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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 DOJ, 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.

## 2014 Visiting Fellows: 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 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, depending 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 23.) All applications are due by 11:59 p.m. eastern time on May 28, 2014. (See "Deadlines: Registration and Application," page 4.)

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

## 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 at [support@grants.gov](mailto:support@grants.gov). The [Grants.gov](http://Grants.gov) Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the BJS contact identified below **within 24 hours after the application deadline** and request approval to submit their application.

For assistance with any other requirements of this solicitation, contact Ramona R Rantala, BJS Statistician, by telephone at 202-307-0765 or by e-mail at [askbjs@usdoj.gov](mailto:askbjs@usdoj.gov). Include "2014VFCJSP" in the subject line.

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# 2014 Visiting Fellows: Criminal Justice Statistics Programs (CFDA # 16.734)

## Overview

The Bureau of Justice Statistics (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. The overall purpose of this program is to address substantive, methodological, and analytic issues to enhance or inform BJS statistical programs; to support the scholarly use of BJS data collections, expand the body of policy-relevant research that uses these data, in order to further knowledge about and understanding of the operation of the criminal justice system.

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 or programs.

## Deadlines: Registration and Application

Applicants must register with Grants.gov prior to submitting 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 Wednesday, May 28, 2014. See “How to Apply” on page 23 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 BJS data or statistical programs and produce at least one publishable-quality report summarizing their analysis.

## Program-Specific Information

BJS’s Visiting Fellow Program ([www.bjs.gov/content/fellows.cfm](http://www.bjs.gov/content/fellows.cfm)) aims 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 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, examine innovative approaches to the analysis and dissemination of BJS data, and interact with BJS staff and gain first-hand knowledge of developments in BJS statistical programs. 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; and
- 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 they are 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, BJS will give priority to the applications that address the priority areas.

This year, BJS's project areas for its Visiting Fellowship program include the following:

1. cybercrime statistics
2. Survey of Inmates in Local Jails and other jails data collections
3. enhanced investigations into the recidivism patterns of state prisoners

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" on page 9.)

## **FY 2014 Projects**

### ***Project 1 - Cybercrime statistics***

Cybercrime, or computer crime, involves any crime in which a computer or computer network was involved, either in the commission of the crime or as the target. Crime types defined as cybercrime encompass a wide array of criminal activities, some of which include traditional crimes, such as fraud, while others are purely digital crimes, such as denial of service attacks, viruses, and worms. While the incidence of cybercrime is not known, a recent estimate by Center for Strategic and International Studies and McAfee puts the annual costs of cybercrime in the U.S. at about \$100 billion.

BJS does not yet have a comprehensive approach to estimating the prevalence or incidence; the victim, offender, and incident characteristics; or the consequences of cybercrime, such as financial loss. BJS obtains limited information about the incidence and cost to victims through other programs. Through the Federal Justice Statistics Program, BJS is able to identify some cybercrime cases that are prosecuted federally, but it is limited in identifying federal cybercrimes by the statute-based coding of federal crimes. Through the National Crime Victimization Survey (NCVS), BJS obtains information about identity thefts that victims are able to identify as having come through computer methods. Through a one-time survey of businesses—the National Computer Security Survey (NCSS) documented the nature and prevalence of computer security incidents (such as denial of service attacks, fraud, or theft of information) against a sample of businesses, as well as the resulting losses incurred by those businesses.

### Proposed Scope of Work

BJS aims to improve its coverage and reporting of this crime type. The Visiting Fellow should present BJS with recommendations about what programs or collections need to be developed to cover cybercrime and what existing programs can be used—either as they are or through enhancements or supplements—to improve reporting on cybercrime. From BJS's perspective, coverage of cybercrime includes the commission of offenses and victimizations of persons and business establishments, the type and amount of loss or damage incurred, victim responses (e.g., reporting to law enforcement or other authorities, or self-protective behaviors), and criminal justice system response from investigation through apprehension, prosecution, and sentencing.

