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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 Visiting Fellows in its Criminal Justice Statistics Program. 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 facilitating collaboration between academic scholars and government researchers in survey methodology, statistics, economics, and social sciences. BJS Visiting Fellows are provided the unique opportunity to address substantive, methodological, and analytic issues relevant to BJS programs and to further knowledge about and understanding of the operation of the criminal justice system. Fellows conduct research at BJS or at their home site, use BJS data and facilities, and interact with BJS staff.

## 2013 Visiting Fellow: Criminal Justice Statistics Programs

### Eligibility

Eligible applicants are individuals who have a nationally recognized research portfolio and considerable expertise in their area of proposed research. They should be willing to commit a substantial portion of their time over at least a 12-month period to undertake analyses of existing BJS data or statistical programs and produce at least one publishable quality report summarizing their analysis.

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

### Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. (See "How to Apply," page 25.) All applications are due by 11:59 p.m. eastern time on Tuesday, May 21, 2013. (See "Deadlines: Registration and Application," page 4.)

### Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, or via e-mail to [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 requirements of this solicitation, contact Gerard F. Ramker, Deputy Director, Bureau of Justice Statistics, by telephone at 202-307-0765 or by e-mail at [askbjs@usdoj.gov](mailto:askbjs@usdoj.gov) . Include "2013VFCJSP" in the subject line.

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# 2013 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

Applicants must register with Grants.gov in order to submit an application. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on Tuesday, May 21, 2013. See “How to Apply” on page 25 for details.

## Eligibility

The BJS Visiting Fellowship Program is open to applicants who have a recognized research record, considerable expertise in their area of proposed research, and who are willing to commit a substantial portion of their time over at least a 12-month period to undertake analyses of existing BJS data or statistical programs and produce at least one publishable quality report summarizing their analysis.

## Program-Specific Information

The Bureau of Justice Statistics (BJS) offers a Visiting Fellow Program. (See [www.bjs.gov/content/fellows.cfm](http://www.bjs.gov/content/fellows.cfm).) The program's objective is to facilitate collaboration between academic scholars and government researchers in survey methodology, statistics, economics, and social sciences. BJS Visiting Fellows are provided the unique opportunity to address substantive, methodological, and analytic issues relevant to BJS programs and to further knowledge about and understanding of the operation of the criminal justice system. Fellows conduct research at BJS or at their home site, use BJS data and facilities, and interact with BJS staff.

Fellowship applicants should have a recognized research record and considerable expertise in their area of proposed research. Applicants must submit a detailed research proposal, which will be evaluated on the applicability of the research to BJS programs, the value of the proposed research to science, and the quality of the applicant's research record. Qualified women and members of minority groups are especially encouraged to apply.

BJS Visiting Fellows conduct projects that aim to enhance understanding of the operation of the criminal justice system and contribute to improving BJS's statistical programs. The BJS Visiting Fellow program offers researchers, survey methodologists, and statisticians an opportunity to conduct statistical research in a particular area of mutual interest to them and BJS, to examine innovative approaches to the analysis and dissemination of BJS data, and to interact with BJS staff and gain first-hand knowledge of developments in BJS statistical programs. For example, projects completed or underway by BJS Visiting Fellows have involved:

- The impact of including repeat victimizations in national statistics on criminal victimization;
- A framework for organizing and streamlining the National Crime Victimization Survey's criminal incident instrument;
- Measuring the victim-offender overlap;
- Post-prison mortality and recidivism.

Applicants should present proposals that use data from BJS statistical programs. Information about BJS statistical collections is available on the BJS website at [www.bjs.gov/index.cfm](http://www.bjs.gov/index.cfm). BJS data are archived at the National Archive of Criminal Justice Data (NACJD) ([www.icpsr.umich.edu/icpsrweb/NACJD/index.jsp](http://www.icpsr.umich.edu/icpsrweb/NACJD/index.jsp)). Data from other federal statistical agencies may be proposed for use so long as their use is relevant to improving the understanding of the operations of the criminal justice system and contributing to improving BJS statistical programs.

## **Goals and Objectives**

Each year in the solicitation for Visiting Fellows, BJS identifies priority areas for applicants to consider addressing in preparing their proposals. These areas are not meant to be exclusive and applicants may propose topics that fall outside of the identified areas. However, all else being equal and given available funding, BJS will give priority to the applications that address the priority areas.

For this year, BJS's priority areas for its Visiting Fellowship program include:

1. Federal criminal justice system case processing flows;
2. Growth, decline, and composition of U.S. prison populations;
3. Indigent defense systems;
4. Record linkage of BJS data to develop new statistics about the operation of the criminal justice system
5. Recidivism of young offenders in New York;
6. Secondary analysis of Prison Rape Elimination Act (PREA) data on substance abuse.

