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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. 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 have 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.

## **2015 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. For additional eligibility information, see Section [C. Eligibility Information](#).

### **Deadline**

Applicants must register with [Grants.gov](#) prior to submitting an application. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 11:59 p.m. eastern time on June 16, 2015.

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

For additional information, see [How to Apply](#) in Section D. Application and Submission Information.

### **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 email to [support@grants.gov](mailto:support@grants.gov). The [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 email the BJS contact identified below **within 24 hours after the application deadline** and request approval to submit their application. Additional information on reporting technical issues is found under “Experiencing Unforeseen Grants.gov Technical Issues” in the [How to Apply](#) section.

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 email at [askbis@usdoj.gov](mailto:askbis@usdoj.gov). Include “2015VFCJSP” in the subject line.

Grants.gov number assigned to this announcement: BJS-2015-4232

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# 2015 Visiting Fellows: Criminal Justice Statistics Program

(CFDA # 16.734)

## A. Program Description

### Overview

The Bureau of Justice Statistics (BJS) is publishing this notice to announce that it is seeking applications for funding for one or more BJS Visiting Fellows to work in its Criminal Justice Statistics Program. The purpose of this program is to address substantive, methodological, and analytic issues to enhance or inform BJS statistical programs; support the scholarly use of BJS data collections; and expand the body of policy-relevant research that uses these data 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.

### Program-Specific Information

BJS’s Visiting Fellows 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 have 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 may 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 or 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 the improvement of BJS’s statistical programs. The BJS Visiting Fellows 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 to 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 (NCVS) criminal incident instrument
- measuring the victim-offender overlap
- post-prison mortality and recidivism.

Applicants should present proposals that use involve data from BJS statistical programs. Information about BJS statistical collections is available on the BJS website at <http://www.bjs.gov/index.cfm>. BJS data are archived at the National Archive of Criminal Justice Data (NACJD) (<http://www.icpsr.umich.edu/icpsrweb/NACJD/index.jsp>). Applicants may propose to use data from other federal statistical agencies if the data can be used to improve the understanding of criminal justice system operations and contribute to improving specific BJS statistical programs.

Each year in the solicitation for Visiting Fellows, BJS identifies priority project 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 projects described below.

## **Goals, Objectives, Deliverables, and Expected Scholarly Products**

### ***Project 1 Examination of repeat victimization***

The BJS Victimization Unit proposes the obligation of funding and resources to support a 1-year Visiting Fellow position to examine the level and nature of repeat victimization in the NCVS from 1993 to 2013. The NCVS is the primary source of data on victims of crime and a critical source for understanding the level and nature of repeat victimization. The proposed Visiting Fellow position will directly respond to this need for knowledge about victims who reported experiencing multiple or repeated incidents of violence or property crime. The scope of work will supplement recent BJS work on measuring series victimization<sup>1</sup> and prevalence<sup>2</sup> using the NCVS and build on the existing repeat victimization. This work will establish a substantive research agenda, analytic infrastructure, and statistical methodology to producing various reports on repeat victimization.

The importance of understanding repeat victimization is demonstrated by research conducted primarily in the 1990s, but beginning with the work by Richard Sparks.<sup>3</sup> This research can be characterized by two major findings. First, a large proportion of crimes are committed against those who have previously been victimized, known as repeat victimization. In other words, a small percentage of victims account for a very large portion of the total crime in a given period. For example, one researcher found that approximately 14% of victims accounted for 70% of all violent crime.<sup>4</sup> This general finding is the same across many crime types.<sup>5</sup> Therefore, if repeat victims can be identified early in their victimization career, interventions may have a large impact on the crime rate. For this reason, crime prevention strategies should focus not only on offenders but also on victims.

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<sup>1</sup> Lauritsen, J., Owens, J., Planty, M., & Truman, J. (2012). *Methods for Counting High Frequency Repeat Victimization in the National Crime Victimization Survey*. Washington, D.C.: U.S. Department of Justice, Bureau of Justice Statistics.