A major challenge associated with using some existing BJS programs is that crime type classifications are statute-based rather than attribute-based, and statutorily-based classifications of crime may omit significant pieces of information that are necessary to classify an event as a cybercrime. For example, a computer-fraud incident may be prosecuted under fraud statutes or under statutes that explicitly identify the use of computers in the commission of the activity. If the former occurs, it may not be possible to differentiate between cybercrime fraud and other types of fraud.

Because the nature of cybercrime is so broad, applicants to this solicitation should specify whether they would focus primarily on crimes against businesses or crimes against persons. Either approach is acceptable, but it is our view that the issues associated with measuring the incidence, characteristics, and costs of cybercrime against either type of victim are sufficiently complex that they warrant separate treatment.

Task 1: To develop these recommendations, the Visiting Fellow would conduct a review of extant statistical collections on cybercrime, whether these are collected by national or international statistical agencies or by law enforcement or regulatory agencies. The Visiting Fellow would use this review to help to determine what is known about cybercrime, how well existing vehicles measure it, and the limitations of existing vehicles that need to be overcome to improve coverage. The review would consider fundamental issues and policy questions related to definitions of cybercrime, units of count, sources and periodicity of collections, and reliability of the data. The Fellow would report on these in the first deliverable for the project, which is a written report discussing the proceeds of this review.

Task 2: The Visiting Fellow would use the knowledge gained from the review along with information obtained from BJS staff about various BJS programs that address cybercrime in some way (however completely or incompletely) to think about (1) the opportunities that exist within existing BJS collection vehicles to improve coverage of cybercrime through modifying data collection instruments or developing supplemental surveys; (2) the need for new collections or data acquisition vehicles, whether these be surveys of persons or establishments or collections of administrative or operational data; and (3) how the various pieces could fit together into a coherent statistical program on cybercrime. From these efforts, the second deliverable would be a report that makes a case for a set of recommendations for BJS to consider in developing a program on cybercrime.

Task 3: With the support of and possible collaboration with BJS staff, the Visiting Fellow is expected to use the effort of the fellowship to develop and submit to BJS a working paper that BJS would publish. The working paper would discuss what is known about cybercrime against businesses or persons (depending upon the focus of the fellowship), the limitations of existing data and statistical systems to address important gaps in knowledge, and present a framework for a statistical program to move forward to improve the measurement and understanding of its incidence, costs, and consequences.

### ***Project 2 – Survey of Inmates in Local Jails and other jail data collections***

BJS has conducted the Survey of Inmates in Local Jails (SILJ) periodically since 1972. SILJ and the Survey of Prison Inmates (SPI) are the two omnibus surveys conducted by the BJS Corrections Statistics Program. The primary goals of both surveys are to provide accurate national-level estimates about the characteristics of inmates. The SILJ allows BJS to profile the jail inmates and provide estimates on more specialized topics, such as physical and mental health of inmates, characteristics of veterans in jails, and substance abuse of inmates.

The ability to replicate previously published reports and studies is critical to assess changes in the jail inmate population; BJS must be able to report on new and emerging issues in this population. Jails and jail inmates have recently experienced changes that deserve attention. For example, the number of female jail inmates has grown significantly in recent years; California has implemented the Public Safety Realignment, which has consequently increased the number of all inmates serving longer sentences; and the implementation of the Affordable Care Act (ACA) will have important consequences on the jail population's access to healthcare.

The Visiting Fellow will assess the SILJ survey instrument and make sure that it addresses the most relevant and emerging issues of jails and jail inmates. The Visiting Fellow will also focus on the sampling design and assess the need of both national and sub-national level estimates. BJS will accept applications for either one of these purposes or for both.

