bradstreet at 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 Central Contractor Registration (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 annually** 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 the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS Number must be used to complete this step. For more information about the registration process, go to [www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp).
4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. Please note that there can be more than one AOR for the 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 2011-BJS-2998.
6. **Submit an application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The validation message will state whether the application has been received and validated, or rejected, with an explanation. **Important:** Applicants are urged to submit applications **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 an applicant experiences unforeseen Grants.gov technical issues beyond the applicant's control that prevent submission of its application by the deadline, the applicant must contact BJS staff **within 24 hours after the deadline** and request approval to submit its application. At that time, BJS staff will instruct the applicant to submit specific information detailing the technical difficulties. The applicant must e-mail: a description of the technical difficulties, a timeline of submission efforts, the complete grant application, the applicant DUNS number, and Grants.gov Help Desk tracking number(s) received. After the program office reviews all of the information submitted, and contacts the Grants.gov Help Desk to validate the technical issues reported, OJP will contact the applicant to either approve or deny the request to submit a late application. If the technical issues reported cannot be validated, the 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, if any, are posted at the top of the OJP funding Web page, [www.ojp.gov/funding/solicitations.htm](http://www.ojp.gov/funding/solicitations.htm).

## What an Application Should Include

This section describes what an application should 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 be made to make an award, it 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 some application elements are so critical that applications unresponsive to the scope of the solicitation, or that do not include a program narrative, and budget detail worksheet including a budget narrative, will neither proceed to peer review nor receive further consideration.

OJP strongly recommends use of appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resume") for all attachments. OJP recommends that the resume be included in a single file.

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. 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:

### 1. **Standard Form 424**

Please see [www.ojp.gov/funding/forms/application\\_sf424.pdf](http://www.ojp.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**

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

The program narrative should not exceed 20 double-spaced pages in 12-point font with 1-inch margins and **MUST** include six separate sections.

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

- a. Project Abstract (one page)
- b. Statement of the Problem

- c. Project Design and Implementation
- d. Capabilities and Competencies
- e. Plan for Accessing and Utilizing the Data Required for this Solicitation's Performance Measures

Submission of performance measures data is not required for the application. Performance measures are included as an alert that successful applicants will be required to submit specific data to BJS as part of their reporting requirements. For the application, the applicant should indicate an understanding of these requirements and discuss how the applicant will gather the required data, should the applicant receive funding.

### **3. Budget Detail Worksheet and Budget Narrative**

#### **a. Budget Detail Worksheet**

A sample Budget Detail Worksheet can be found at [www.ojp.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.gov/funding/forms/budget_detail.pdf). If the budget is submitted in a different format, the budget categories listed in the sample budget worksheet should be included.

For questions pertaining to budget and examples of allowable and unallowable costs, please see the OJP Financial Guide at [www.ojp.gov/financialguide/index.htm](http://www.ojp.gov/financialguide/index.htm).

#### **b. Budget Narrative**

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

When completing both the budget narrative form and budget detail worksheet, applicants must also consider the following:

*Please note - Expenses that are allowable under this solicitation include the following:*

(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 Metropolitan 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. Indirect Cost Rate Agreement** (if applicable)

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) A copy of the rate approval should be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant federal agency, which will review all documentation and approve a rate for the applicant organization or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. If DOJ is the cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at [www.ojp.gov/financialguide/part3/part3chap17.htm](http://www.ojp.gov/financialguide/part3/part3chap17.htm).

**5. Additional Attachments:**

**Resume and/or Curriculum Vitae**, including a list of publications authored, at least one (1) 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.

**Privacy Certification.** The Privacy Certificate is a funding recipient's certification of compliance with federal regulations requiring confidentiality of information identifiable to a private person, which is collected, analyzed, or otherwise used in connection with an OJP-funded research or statistical activity. The funding recipient's Privacy Certificate includes a description of their policies and procedures to be followed to protect identifiable data. A model certificate is located at [www.bjs.gov/content/pub/pdf/bjsmpc.pdf](http://www.bjs.gov/content/pub/pdf/bjsmpc.pdf).

**Human Subjects Protection Certification of Compliance.** BJS requires the funding recipient to submit proper documentation to be used to determine that the research project meets the federal requirements for human subjects protections set forth in 28 CFR Part 46. A model certificate, describing the necessary information to be provided by the funding recipient, can be accessed at [www.bjs.gov/content/hscr.cfm](http://www.bjs.gov/content/hscr.cfm).