Regardless of the topic selected, the Visiting 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 the Visiting Fellowship will be disseminated as a BJS report, and

that publication may have either a substantive or methodological focus. (See “Deliverables” below.)

### *1. Federal criminal justice system case processing flows*

The federal criminal justice system is a complex, multi-component and inter-related system in which flows or transitions of persons between components or stages of processing occur routinely and determine the size of the system. The federal system typically involves arrests or decisions about matters for investigation, prosecution, pre-trial supervision, adjudication, sentencing, corrections (both custody and community) and ultimately release from the system. Case processing depends on both offender and offense characteristics and the effectiveness with which actors at a particular stage can process cases. The movement of suspects, defendants and offenders through the various stages of this system depends on attributes of their cases and also on the resources available to federal criminal justice system actors to handle the volume of cases they receive. Given these relationships, the federal criminal justice system can be conceived of as a complex, multi-component system in which the actions taken by actors at one stage or component affect other components. Consequently, for federal criminal justice system planning, it is difficult to anticipate or plan for the consequences of changes or interventions at one stage without taking into account the relationships and dependencies within and among the various components of the system.

The main purpose of this project would be to use datasets from BJS’s Federal Justice Statistics Program (FJSP) that are linked across the various stages of the federal criminal justice system to develop a global model of the various dependencies within and across stages of federal criminal case processing. Such a model would have utility for researchers and practitioners to examine the shorter- and longer-run impacts of interventions at one point in the system on outcomes at other stages of processing. For example, a change in the federal sentencing guidelines on the amount of time to be served in prison by a convicted offender could have impacts on the subsequent volume of cases of that type handled by prosecutors or investigative agencies, and these changes could, in turn, affect the overall volume of and pace with which federal criminal cases are handled. Or, should the Attorney General modify prosecutorial priorities, it would be of interest to examine the system-wide effects of such changes on federal criminal case processing and the size of various stages in the system.

### *2. Growth, decline, and composition of U.S. prison populations*

The size and composition of U.S. prison populations has been a long-standing, relevant public policy issue, and much research has been conducted on the sources of growth in the prison population over the past 30 years during a period of growth that has at times been labeled as “mass incarceration.” However, since the early 2000s, the pace of growth of the prison population has slowed, and over the past few years, the number of prisoners has declined.

Recent efforts to understand the sources of change in the prison population have included examining the role of prosecutors and the volume of convictions and the ensuring contribution to flows into prison during the past two decades, when the volume of crime has declined and remained relatively stable. BJS has also invested in developing methods for estimating length of stay in prison that take into account departures from stable-population assumptions, and BJS intends to examine how changes in length of stay account for declines in the prison population.

In addition to change in the size of the prison population, the composition of the population and, in particular, racial disparities associated with imprisonment have are perennial policy issues. BJS has noted changes in composition of the prison population over the past decade, notably, the decreases in the black incarceration rate and the increase in the number of Hispanic prisoners. Further understanding of how these changes occurred, either through admissions or time served, as well as jurisdictions that may be determining the changes, is warranted.

For research on prison population change, BJS is primarily interested in projects that use the National Corrections Reporting Program (NCRP) data alone or in conjunction with other BJS data. BJS has invested in the NCRP in recent years and among the improvements made to the program are the development of term records and enhanced record linking. Term records measure an episode of stay in prison on a commitment. Using various identifiers, term records can be linked across commitments within persons. Applicants interested in using the NCRP should contact BJS for a fuller description of the enhancements made to the NCRP.

### 3. *Indigent defense systems*

Over the years, BJS has conducted several surveys of indigent defense systems; each successive survey expanded the scope of its coverage of indigent defense systems, both in terms of the types of agencies that it aims to describe and in terms of the content about the agencies. Currently, BJS is designing and testing the *National Survey of Indigent Defense Systems* (NSIDS), which is a census of all forms of indigent defense systems. BJS aims to complete the collection in 2014, which when complete will provide information about the different indigent defense delivery methods employed by all 50 states and the District of Columbia. The NSIDS will examine states with centralized public defender offices that also employ assigned counsel and contract attorneys to handle conflict of interest and caseload overload situations; and it will cover states where indigent defense is administered at the local or county level, and in particular examine how many counties use public defenders, assigned counsel, contract attorneys, or a mixture of methods to administer indigent defense. The NSIDS will—

- Collect comprehensive data on indigent defense services at the state and local levels for each type of administration, funding, and service delivery model by which representation is provided.
- Examine various aspects of public defender, assigned counsel, and contract attorney systems, including procedures for handling conflict cases and case overload, staffing and compensation of defense attorneys, the availability of non-legal support staff, the procedures for indigence determination, the professional development opportunities provided to defense attorneys, the adherence to the ABA standards and guidelines, and the use of oversight boards or commissions.
- Provide BJS an opportunity to explore how public defenders, assigned counsel, and contract attorneys differ in terms of their budgets, resources, staffing, and adherence to formal standards and guidelines.