## Proposed Scope of Work

The proposed scope of work for this fellowship (or fellowships) can be divided in three general tasks:

Task 1: Review the SILJ instruments, associated reports, and literature to determine potential gaps in the coverage of relevant emerging issues, with the intent to better measure characteristics of jail inmates for comparability across other surveys. Evaluate how stakeholders and researchers use the SILJ. Deliverable: a report or working paper reviewing the body of work that uses SILJ that documents the SILJ's value and limitations. This report should make recommendations on how to improve the SILJ and address the potential gaps in coverage.

Task 2: With the ACA implementation, assess the SILJ's reliability to collect information on the physical and mental health status of jail inmates and how jails connect inmates to community-based health care. Deliverable: a report assessing the data needs for evaluating the effect of ACA on the health and access to healthcare of jail inmates. This report should include a review of how jurisdictions are implementing the ACA, and how the SILJ can better assess the jail inmate's health status.

Task 3: Historically, the SILJ has been used to produce national estimates exclusively. However, the California PSR and the ACA implementation might require a change in the sampling design to assess their impacts on the jail population. Deliverable: a technical report that assesses alternative sampling designs that can produce both national and sub-national estimates tailored to address issues such as the PSR and ACA.

The BJS Corrections Statistics Program's work on jails includes several other collections in addition to the SILJ, such as the Census of Jails, the Annual Survey of Jails, and the Deaths in Custody Reporting Program. BJS would welcome the collaboration of the Visiting Fellow with BJS staff on discretionary reports that use the jail data collections.

### ***Project 3 – Enhanced investigations into the recidivism patterns of state prisoners***

BJS recently conducted a study of the recidivism patterns of over 70,000 offenders released in 2005 from prisons in 30 states. Using the FBI's Interstate Identification Index (III) System, BJS obtained the multi-state criminal history records on each offender's criminal career prior to entering prison and for 5 years after release. BJS supplemented this criminal history information with limited data from correctional records on each offender reported to BJS's National Corrections Reporting Program (NCRP), such as date of admission, commitment offense, length of stay, and the nature of release. For this study, a representative sample was drawn from the universe of each state's released prisoners. Therefore, the data can support state-specific studies of prisoner recidivism.

BJS is interested in research efforts that explore the correlates of prisoner recidivism using data collected by state departments of correction. These data may come from correctional records capturing information on the prisoner's experiences while in prison (e.g., needs and risk assessments; educational, drug treatment, and job training programs; incident reports; or reentry preparations) or information from parole records on the released prisoner's employment, physical and mental health problems, drug involvement, technical violations, and social support mechanisms. BJS realizes that such information is highly confidential, which is why the Visiting Fellowship is targeted at researchers who work within state departments of correction and can



link the data BJS collected for its recidivism study to the data found in the department of correction's administrative records.

Task 1: The Visiting Fellow will 1) identifying the range of data available for the administrative records of its department of corrections that could be used in an expanded study of the predictors of prisoner recidivism, and 2) assess the quality and completeness of this information for statistical purposes.

Task 2: The Visiting Fellow will work with BJS, the FBI, and the department of corrections to link the various data on an individual and to determine the status and future use of these data.

Task 3: With the support of, and possible collaboration with, BJS staff, the Visiting Fellow will prepare at least one technical report for publication by BJS on the predictors of prisoner recidivism. This work will explore how predictors change for various measures of recidivism (e.g., a technical violation, a new arrest, a new conviction, or an incarceration for a new crime) over various time periods. The report will also recommend which data elements departments of correction should collect and use to help their own recidivism or risk prediction research.

## **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 or working paper containing, at a minimum—
  - a review of relevant literature and previous research;
  - discussion of the research questions or hypotheses that guided the research;
  - the methodology employed, including a thorough discussion of 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 or recommendations emanating from the project, including 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, 2014 of a year and ending September 30, 2015 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 be extended at BJS discretion and depending on available funding.

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 2014 salary table for SES employees is available at [www.opm.gov/salary-tables](http://www.opm.gov/salary-tables). 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 BJS may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. An applicant requesting a waiver should include a detailed justification in the budget narrative of the application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that 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.