**6. Other Standard Forms**

Additional forms that may be required in connection with an award are available on

OJP's funding page at [www.ojp.gov/funding/forms.htm](http://www.ojp.gov/funding/forms.htm). For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Please note in particular the following forms.

- a. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#) (required to be submitted in GMS prior to the receipt of any award funds)
- b. [Disclosure of Lobbying Activities](#) (required for any applicant that expends any funds for lobbying activities; this form must be downloaded, completed, and then uploaded)
- c. [Accounting System and Financial Capability Questionnaire](#) (required for any applicant other than an individual that is a non-governmental entity and that has not received any award from OJP within the past 3 years; this form must be downloaded, completed, and then uploaded)
- d. [Standard Assurances](#) (required to be submitted in GMS prior to the receipt of any award funds)

## **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. The statement must also identify and describe the data sets that will be the subject of the intended project.

### **Project Goals and Objectives (10%)**

The applicant must specify the goals and objectives of the BJS Visiting Fellowship. The objectives should be measurable and relate directly to the issues described in the problem statement. The goals should state the overall purpose of what is to be accomplished. The objectives should describe the steps necessary to reach the goals or how the goals will be accomplished. The application should clearly describe how funding will support the overall success of the project.

### **Visiting Fellowship Program Design and Implementation (25%)**

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 [www.esi-bethesda.com/OJPtraining/locations.html](http://www.esi-bethesda.com/OJPtraining/locations.html)

### **Capabilities/Competencies (25%)**

Applications must include a clear description of the applicant's academic and professional expertise in the specialized subject matter areas 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. 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 and should include all employment and volunteer experience. 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 a 12-month period to undertake the proposed research.

### **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. Applications that exceed the \$200,000 limitation for this solicitation will be considered non-responsive and will not be reviewed. 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 assess the Fellowship effectiveness and to evaluate 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 fair and open process for awarding grants. The Bureau of Justice Statistics reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable as well as consistent with the solicitation.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. BJS may use either internal peer reviewers, external peer reviewers, or a combination 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 a current U.S. Department of Justice employee who is well-versed or has expertise in the subject matter of this solicitation. Eligible applications 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 for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer (OCFO), in consultation with the Bureau of Justice Statistics, conducts a financial review of applications for potential discretionary awards to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

All final award decisions will be made by the Director of the Bureau of Justice Statistics, 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.

**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 6 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 BJS's Web site at [www.bjs.gov/index.cfm?ty=fun#awards](http://www.bjs.gov/index.cfm?ty=fun#awards).

## Additional Requirements

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

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements



- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting 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
- Active CCR Registration

# Application Checklist

## 2011 Visiting Fellow: Criminal Justice Statistics Programs

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

**Eligibility Requirement:** 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 a twelve-month period to undertake analyses of existing BJS data and produce a publishable quality report of summarizing their analysis.

\_\_\_\_\_ The federal amount requested is within the allowable limit(s) no more than \$100,000.

### What an Application Should Include:

- \_\_\_\_\_ Application for Federal Assistance (SF-424) (see page 11)
- \_\_\_\_\_ Program Narrative (see page 11)
  - \_\_\_\_\_ Double spaced
  - \_\_\_\_\_ 12-point font
  - \_\_\_\_\_ Should not exceed 20 pages
  - \_\_\_\_\_ 1-inch margins
- \_\_\_\_\_ Budget Detail Worksheet (see page 12)
- \_\_\_\_\_ Budget Narrative (see page 12)
- \_\_\_\_\_ Indirect Cost Rate Agreement (if applicable) (see page 13)
- \_\_\_\_\_ Additional Attachments (see page 13)

\_\_\_\_\_ **Resume and/or Curriculum Vitae**, including a list of publications authored, at least one (1) 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.

\_\_\_\_\_ **Privacy Certificate**

\_\_\_\_\_ **Human Subjects Protection Certification of Compliance**

\_\_\_\_\_ Other Standard Forms as applicable (see page 13), including:

- \_\_\_\_\_ Disclosure of Lobbying Activities (if applicable)
- \_\_\_\_\_ Accounting System and Financial Capability Questionnaire (if applicable)