Of particular interest to BJS and its work on indigent defense systems is the development of sets of professional standards for indigent defense and the application of these standards to the data for the purpose of determining the scope of the resource needs of these systems. In its work on the 2007 Census of Public Defender Offices (CPDO), a census of 957 publicly-funded offices located in 49 states and the District of Columbia, BJS drew upon American Bar

Association (ABA) and other professional agencies' standards to identify 10 principles for the provision of indigent defense. In its analysis of the data from the CPDO, BJS assessed the capacities of public defender services to provide services according to these professional standards. See "County-Based and Local Public Defender Offices, 2007 (2010)," available at: [www.bjs.gov/content/pub/pdf/clpdo07.pdf](http://www.bjs.gov/content/pub/pdf/clpdo07.pdf), and "State Public Defender Programs, 2007 (2010)" available at: [www.bjs.gov/content/pub/pdf/spdp07.pdf](http://www.bjs.gov/content/pub/pdf/spdp07.pdf).

Applicants interested in indigent defense systems should consider that BJS's interests lie in the development and application of professional standards and their application to the NSIDS. A BJS Visiting Fellow working on indigent defense should plan to work collaboratively with the BJS staff that are managing and reporting on the NSIDS for the purpose of developing and assessing how indigent systems fare relative to these standards. In addition to work that a BJS Visiting Fellow may want to publish on this topic, a Fellow who works in the indigent defense area is expected to collaborate with BJS staff in producing a BJS report on this topic.

#### *4. Record linkage of BJS data to develop new statistics about the operation of the criminal justice system*

Various BJS datasets can be linked in several ways. For some, individual-level records can be linked, whether these records are in administrative data bases that BJS maintains or are the result of establishment surveys of criminal justice agencies. For others, linking can occur at higher levels of aggregation, such as county or state.

By analyzing data from one or more existing BJS data collections, or BJS data in combination with other relevant local, state, or national data, projects would address measurement, methodological, theoretical, or policy considerations that bear directly on the operations of the criminal justice system or the statistical programs of BJS.

The content areas for this area are open to the applicant. BJS is interested in projects that address relevant policy issues or that focus on innovations in linking methodologies.

#### *5. Recidivism of young offenders in New York State.*

Periodically since the mid-1980s, BJS has conducted studies of recidivism of offenders released from state prisons. Two prior studies—one on prisoners released in 1983 and the second on prisoners released in 1994—have generated widely cited statistics on the percentage of prisoners rearrested, reconvicted, and reincarcerated within 3 years of release from prison. BJS is analyzing data from a third such study, titled *Recidivism of Prisoners Released in 2005*. In this study, BJS has expanded the scope of coverage to 30 states, oversampled for female offenders and murder offenders, and has tracked post-release arrest and conviction outcomes for 5 years (rather than 3 years). In addition, the current study, like all three prior studies, obtains criminal history information prior to release from the current stay in prison.

Departing from past practices, BJS also has undertaken a collection of data that tracks the adult criminal histories of persons arrested in the state of New York at ages 16 and 17 in the 1980s and 1990s, and who received substantial judicial interventions as a result of these arrests prior to age 18. The criminal histories will follow these youth well into their adult years. With these data, BJS has particular interest in such questions as:

- What are the criminal trajectories of persons who have received substantial justice system sanctions in the late juvenile years?
- How do these trajectories vary with offender gender, race, geographical location, and offense patterns?
- Do these trajectories vary substantially across the birth cohorts?
- What factors in the early criminal histories are predictive of residual length of criminal careers?

The work of a BJS Visiting Fellow in the recidivism area should focus exclusively on analysis of the data on the criminal histories of young persons. BJS is interested in a Fellow who would work collaboratively with BJS staff in producing a BJS report from these data as the first order of the Fellow's work. In addition to the collaborative work with BJS staff, applicants may propose additional topics for reports.

Applicants interested in the recidivism of young persons are encouraged to contact BJS prior to preparing their applications to obtain additional information about this unique dataset and BJS priorities related to it.

#### *6. Secondary analysis of Prison Rape Elimination Act (PREA) data on substance abuse*

BJS seeks a Visiting Fellow to enhance its capacity to report on sexual assault in correctional facilities as described in the Prison Rape Elimination Act (PREA; P.L. 108-79). Every year since 2004, BJS has collected administrative records on allegations and substantiated incidents of sexual victimization in correctional facilities nationwide. BJS also conducted interviews with prison and jail inmates in 2007 and 2008-09 and with youth held in juvenile correctional facilities in 2008-09. During 2012, BJS completed a third round of data collection from inmates held in adult prisons and jails and a second round of data collection from youth held in juvenile correctional facilities. (For additional information about the PREA data collections, see *PREA Data Collection Activities, 2012* at [www.bjs.gov/index.cfm?ty=pbdetail&iid=4373](http://www.bjs.gov/index.cfm?ty=pbdetail&iid=4373) and [www.bjs.gov/index.cfm?ty=tp&tid=20](http://www.bjs.gov/index.cfm?ty=tp&tid=20).)