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

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

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

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

For additional information, see the "Civil Rights Compliance" section 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:

Objective	Performance Measure(s)	Data Grantee Provides
Develop a research project that addresses substantive, methodological, and analytic issues relevant to BJS programs and that furthers knowledge about and understanding of the operation of the criminal justice system.	Percent of deliverables that meet BJS's expectations.  Percent of milestones and deadlines met.	Documentation of the research methods proposed and used and utility of the designs proposed.  Original and final versions of all methodological and substantive papers.  Time frames for project work and dates of deliverable submission.
	Number of solely or jointly authored (with BJS staff) papers accepted for publication; including papers accepted by BJS as BJS publications.  Number of presentations conducted or accepted for conferences.	Papers accepted for publication either solely or jointly authored (with BJS staff).  Presentations conducted or accepted for conferences, either solely or jointly authored (with BJS staff).

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 13 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.

## 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 BJS has designated to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, the BJS 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. Project 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 BJS 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 web page available to the public. The intent of this public posting would be to allow other possible funders to become aware of such proposals.

In the project abstract template, applicants are asked to indicate whether they give OJP permission to share their project abstract (including contact information) with the public. Granting (or failing to grant) this permission will not affect OJP's funding decisions. 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 BJS may consider such noncompliance in peer review and in final award decisions.

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

BJS 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.

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

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

#### 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. For assistance with identifying your cognizant agency, please contact the Customer Service Center at 1-800-458-0786 or at [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov). If DOJ is the cognizant federal agency, applicants may 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, the application should include appropriate legal documentation, as described above, from all tribes that would receive services or assistance under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without an authorizing resolution or comparable legal documentation from each tribal governing body) may submit, instead, a copy of its consortium bylaws with the application.

Applicants unable to submit an application that includes 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 in which, 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 grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to state agencies that will subaward federal funds).

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

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 on SF-424] does not have pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.”).

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

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

For purposes of this solicitation, research and evaluation independence and integrity pertains to ensuring that the design, conduct, or reporting of research and evaluation funded by BJS grants, cooperative agreements, or contracts will not be biased by any personal or financial conflict of interest on the part of the investigators responsible for the research and 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 those in which an investigator would be in a position to evaluate a spouse’s work product (actual conflict), or an investigator would be in a position to evaluate the work of a former colleague (potential apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization could not be given a grant to evaluate a project if that organization had itself provided substantial prior technical assistance to that 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 or 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 attachment 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. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest.

For situations in which potential personal or organizational conflicts of interest exist, in the attachment, the applicant should identify the safeguards the applicant has or will put in place to eliminate, mitigate, 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 or integrity of the proposed staff and/or the organization in carrying out the research, development, or evaluation activity; and the adequacy of the applicant's existing or proposed remedies to control any such factors.

#### **8. 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](#).

### **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/registration.html](http://www.esi-bethesda.com/OJPtraining/registration.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 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, cost effective, and allowable (e.g., reasonable, allocable, 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. BJS reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. BJS 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 BJS, 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 BJS, 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, (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, and 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 previously described.

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, 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. The recipient must have prior written approval by BJS before public disclosing 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 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 and 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
- Reporting of Potential Fraud, Waste, and Abuse, and Similar Misconduct
- 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
- Non-profit 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
- Active SAM Registration
- Policy and Guidance for Approval, Planning, and Reporting of Conferences (including Meetings and Trainings)
- OJP Training Guiding Principles for Grantees and Subgrantees

## How to Apply

Applicants must register in, and submit applications 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.

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

**Note on File Names and File Types: Grants.gov only permits the use of certain specific characters in names of attachment files. Valid file names may include only the characters**

shown in the table below. Grants.gov is designed to reject any application that includes an attachment(s) with a file name that contains any characters not shown in the table below. Grants.gov is designed to forward successfully submitted applications to OJP's Grants Management System (GMS).