<sup>2</sup> Lauritsen, J. (2012). *Violent Repeat Victimization: Prospect and Challenges for Research and Practice*. Research for the Real World: NIJ Seminar Series. Washington, D.C.: U.S. Department of Justice, National Institute of Justice <http://www.nij.gov/multimedia/presenter/presenter-lauritsen/pages/presenter-lauritsen-transcript.aspx>.

<sup>3</sup> Sparks, R. (1981). Multiple Victimization: Evidence, Theory, and Future Research, *Journal of Criminal Law & Criminology*, 72(2): 762-778.

<sup>4</sup> Farrell, G. (1992). Multiple Victimization: Its Extent and Significance, *International Review of Victimology*, 2: 85-102.

<sup>5</sup> Farrell, G., & Pease, K. (1993). Once Bitten, Twice Bitten: Repeat Victimization and Its Implications for Crime Prevention, Police Research Group, Paper 46. London, England; and Farrell, G., & Pease, K. (2001). Why Repeat Victimization Matters. In G. Farrell and K. Pease (Eds.), *Repeat Victimization*. Monsey, NY: Criminal Justice Press.

Second, prior victimization is the best predictor of future victimization. For example, burglary studies have demonstrated that victimization at one point in time was a strong predictor of future burglary and that the probability of a repeat event was highest in the period immediately following the first victimization.<sup>6</sup> Thus, substantial benefits may be achieved by focusing crime prevention measures on individuals, institutions, or objects that have previously been victimized or vandalized. Successful strategies of this kind would prevent repeat victimization as well as a substantial proportion of all crimes committed.

These findings suggest the need to operationalize and quantify the magnitude and characterization of repeat victimizations. Ignoring the chronicity of victimizations distorts relative group differences for risk, mischaracterizes the nature of the crime problem, and may lead to inefficient allocation of resources.<sup>7</sup>

Understanding repeat victimization presents challenges. It is often described as a person, household, or place that experiences multiple occurrences of the same type of crime within a select period of time. However, this concept has been modified in a variety of ways based on the characteristics and similarities of the victim, location, and offender. The general definition has been expanded to make distinctions between repeat victimization (e.g., same crime type, same victim) and multiple victimization (different crime type, same victim) as well as varieties within repeat victimization types (spatial, temporal, crime type, and tactical repeats).<sup>8</sup> In addition to measurement issues, further questions and complexities include the creation and use of longitudinal files to address change over time, understanding the association between repeats and incident characteristics (e.g., use of weapons, victim injury), and the measurement and influence of various interventions on victimization (e.g., reporting to the police, use of victim services, change in status such as divorce or unemployment). The following scope of work describes a research portfolio primarily using the NCVS.

#### Proposed Scope of Work

While recent work has focused on understanding and counting high-volume, chronic repeat victims, referred to as series victims,<sup>9</sup> research has not used the full extent of the NCVS files to describe repeat victimization. The proposed work involves the following tasks:

Task 1: The Visiting Fellow will develop a long-term research agenda on repeat/multiple victimization for BJS using the NCVS. Consider using current data files, creating longitudinal files, and developing a supplement to focus on repeat victimization. Deliverable: Written research plan.

Task 2: The Visiting Fellow will explore different definitions of repeat victimization based on periodicity (time to repeat) and the similarities of crime type, victim, and offender characteristics.

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<sup>6</sup> Laycock, G. 2001. Hypothesis-Based Research: The Repeat Victimization Story. *Criminology and Criminal Justice*, 1: 59-82.

<sup>7</sup> Planty, M., & Strom, K. (2007). Understanding the Role of Repeat Victims in the Production of Annual U.S. Victimization Rates. *Journal of Quantitative Criminology*, 23(3): 179-200.

<sup>8</sup> For example, Farrell (1992); Farrell & Pease (2001); Lauritsen (2012); Menard, S. (2000). The "Normality" of Repeat Victimization from Adolescence Through Early Childhood. *Justice Quarterly*, 17(3): 543-574; and Outlaw, M., Ruback, B., & Britt, C. (2002). *Repeat and Multiple Victimations: The Role of Individual and Contextual Factors*. Washington, D.C.: U.S. Department of Justice, National Institute of Justice.