The Visiting Fellow would be expected to assist in ongoing methodological work and statistical analyses. BJS has particular interest in analyses that use the surveys of prison and jail inmates in 2007 and 2008-09 to study drug use, abuse, and treatment issues and their relationship with sexual assaults in correctional facilities. In these two surveys of prison and jail inmates, BJS included modules about substance use, abuse, and treatment. These surveys would provide the data for analyses that focus on drug use and abuse. BJS expects the Visiting Fellow to author or co-author one or more reports related to these interests.

BJS would provide a data extract that has had personally identifiable information removed and data perturbed to minimize disclosure risks. Under this condition, the Fellow need not reside at BJS to obtain access to the data.

Visiting Fellows applicants should have excellent quantitative skills and be capable of working with complex data structures. Applicants should have a record of relevant research and expertise in issues of sexual victimization. Applicants with training or equivalent experience in complex data analysis and subject matter expertise in adult and juvenile corrections will be given preference.

## **Deliverables**

Persons selected as BJS Visiting Fellows will present a plan and timetable for their project and, through negotiation with the BJS project monitor, arrive at a final plan and schedule for their project. The researchers selected as BJS Visiting Fellow(s) will be expected to deliver the following:

- At least one publishable quality 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.

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

BJS Visiting Fellows may, at their discretion, remain on-site at BJS for the entire duration of their project or make occasional visits to accommodate their schedules. While in Washington, D.C., fellows may have BJS office space and access to the agency's array of datasets and software. They will interact with BJS staff and gain first-hand knowledge of recent developments in criminal justice research and learn about BJS statistical programs.

## **Amount and Length of Awards**

BJS anticipates that it will make up to three (3) awards under this solicitation. The period of performance for the Visiting Fellowship is normally 12 months in length beginning October 1<sup>st</sup> of a year and ending September 30<sup>th</sup> of the following year. However, the start date, duration of the Fellowship, and level of effort may vary. The expected start date and duration of the Fellowship should be described in the application and project plan. A BJS Visiting Fellow is expected to commit a significant portion of time to the project. The maximum funds allocated per Fellowship is \$150,000.

Visiting Fellows may, at their discretion, remain on-site at BJS for the entire duration of their project or visit BJS occasionally to accomplish the collaborative objectives of their projects and

to accommodate their schedules. For Fellows who plan to visit BJS periodically, costs associated with travel to BJS should be included within the total amount of the request. Fellowships may, at BJS discretion and depending on available funding, be extended.

All awards are subject to the availability of appropriated funds and to 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, recipients may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. The 2012 salary table for SES employees is available at [www.opm.gov/oca/12tables/indexSES.asp](http://www.opm.gov/oca/12tables/indexSES.asp). Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

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

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

### **Minimization of Conference Costs**

OJP encourages applicants to review the OJP guidance on conference approval, planning, and reporting that is available on the OJP Web site at [www.ojp.gov/funding/confcost.htm](http://www.ojp.gov/funding/confcost.htm). This guidance sets out the current OJP policy, which requires all funding recipients that propose to hold or sponsor conferences (including, meetings, trainings, and other similar events) to minimize costs, requires OJP review and prior written approval of most conference costs for cooperative agreement recipients (and certain costs for grant recipients), and generally prohibits the use of OJP funding to provide food and beverages at conferences. The guidance also sets upper limits on many conference costs, including facility space, audio/visual services, logistical planning services, programmatic planning services, and food and beverages (in the rare cases where food and beverage costs are permitted at all).

Prior review and approval of conference costs can take time (see the guidance for specific deadlines), and applicants should take this into account when submitting proposals. Applicants

also should understand that conference cost limits may change and that they should check the guidance for updates before incurring such costs.

Note on food and beverages: OJP may make exceptions to the general prohibition on using OJP funding for food and beverages, but will do so only in rare cases where food and beverages are not otherwise available (e.g., in extremely remote areas); the size of the event and capacity of nearby food and beverage vendors would make it impractical to not provide food and beverages; or a special presentation at a conference requires a plenary address where conference participants have no other time to obtain food and beverages. Any such exception requires OJP's prior written approval. The restriction on food and beverages does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not affect direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

**Costs Associated with Language Assistance (if applicable)**

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

For additional information, see the "Civil Rights Compliance" section of the OJP "Other Requirements for OJP Applications" Web page at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

**Match Requirement**

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

**Performance Measures**

To assist the Department with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. OJP will require any award recipient, post award, to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. Performance measures for this solicitation are as follows:

<b>Objective</b>	<b>Performance Measure(s)</b>	<b>Data Grantee Provides</b>
Develop a research project that addresses substantive, methodological, and analytic issues	Percent of deliverables that meet BJS's expectations.	Documentation of the research methods proposed and used and utility of the designs proposed.