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

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

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 is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. Applicants must **update or renew their SAM registration annually** to maintain an active status.

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

Information about SAM registration procedures can be accessed at [www.sam.gov](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 number for this solicitation is 16.734, titled "Special Domestic Assistance and Statistical Studies," and the funding opportunity number is BJS-2014-3867.
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 a valid application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive 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. It is possible to first receive a message indicating that the application is received and then receive a rejection notice a few minutes or hours later. Submitting well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges applicants to submit applications **at least 72 hours prior** to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

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

#### **Note: Duplicate Applications**

If an applicant submits multiple versions of an application, BJS will review only the most recent valid 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 page 2 **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 OJP determines that the applicant failed to follow all

required procedures, which resulted in an untimely application submission, OJP will deny the applicant's request to submit their application.

The following conditions are generally insufficient to justify late submissions:

- failure to register in SAM or Grants.gov in sufficient time
- failure to follow Grants.gov instructions on how to register and apply as posted on its Web site
- failure to follow each instruction in the OJP solicitation
- technical issues with the applicant's computer or information technology environment, including firewalls.

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

## **Provide Feedback to OJP**

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

**IMPORTANT:** This e-mail 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 e-mail 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 e-mail 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

### 2014 Visiting Fellows Program: Criminal Justice Statistics Programs

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

#### What an Applicant Should Do:

##### *Prior to Registering in Grants.gov:*

\_\_\_\_\_ Acquire a DUNs Number (see page 24)

\_\_\_\_\_ Acquire or renew registration with SAM (see page 24)

##### *To Register with Grants.gov:*

\_\_\_\_\_ Acquire AOR and Grants.gov username/password (see page 24)

\_\_\_\_\_ Acquire AOR confirmation from the E-Biz POC (see page 25)

##### *To Find Funding Opportunity:*

\_\_\_\_\_ Search for the funding opportunity on Grants.gov (see page 25)

\_\_\_\_\_ Download Funding Opportunity and Application Package (see page 25)

\_\_\_\_\_ Sign up for Grants.gov email notifications (optional) (see page 23)

\_\_\_\_\_ Read [Important Notice: Applying for Grants in Grants.gov](#)

#### General Requirements:

\_\_\_\_\_ Review "[Other Requirements](#)" web page

#### Scope Requirement:

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

**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 BJS data or statistical programs and produce at least one publishable-quality report summarizing their analysis.

#### What an Application Should Include:

\_\_\_\_\_ Application for Federal Assistance (SF-424) (see page 13)

\_\_\_\_\_ Project Abstract (see page 13)

\_\_\_\_\_ Program Narrative (see page 14)

\_\_\_\_\_ Double-spaced

\_\_\_\_\_ 12-point standard font

\_\_\_\_\_ 1" standard margins

\_\_\_\_\_ Narrative is 20 pages or fewer

\_\_\_\_\_ Budget Detail Worksheet (see page 15)

\_\_\_\_\_ Budget Narrative (see page 15)

\_\_\_\_\_ Employee Compensation Waiver request and justification (if applicable) (see page 10)

- \_\_\_\_\_ Read OJP policy and guidance on “conference” approval, planning, and reporting available at [www.ojp.gov/funding/confcost.htm](http://www.ojp.gov/funding/confcost.htm) (see page 11)
- \_\_\_\_\_ Disclosure of Lobbying Activities (SF-LLL) (see page 25)
- \_\_\_\_\_ Indirect Cost Rate Agreement (if applicable) (see page 15)
- \_\_\_\_\_ Tribal Authorizing Resolution (if applicable) (see page 16)
- \_\_\_\_\_ Additional Attachments (see page 16)
  - 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.
  
- \_\_\_\_\_ Applicant Disclosure of Pending Applications (see page 16)
- \_\_\_\_\_ Research and Evaluation Independence and Integrity (see page 17)
- \_\_\_\_\_ Accounting System and Financial Capability Questionnaire (if applicable) (see page 18)