<sup>9</sup> Lauritsen, J., Owens, J., Planty, M., & Truman, J. (2012). *Methods for Counting High Frequency Repeat Victimations in the National Crime Victimization Survey*. Washington, D.C.: U.S. Department of Justice, Bureau of Justice Statistics.

Create a working taxonomy for repeat victimization. Examine the relationship between repeat victimization and victim injury and other measures of severity (e.g., threatened or assaulted with a weapon, monetary loss). Deliverable: BJS special report 1.

Task 3: The Visiting Fellow will create a template for a revised annual bulletin that integrates measures of prevalence, victimization, and repeat victimization. Deliverable: Written template and table shells for revised BJS bulletin.

Task 4: The Visiting Fellow will create a longitudinal file to follow persons over multiple waves of the NCVS to examine time to repeat and associations with changes in person-level status (marital, employment, and educational, particularly dropouts). Deliverables: Longitudinal data file with derived variables, and BJS special report 2 (examining the association between change in status and repeat victimization).

The development and production for the repeat victimization work will be done in collaboration with BJS staff, who will contribute about 15% to 20% of the effort during the period. BJS staff will help conceptualize, analyze, write, and produce various products as needed and as agreed upon with the Visiting Fellow.

## ***Project 2    Enhanced investigations into the recidivism patterns of state prisoners***

A. Projects using existing BJS recidivism data. BJS recently conducted a study of the recidivism patterns of over 70,000 offenders released from prisons in 30 states in 2005. Using the FBI's Interstate Identification Index system, BJS obtained the multistate 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, 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.

B. Projects using a particular state's criminal records. BJS may also support research efforts that explore the correlates of prisoner recidivism using data that state departments of correction (DOC) possess and use to inform administrative and operational decisions. These data may include internally produced 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; 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. The data may also include person-level information obtained from external sources (such as departments of health, mental health, social services, housing, and education) that may affect correctional decisions and correctional and post-release outcomes. Such projects would permit DOC staff or other researchers to work within state DOCs and may link the data BJS collected for its recidivism study to the data found in the DOC's administrative records. Data from DOCs do not need to immediately inform questions of recidivism, but instead could provide an infrastructure for the state to use disparate datasets to address recidivism in the future.

### Proposed Scope of Work

The proposed work involves the following tasks:

Task 1: The Visiting Fellow will (1) identify the range of data available for the administrative records of its DOC 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 DOC to link the various data on an individual and determine the status and future use of these data.<sup>10</sup>

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 report 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 DOCs should collect and use to help their own recidivism or risk prediction research.

### ***Project 3 Cybercrime statistics project***

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. Cybercrime encompasses a wide array of criminal activities, including traditional crimes (such as fraud) and digital crimes (such as denial-of-service attacks, viruses, and worms). While the incidence of cybercrime is not known, the Center for Strategic and International Studies and McAfee estimate 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; victim, offender, and incident characteristics; or consequences, such as financial loss, of cybercrime. 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 NCVS, BJS obtains information about identity thefts that victims are able to identify as originating through computer methods. Through a one-time survey of businesses, the National Computer Security Survey documented the nature and prevalence of computer security incidents (such as denial-of-service attacks, fraud, or theft of information) against a small, nonrepresentative 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 address cybercrime and what existing programs can be used—either as they currently exist or through enhancements or supplements—to improve reporting on cybercrime. From BJS’s perspective, 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, self-protective behaviors), and criminal justice system response from investigation through apprehension, prosecution, and sentencing.

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<sup>10</sup> Applicants must be able to guarantee the confidentiality of any criminal history data collected by BJS and that all human subjects concerns will be addressed. Because of the nature of the proposed project, criminal background checks may need to be performed on all personnel who have access to criminal history record information.