<p>relevant to BJS programs and that furthers knowledge about and understanding of the operation of the criminal justice system.</p>	<p>Percent of milestones and deadlines met.</p>	<p>Original and final versions of all methodological and substantive papers.</p> <p>Time frames for project work and dates of deliverable submission.</p>
	<p>Number of sole or jointly authored (with BJS staff) papers or presentations accepted for publication or for conferences; papers accepted by BJS as BJS publications.</p>	<p>Papers and presentations, either solely or jointly authored (with BJS staff).</p>

OJP does not require applicants to submit performance measures data with their applications. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section “What an Application Should Include” on page 14 for additional information.

**Note on Project Evaluations**

Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human subjects protection regulations. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP’s performance measure data reporting requirements likely do not constitute “research.” Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as, “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge” 28 C.F.R. § 46.102(d). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the “Research and the Protection of Human Subjects” section of the OJP “Other Requirements for OJP Applications” Web page ([www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm)). Applicants whose proposals may involve a research or statistical component also should review the “Confidentiality” section on that Web page.

## Notice of Post-Award FFATA Reporting Requirement

Applicants should anticipate that OJP will require all recipients (other than individuals) of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), 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.

### What an Application Should Include

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

Moreover, applicants should anticipate that applications that are determined to be nonresponsive to the scope of the solicitation, or that do not include the application elements that the Bureau of Justice Statistics has designated to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, the Bureau of Justice Statistics has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet and Budget Narrative, and the applicant's detailed resume or curriculum vitae. Applicants may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one document, it must contain **both** narrative and detail information.

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

Applicants should submit the following:

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

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

## 2. Abstract

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

- written for a general public audience.
- submitted as a separate attachment with <Project Abstract> as part of its file name.
- single-spaced, using a standard 12-point font (Times New Roman) with 1-inch margins.

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

All project abstracts should follow the detailed template available at [www.ojp.usdoj.gov/funding/Project\\_Abstract\\_Template.pdf](http://www.ojp.usdoj.gov/funding/Project_Abstract_Template.pdf).

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

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

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

## 3. Program Narrative

The program narrative may not exceed 20 double-spaced pages using 12-point font with 1-inch margins and **MUST** contain the six components listed below.

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

The following sections should be included as part of the program narrative. See the “Selection Criteria” section below for more detail on the content of these components of the application.

- a. Statement of the research problem(s) to be addressed
- b. Project goals and objectives

- c. Project design and research methodology/project implementation
- d. Deliverables, along with their proposed time frames, and a schedule of proposed travel to BJS if the work is to be done primarily off site.
- e. Capabilities and competencies
- f. Plan for collecting the data required for this solicitation's performance measures and for assessing the impact of the project.

The Bureau of Justice Statistics does not require applicants to submit performance measures data with their application. Performance measures are included as an alert that BJS will require successful applicants to submit specific data as part of their reporting requirements. For the application, applicants should indicate an understanding of these requirements and discuss how they will gather the required data, should they receive funding.

#### 4. 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). Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet.

For questions pertaining to budget and examples of allowable and unallowable costs, see the OJP Financial Guide at [www.ojp.usdoj.gov/financialguide/index.htm](http://www.ojp.usdoj.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. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

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

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

**5. 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.) Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their 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.usdoj.gov/funding/pdfs/indirect\\_costs.pdf](http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf).

**6. Tribal Authorizing Resolution (if applicable)**

Tribes, tribal organizations, or third parties proposing to provide direct services or assistance to residents on tribal lands should include in their applications a resolution, a letter, affidavit, or other documentation, as appropriate, that certifies that the applicant has the legal authority from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for a grant on behalf of a tribe or multiple specific tribes, then the application should include appropriate legal documentation, as described above, from all tribes that would receive services/assistance under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without an authorizing resolution or comparable legal documentation from each tribal governing body) may submit, instead, a copy of its consortium bylaws with the application.

Applicants that are unable to submit with the application a fully-executed (i.e., signed) copy of appropriate legal documentation, as described above, consistent with the applicable tribe's governance structure, should, at minimum, submit an unsigned, draft version of such legal documentation as part of its application (except in cases where, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, BJS will make use of and access to funds contingent on receipt of the fully-executed legal documentation.