A major challenge associated with some existing BJS programs is that crime type classifications are statute-based rather than attribute-based, and statute-based classifications of crime may omit significant information that is 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 BJS's 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.

The proposed work involves the following tasks:

Task 1: To develop these recommendations, the Visiting Fellow will conduct a review of extant statistical collections on cybercrime, including those collected by national or international statistical agencies or by law enforcement or regulatory agencies. The Visiting Fellow will use this review to help determine what is known about cybercrime, how well existing instruments measure it, and the limitations of existing instruments that must be overcome to improve coverage. The review will 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 Visiting Fellow will report on these issues and questions in the first deliverable for the project, which is a written report discussing the review.

Task 2: The Visiting Fellow will use the knowledge gained from the review along with information obtained from BJS staff about various BJS programs that address cybercrime in some way to consider (1) the opportunities to improve coverage of cybercrime through modifying existing data collection instruments or developing supplemental surveys; (2) the need for new collections or data acquisition instruments, either surveys of persons or establishments or collections of administrative or operational data; and (3) how the various pieces can be combined into a coherent statistical program on cybercrime. From these efforts, the second deliverable will be a report that describes 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 will develop and submit to BJS a working paper that BJS will publish. The working paper will discuss what is known about cybercrime against businesses or persons (depending on the focus of the study), explain the limitations of existing data and statistical systems to address important gaps in knowledge, and present a framework for a statistical program that will improve the measurement and understanding of the incidence, costs, and consequences of cybercrime.

**Project 4      *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, 2008–09, and 2011–12, and with youth held in juvenile correctional facilities in 2008–09 and 2012. In 2014–15, BJS completed analyses of the

incidence and prevalence of sexual victimization of youth in juvenile correctional facilities, based on administrative records. In addition, BJS undertook further analyses to explore facility-level predictors of sexual victimization by other inmates, youth, and staff. These analyses describe the circumstances surrounding sexual victimization and provide a multilevel assessment of the relationship between facility- and individual-level characteristics and self-reported sexual victimization. For additional information about the PREA data collections, see *PREA Data Collection Activities, 2014* (NCJ 245694, BJS web, May 2014) at [www.bjs.gov/content/pub/pdf/pdca14.pdf](http://www.bjs.gov/content/pub/pdf/pdca14.pdf).

The Visiting Fellow will be expected to assist in ongoing methodological work and statistical analyses. BJS has particular interest in refining the survey protocols and instruments in anticipation of future surveys of prison and jail inmates and youth in custody. In these surveys, BJS seeks to (1) better understand the nature and extent of staff sexual misconduct, including inappropriate contacts between inmates and staff that may occur prior to any sexual contact; (2) improve measures of facility climate and disorder and subsequently examine the covariation between sexual victimization and other measures of victimization; (3) develop methods for assessing reliability and validity that will further address concerns of false negatives and false positives in the victim self-reports; and (4) assess how the PREA standards affect the incidence and prevalence of victimization.

BJS also seeks to support further analyses of data already collected under PREA. The administrative data collections and victim self-reports can support a wide range of specialized studies, including further analyses of individual-level and contextual risk factors. BJS expects the Visiting Fellow to author or co-author one or more reports related to these interests. Due to the sensitive nature of the data and the elevated risks of disclosure, all data analyses will be conducted at BJS. Visiting Fellows will be subject to the same restrictions as BJS staff to minimize the risks of disclosure. Under this condition, the Visiting Fellow will be permitted to access personally identifiable information and other information that could be used to identify individual responses.

Applicants for the Visiting Fellows Program should have excellent quantitative skills and be able to work 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.

***Project 5      Mobility patterns of state prisoners before and after their release from prison***

BJS recently conducted a study of the recidivism patterns of over 70,000 offenders released from prisons in 30 states in 2005. Using the FBI's Interstate Identification Index system, BJS obtained the multistate 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, such as date of admission, commitment offense, length of stay, and 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 mobility.

A criminal history record is designed to log the date and nature of each arrest of the subject along with the law enforcement agency that made that arrest. Knowing the date and location

(i.e., the state, county, city, and township served by each law enforcement agency) enables the temporal and geospatial mapping of an offender's arrest history. BJS is interested in exploring such patterns within the criminal careers of its sample of 70,000 offenders released from state prisons in 2005. In general, these offenders have lengthy criminal histories with movements both within and across states.

The proposed work involves the following tasks:

Task 1: The Visiting Fellow will prepare a report that 1) summarizes what is known from the literature about the mobility patterns of offenders across their criminal careers, and 2) proposes a set research questions and publications exploring the temporal and geospatial movement of offenders can be addressed using the data BJS collected for its 2005 released prisoner study.

Task 2: The Visiting Fellow will work with BJS staff to prepare customized databases using data from the 2005 released prisoner study that are designed to support statistical analyses by standard geographical information systems (GIS).

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 offending mobility patterns of persons who have been incarcerated in state prisons. This report will explore 1) how mobility patterns of offenders can be quantified and characterized for research in this arena, and 2) how mobility patterns both prior to entering prison and after release differ for various types of offenders. The report will also recommend how such findings should be summarized and displayed in reports for various audiences, as well as how such finding could be used to support criminal justice practice and policy development.

## **Deliverables**

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.

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 Fellows 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
  - a discussion of the research questions or hypotheses that guided the research
  - the methodology employed, including a thorough discussion of the linking or merging methods and analytical techniques used for the datasets
  - 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
  - major conclusions or recommendations resulting from the project, including those that may address BJS data quality issues.

- One or more conference presentation(s) on topics that 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 they 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.

In addition to required data sets, a draft and final summary overview of research results, interim and final progress and financial reports,<sup>11</sup> BJS expects scholarly products to result from each award under this solicitation, taking the form of one or more published, peer-reviewed, scientific journal articles, and/or (if appropriate) law review journal articles, book chapter(s) or book(s) in the academic press, technological prototypes, patented inventions, or similar scientific products.

## **B. Federal Award Information**

BJS anticipates that it will make up to three awards under this solicitation. The period of performance for the Visiting Fellowship is normally 12 months long, beginning October 1 of a year and ending September 30 the following year. However, the start date, duration of the fellowship, and level of effort may vary. The expected start date and duration 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. A maximum of \$150,000 will be allocated per Visiting Fellowship.

Visiting Fellows may, at their discretion, remain on-site at BJS for the duration of their project or visit BJS as needed 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.

While in Washington, D.C., Fellows may have office space at BJS 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.

Fellowships may be extended at BJS's discretion and depending on available funding.

BJS may, in certain cases, provide supplemental funding in future years to awards under its research, development, and evaluation solicitations. Important considerations in decisions regarding supplemental funding include, among other factors, the availability of funding, strategic priorities, BJS's assessment of the quality of the management of the award (for example, timeliness and quality of progress reports), and BJS's assessment of the progress of the work funded under the award.

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<sup>11</sup> See "Federal Award Administration Information" ("General Information About Post-Federal Award Reporting Requirements") section of this solicitation, below, for additional information.

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

### **Type of Award<sup>12</sup>**

BJS expects that it will make any award from this solicitation in the form of a cooperative agreement, which is a particular type of grant used because BJS expects to have ongoing substantial involvement in award activities. Substantial involvement includes direct oversight and involvement with the grantee organization in implementation of the grant, but does not involve day-to-day project management. See [Administrative, National Policy, and other Legal Requirements](#), under Section [F. Federal Award Administration Information](#), for details regarding the federal involvement anticipated under an award from this solicitation.

As discussed [later in the solicitation](#), important rules (including limitations) apply to any conference/meeting/training costs under cooperative agreements.

**Please note:** Any recipient of an award under this solicitation will be required to comply with Department of Justice regulations on confidentiality and human subjects' protection. See "Evidence, Research, and Evaluation Guidance and Requirements" under "Solicitation Requirements" in the [OJP Funding Resource Center](#).