**7. Additional Attachments**

a. A Resume or curriculum vitae, including a list of publications authored or co-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 as well as relevant academic work.

**b. Applicant disclosure of pending applications.**

Applicants are to disclose whether they have pending applications for federally funded assistance that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to State agencies that will be subawarding federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement

comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

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

- the Federal or State funding agency
- the solicitation name/project name
- the point of contact information at the applicable funding agency

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

Applicants should include the table as a separate attachment, with the file name “Disclosure of Pending Applications,” to their application. Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page. (e.g., “[Applicant Name] does not have pending applications submitted within the last 12 months for federally funded assistance that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.”)

**c. Research and Evaluation Independence and Integrity**

If a proposal involves research and/or evaluation, regardless of the proposal’s rating under the selection criteria, in order to receive funds, the applicant’s proposal must demonstrate research/evaluation independence, including appropriate safeguards to ensure research/evaluation objectivity and integrity.

For purposes of this solicitation, research and evaluation independence and integrity pertains to ensuring that the design, conduct, or reporting of research/evaluation funded by Bureau of Justice Statistics grants, cooperative agreements, or contracts will not be biased by any personal or financial conflict of interest on the part of the investigators responsible for the research/evaluation or on the part of the applicant organization. Conflicts can be either actual or apparent. Examples of potential investigator (or other personal) conflict situations may include where an investigator would be in a position to evaluate a spouse’s work product (actual conflict), or where an investigator would be in a position to evaluate the work of a former colleague (apparent

conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization could not be given a grant to evaluate a project if that organization had itself provided substantial prior technical assistance to that project, as the organization in such an instance would appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research/evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability is a problem.

In the appendix dealing with research and evaluation independence and integrity, the applicant should explain the process and procedures that the applicant has put in place to identify and eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or subrecipients. It should also identify any potential organizational conflicts of interest on the part of the applicant with regard to the proposed research/evaluation. If the applicant reasonably believes that no potential personal or organizational conflicts of interest exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion.

Where potential personal or organizational conflicts of interest exist, in the appendix, the applicant should identify the safeguards the applicant has or will put in place to eliminate, mitigate, explain, or otherwise address those conflicts of interest.

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

#### 8. **Other Standard Forms**

Additional forms that OJP may require in connection with an award are available on OJP's funding page at [www.ojp.usdoj.gov/funding/forms.htm](http://www.ojp.usdoj.gov/funding/forms.htm). For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Note in particular the following forms:

a. [Standard Assurances](#)\*

Applicants must read, certify, and submit this form in GMS prior to the receipt of any award funds.

b. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)\*

Applicants must read, certify, and submit in GMS prior to the receipt of any award funds.

c. [Accounting System and Financial Capability Questionnaire](#) 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, must download, complete, and submit this form.

\*These OJP Standard Assurances and Certifications are forms which applicants accept in GMS. They are not additional forms to be uploaded at the time of application submission.

## Selection Criteria

Applications will be assessed according to the following criteria.

### **(1) Statement of the research problem(s) to be addressed (10%)**

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 or the BJS statistical program that will be enhanced through the Visiting Fellowship.

### **(2) Project goals and objectives (10%)**

The applicant must specify the goals and objectives of the BJS Visiting Fellowship and 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 and how the accomplishment of these goals will contribute to improving understanding of the operation of the criminal justice system and enhance BJS's statistical operations. 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.

### **(3) Project design and research methodology/project implementation (25%)**

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 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 and deliverable schedule will be assessed in terms of the reasonableness of the proposed level of effort to accomplish the objectives. Deliverables will be assessed for the relevance to the project.

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).

### **(4) Capabilities and 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 proposed project. Resumes should be attached to the narrative to support this section and should include all employment and

volunteer experience. Applicants are limited to 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 the project period to undertake and complete the proposed research.

**(5) Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%)**

**(6) Budget complete; reasonable and allowable; cost effective; and necessary for project activities (15%)**

The budget and budget narrative will be assessed to determine that the proposed expenses are necessary and sufficient to complete the work proposed for the project. Costs will be assessed to determine if they are allowable costs and comport with the OJP Financial Guide. Applications that exceed the \$150,000 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.

**(7) Impact/outcomes and evaluation (10%)**

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. The Bureau of Justice Statistics may use either internal peer reviewers, external peer reviewers, or a combination, to review the applications. An external peer reviewer is an expert in the subject matter of a given solicitation who is NOT a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. Peer reviewers' ratings and any resulting recommendations are advisory only. 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, reviews 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 may consider factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

## **Special Conditions Applied to Awards Under this Solicitation**

The award of federal funds under this BJS solicitation will be through a Cooperative Agreement. In accordance with the Federal Grant and Cooperative Agreement Act of 1977 (31 U.S.C. § 6305), if the purpose of the funded activity is to support a public purpose rather than for direct benefit or use by the federal government, a grant or a cooperative agreement can be used to administer the funds. A cooperative agreement is distinguished from a grant by the level of federal participation or involvement in carrying out project activities. Specifically, Title 31, section 6305 of the US Code states, states “An executive agency shall use a cooperative agreement as the legal instrument reflecting a relationship between the United States Government and . . . other recipient when . . . substantial involvement is expected between the executive agency and the . . . recipient when carrying out the activity contemplated in the agreement.”