### **Financial Management and System of Internal Controls**

If selected for funding, the award recipient must:

(a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the non-federal entity is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States and the "Internal Control Integrated Framework" issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

(b) Comply with federal statutes, regulations, and the terms and conditions of the federal awards.

(c) Evaluate and monitor the non-federal entity's compliance with statute, regulations, and the terms and conditions of federal awards.

(d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.

(e) Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency or pass-through entity designates as

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<sup>12</sup> See *generally* 31 U.S.C. §§ 6301-6305 (defines and describes various forms of federal assistance relationships, including grants and cooperative agreements (a type of grant)).

sensitive or the non-federal entity considers sensitive consistent with applicable federal, state, and local laws regarding privacy and obligations of confidentiality.

In order to better understand administrative requirements and cost principles, award applicants are encouraged to enroll, at no charge, in the Department of Justice Grants Financial Management Online Training available [here](#).

## **Budget Information**

### **What will not be funded:**

- Proposals primarily to purchase equipment, materials, or supplies. (A budget may include these items if they are necessary to conduct research, development, demonstration, evaluation, or analysis.)
- Proposals that are not responsive to this specific solicitation.

### **Cost Sharing or 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.

### **Pre-Agreement Cost Approvals**

OJP does not typically approve pre-agreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. If approved, pre-agreement costs could be paid from grant funds consistent with a grantee's approved budget, and under applicable cost standards. However, all such costs prior to award and prior to approval of the costs are incurred at the sole risk of an applicant. Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs. Should there be extenuating circumstances that appear to be appropriate for OJP's consideration as pre-agreement costs, the applicant should contact the point of contact listed on the title page of this announcement for details on the requirements for submitting a written request for approval. See the section on Costs Requiring Prior Approval in the [Financial Guide](#), for more 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.<sup>13</sup> The 2015 salary table for SES employees is available at the Office of Personnel Management [website](#). 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

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<sup>13</sup> This limitation on use of award funds does not apply to the non-profit organizations specifically named at Appendix VIII to 2 C.F.R. part 200.

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 [www.ojp.gov/funding/confcost.htm](http://www.ojp.gov/funding/confcost.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 under “Solicitation Requirements” in the [OJP Funding Resource Center](#).

## **C. Eligibility Information**

### **Eligibility**

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

### **Cost Sharing or Match Requirement**

For additional information on cost sharing and match requirement, see Section [B. Federal Award Information](#).

### **Limit on Number of Application Submissions**

If an applicant submits multiple versions of the same application, BJS will review only the most recent system-validated version submitted. For more information on system-validated versions, see [How to Apply](#).

## D. Application and Submission Information

### 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 affect negatively 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 determined to be nonresponsive to the scope of the solicitation, or that do not include the application elements that BJS has designated to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, BJS has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet, Budget Narrative, and resumes/curriculum vitae of key personnel. For purposes of this solicitation, “key personnel” means the principal investigator. Please review the “Note on File Names and File Types” under [How to Apply](#) to be sure applications are submitted in permitted formats.

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.

#### 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 OJP’s Grants Management System (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).

**Intergovernmental Review:** This funding opportunity (program) **is not** subject to [Executive Order 12372](#). (In completing the SF-424, applicants are to make the appropriate selection in response to question 19 to indicate that the “Program is not covered by E.O. 12372.”)

#### 2. Project Abstract

The project abstract is a very important part of the application, and serves as an introduction to the proposed project. BJS uses the project abstract for a number of purposes, including assignment of the application to an appropriate review panel. If the application is funded, the project abstract typically will become public information and be used to describe the project.

Applications should include a high-quality project abstract that summarizes the proposed project in 250–400 words. Project abstracts should be—

- Written for a general public audience.
- Submitted as a separate attachment with “Project Abstract” as part of its file name.
- Single-spaced, using a standard 12-point font (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 [ojp.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf](http://ojp.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf).