For the purpose of this solicitation, “substantial involvement” by BJS means that BJS will provide substantial guidance, input, and approval of the approach through which deliverables are accomplished. It also means that throughout the performance period, BJS will specify project deliverables that the award recipient agrees to by accepting the award. The award document will incorporate several Special Conditions which operationalize the specific parameters of this cooperative relationship. The goals of the substantial involvement of BJS are; (1) to ensure that final deliverables are of acceptable quality as to justify the use of federal funds, and (2) to accurately represent the project’s findings, and (3) to ensure that all federal regulations governing the collection and dissemination of statistical information are met. All tasks carried out through the use of project funds will be assessed by BJS as needed to ensure that they meet federal regulations concerning confidentiality, personal identifying information, human research subjects, and the release of proprietary information, as well as to ensure that they meet general data quality standards for substance and presentation. As part of the assessment, BJS will continuously monitor the project to ensure that all activities performed under project tasks contribute to developing previously agreed upon deliverables within the award’s budget. BJS reserves the right to stop funding the project and to restrict the release of the information or findings should regulations or standards not be met. However, BJS will not impede the completion of deliverables within the project period unless project tasks or deliverables fail to meet general data quality standards or federal regulations as described above.

All methodological, statistical, procedural, and technological work conducted by the award recipient using award funds will remain the property of BJS until BJS determines that the

information can be made publicly available. Therefore, BJS must approve any release of this proprietary information by the award recipient. BJS retains the right to the first release of all work funded by the project. This includes specific knowledge related to the project which was developed through the course of generating the deliverables that the award recipient was funded to produce.

Any additional work using project funds, including attendance or presentations at conferences and the publication of journal articles or other materials, that constitutes a change in the scope of the project requires BJS approval in the same way that any other changes to the performance period, key project staff, or budget would require prior approval and a Grant Adjustment Notification. Because the information and materials generated through the project constitute proprietary information, any release of this information using outside funding sources without sufficient justification and specific approval by BJS would jeopardize the relationship between BJS and the award recipient and potentially result in an inability to work together to accomplish remaining project goals. BJS is generally supportive of public dissemination efforts to the extent that BJS has prior knowledge and approval of the release of information by the award recipient and is able to ensure that this release contributes to the success of the project or enhances public knowledge regarding the topic without violating confidentiality restrictions or other federal regulations

**Among others, the following Special Conditions will be attached to an award under this solicitation:**

1. Exclusive Rights to Data. BJS retains all rights to exclusive use of the data until BJS releases the public use dataset, which will be available to the public via the Internet and at the National Criminal Justice Data Archives at the University of Michigan. The recipient shall not release or disclose any data collected through this cooperative agreement without prior written approval of BJS or until the dataset has been released to the public. This includes, but is not limited to, presentations at professional conferences and meetings, press releases, and/or grant applications. Unauthorized release of the data by the recipient or its associates may result in the immediate commencement of termination or suspension proceedings in accordance with 28 CFR Part 18.

2. Exclusive Rights to Methodological Information. Within certain limitations, BJS may grant the recipient exclusive use of any methodological findings derived from the project funded through this cooperative agreement. Only with prior written approval by BJS, may the recipient publicly disclose methodological information or experiential findings derived from the project prior to the public release of the dataset. Any such disclosures, however, must be public in nature and contribute meaningfully to the development and/or advancement of social science research. Subject to the prior written approval of BJS, allowable public disclosure may include, but are not limited to, presentations at professional conferences and meetings, articles appearing in widely distributed publications, Internet postings, or similar outlets which constitute a broad public release of the methodological information. Unauthorized release of the methodological information by the recipient or its associates may result in the immediate commencement of termination or suspension proceedings in accordance with 28 CFR Part 18.

3. Prior Approval of Products/Publications. All materials and reports drafted or produced using funds under this award will be provided to BJS for its review and approval prior to initial publication.

## **Additional Requirements**

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP 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.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- Civil Rights Compliance
- Civil Rights Compliance Specific to State Administering Agencies
- 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 of 2006 (FFATA)
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Policy and Guidance for Conference Approval, Planning, and Reporting
- OJP Training Guiding Principles for Grantees and Subgrantees

## How to Apply

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

**Note:** BJS encourages all prospective applicants to sign up for Grants.gov email notifications regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for email updates will be notified.

All applicants are required to complete the following steps:

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

for Grants.gov registration. SAM registration replaces CCR as a pre-requisite for Grants.gov registration.) Applicants must **update or renew their SAM registration annually** to maintain an active status.

Applicants that were previously registered in the CCR database must, at a minimum:

- Create a SAM account;
- Log in to SAM and migrate permissions to the SAM account (all the entity registrations and records should already have been migrated).

Applicants that were not previously registered in the CCR database must register in SAM prior to registering in Grants.gov. Information about SAM registration procedures can be accessed at [www.sam.gov](http://www.sam.gov).

3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process, 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. Note that an organization can have more than one AOR.
5. **Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.734, titled "Special Domestic Assistance and Statistical Studies," and the funding opportunity number is BJS-2013-3593.
6. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. Applicants that expend any funds for lobbying activities must provide the detailed information requested on the form, *Disclosure of Lobbying Activities* (SF-LLL). Applicants that do not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.
7. **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 message will state whether the application has been received and validated, or rejected due to errors, with an explanation. **Important:** OJP urges applicants to submit applications **at least 72 hours prior** of the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

**Note: Grants.gov only permits the use of specific characters in names of attachment files. Valid file names may only include the following characters: A-Z, a-z, 0-9, underscore ( \_ ), hyphen (-), space, and period. 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.”

### **Note: Duplicate Applications**

If an applicant submits multiple versions of an application, BJS will review the most recent version submitted.

### **Experiencing Unforeseen Grants.gov Technical Issues**

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the BJS contact identified in the Contact Information section on cover page **within 24 hours after the application deadline** and request approval to submit their application. The e-mail must describe the technical difficulties, and include a timeline of the applicant’s submission efforts, the complete grant application, the applicant’s DUNS number, and any Grants.gov Help Desk or SAM tracking number(s). **Note: BJS does not automatically approve requests.** After the program office reviews the submission, and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If the technical issues reported cannot be validated, OJP will reject the application as untimely.

The following conditions are not valid reasons to permit late submissions: (1) failure to register 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 each instruction in the OJP solicitation, and (4) technical issues with the applicant’s computer or information technology environment, including firewalls.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding Web page at [www.ojp.usdoj.gov/funding/solicitations.htm](http://www.ojp.usdoj.gov/funding/solicitations.htm).

### **Provide Feedback to OJP on This Solicitation**

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, the application submission process, and/or the application review/peer review process. Feedback may be provided to [OJPSolicitationFeedback@usdoj.gov](mailto:OJPSolicitationFeedback@usdoj.gov).

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

If you are interested in being a reviewer for other OJP grant applications, please email your resume to [ojppeerreview@lmbps.com](mailto:ojppeerreview@lmbps.com). The OJP Solicitation Feedback email account will not forward your resume. **Note:** Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

## Application Checklist

### 2013 Visiting Fellow: Criminal Justice Statistics Programs

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

**Eligibility Requirement:** Eligible applicants are individuals who have a nationally recognized research portfolio and considerable expertise in their area of proposed research. They should be willing to commit a substantial portion of their time over at least a 12-month period to undertake analyses of existing BJS data or statistical programs and produce at least one publishable quality report summarizing their analysis.

\_\_\_\_\_ The federal amount requested is within the allowable limit(s) of \$150,000.

#### What an Application Should Include:

- \_\_\_\_\_ Application for Federal Assistance (SF-424) (see page 14)
- \_\_\_\_\_ Abstract (see page 15)
- \_\_\_\_\_ Program Narrative (see page 15)
  - \_\_\_\_\_ Double-spaced
  - \_\_\_\_\_ 12-point standard font
  - \_\_\_\_\_ 1" standard margins
  - \_\_\_\_\_ Narrative is 20 pages or less
- \_\_\_\_\_ Budget Detail Worksheet (see page 16)
- \_\_\_\_\_ Budget Narrative (see page 16)
- \_\_\_\_\_ Disclosure of Lobbying Activities (SF-LLL) (see page 26)
- \_\_\_\_\_ Indirect Cost Rate Agreement (if applicable) (see page 17)
- \_\_\_\_\_ Tribal Authorizing Resolution (if applicable) (see page 17)
- \_\_\_\_\_ Additional Attachments (see page 17)
  - \_\_\_\_\_ Disclosure of Pending Applications (see page 17)
  - \_\_\_\_\_ Research and Evaluation Independence and Integrity (see page 18)
- \_\_\_\_\_ Special Conditions Applied to Awards Under this Solicitation (see page 22)
- \_\_\_\_\_ Other Standard Forms as applicable (see page 19), including:
  - \_\_\_\_\_ Accounting System and Financial Capability Questionnaire (if applicable)