**Permission to Share Project Abstract with the Public:** It is unlikely that 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 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 if BJS does not fund the proposed project. 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 project 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 section of the application should not exceed 20 double-spaced pages in 12-point font with 1-inch margins. If included in the main body of the program narrative, tables, charts, figures, and other illustrations count toward the 20-page limit for the narrative section. The project abstract, table of contents, appendices, and government forms do not count toward the 20-page limit.

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

The following sections must be included as part of the program narrative.<sup>14</sup>

#### Program Narrative Guidelines:

**a. Title Page** (not counted against the 20-page program narrative limit).

The title page should include the title of the project, submission date, funding opportunity number, and the name and complete contact information (that is, address, telephone number, and email address) for both the applicant organization and/or principal investigator.

**b. Table of Contents and Figures** (not counted against the 20-page program narrative limit).

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<sup>14</sup> As noted earlier, if the proposed program or project reasonably could be conducted in discrete phases, with each phase resulting in completion of one or more significant, defined milestones, then BJS strongly recommends that the applicant structure the application – specifically including the narrative, expected scholarly products, timelines/milestones, and budget detail worksheet and budget narrative – to set out each phase clearly. (In appropriate cases, the expected scholarly product(s) from a particular phase may vary from those described above.) See generally, “Goals, Objectives, Deliverables, and Expected Scholarly Products” under “Program-Specific Information,” above.

### **c. Main Body.**

The main body of the program narrative should describe the proposed project in depth. The following sections should be included as part of the program narrative:

- Statement of the problem
- Project design and implementation
- Potential impact
- Capabilities/competencies.

Within these sections, the narrative should address:

- Purpose, goals, and objectives.
- Review of relevant literature.
- Detailed description of research design and methods, such as research questions, hypotheses, description of sample, and analysis plan.
- Planned Scholarly Products (See [Goals, Objectives, Deliverables, and Expected Scholarly Products](#) under [Program-Specific Information](#), above, for a discussion of expected scholarly products.)
- Implications for criminal justice policy and practice in the United States.
- Management plan and organization.
- Plan for dissemination to broader audiences (if applicable to the proposed project). Applicants should identify plans (if any) to produce or to make available to broader interested audiences – such as criminal/juvenile justice practitioners or policymakers – summary information from the planned scholarly products of the proposed project (such as summaries of articles in peer-reviewed scientific journals), in a form designed to be readily accessible and useful to those audiences.

### **d. 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. (Submission of performance measures data is not required for the application.) 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.	<p>Percentage of deliverables that meet BJS's expectations.</p> <p>Percentage of deliverables that are completed on time.</p> <p>Percentage of milestones and deadlines met.</p>	<p>Documentation of the research methods proposed and used and utility of the designs proposed.</p> <p>Original and final versions of all methodological and substantive papers.</p> <p>Time frames for project work and dates of submission for deliverables.</p>
	<p>Number of research documents reviewed as acceptable by peers.</p> <p>Number of presentations conducted at conferences.</p>	<p>Number of papers accepted for publication, either solely or jointly authored with BJS staff.</p> <p>Number of presentations accepted for conferences, either solely or jointly authored with BJS staff. Number of presentations conducted for conferences, either solely or jointly authored (with BJS staff).</p>

**e. Appendices** (not counted against the 20-page program narrative limit) include:

- Bibliography/references.
- Any tools/instruments, questionnaires, tables/charts/graphs, or maps pertaining to the proposed project that are supplemental to such items included in the main body of the narrative.
- Curriculum vitae or resumes of the principal investigator and any and all co-principal investigators.
- Proposed project timeline and expected milestones.
- Human Subjects Protection Certification of Compliance. BJS requires the funding recipient to submit proper documentation to be used to determine that the research project meets the federal requirements for human subjects protections set forth in 28 CFR Part 46. A model certificate that describes the necessary information to be provided by the funding recipient is located at

<http://www.bjs.gov/content/hscr.cfm>. NOTE: Final IRB approval is not required at the time an application is submitted.

- Privacy Certification. The Privacy Certificate is a funding recipient's certification of compliance with federal regulations requiring confidentiality of information identifiable to a private person that is collected, analyzed, or otherwise used in connection with an OJP-funded research or statistical activity. The funding recipient's Privacy Certificate includes a description of its policies and procedures to be followed to protect identifiable data. A model certificate is located at <http://www.bjs.gov/content/pub/pdf/bjsmpc.pdf>.
- List of any previous and current BJS awards to applicant organization and investigator(s), including the BJS-assigned award numbers and a brief description of any scholarly products that resulted in whole or in part from work funded under the BJS award(s). (See "Goals, Objectives, Deliverables, and Expected Scholarly Products" under "Program-Specific Information," above, for definition of "scholarly products.")
- Letters of cooperation/support or administrative agreements from organizations collaborating in the project, such as law enforcement and correctional agencies (if applicable).
- List of other agencies, organizations, or funding sources to which this proposal has been submitted (if applicable).
- Data archiving plan. Applicants should anticipate that BJS will require (through special award conditions, including a partial withholding of award funds) that datasets resulting in whole or in part from projects funded under this solicitation be submitted for archiving with the National Archive of Criminal Justice Data (NACJD).

Applications should include as an appendix a brief plan – labeled "Data Archiving Plan" – to comply with data archiving requirements. The plan should provide brief details about proposed data management and archiving, including submission to BJS (through NACJD) of **all files and documentation** necessary to allow for future efforts by others to reproduce the project's findings and/or to extend the scientific value of the dataset through secondary analysis. Pertinent files and documentation include, among other things, qualitative and quantitative data produced, instrumentation and data collection forms, codebook(s), any specialized programming code necessary to reproduce all constructed measures and the original data analysis, description of necessary de-identification procedures, and (when required) a copy of the privacy certificate and informed consent protocols.

The plan should be one or two pages in length and include the level of effort associated with meeting archiving requirements.

Note that required datasets are to be submitted 90 days before the end of the project period.

#### 4. Budget Detail Worksheet and Budget Narrative

##### a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at [www.ojp.gov/funding/Apply/Resources/BudgetDetailWorksheet.pdf](http://www.ojp.gov/funding/Apply/Resources/BudgetDetailWorksheet.pdf). Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet. (Work associated with satisfying data archiving requirements should be reflected.) BJS expects applicants to provide a thorough narrative to each section of the Budget Detail Worksheet.

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

##### b. Budget Narrative

The budget narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. 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 sound mathematically, 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 [Financial Guide](#).

##### d. Pre-Agreement Cost Approvals

For information on pre-agreement costs approvals, see Section [B. Federal Award Information](#).

#### 5. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a current 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 the definition of Cognizant Federal Agency, see the "Glossary of Terms" in the [Financial Guide](#). For assistance with identifying your cognizant agency, please contact the Customer Service Center at 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.gov/funding/Apply/Resources/IndirectCosts.pdf](http://www.ojp.gov/funding/Apply/Resources/IndirectCosts.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 submit, at a minimum, an unsigned, draft version of such legal documentation as part of its application (except for 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. Applicant Disclosure of High Risk Status**

Applicants are to disclose whether they are currently designated high risk by another federal grant making agency. This includes any status requiring additional oversight by the federal agency due to past programmatic or financial concerns. If an applicant is designated high risk by another federal grant making agency, you must email the following information to [OJPComplianceReporting@usdoj.gov](mailto:OJPComplianceReporting@usdoj.gov) at the time of application submission:

- the federal agency that currently designated the applicant as high risk
- date the applicant was designated high risk
- the high risk point of contact name, phone number, and email address, from that federal agency
- reasons for the high risk status.

OJP seeks this information to ensure appropriate federal oversight of any grant award. Unlike the Excluded Parties List, this high risk information does not disqualify any organization from receiving an OJP award. However, additional grant oversight may be included, if necessary, in award documentation.

## 8. Additional Attachments

### a. Applicant disclosure of pending applications<sup>15</sup>

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/Email for Point of Contact at Funding Agency
DOJ/COPS	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov
HHS/ Substance Abuse and 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.”).

<sup>15</sup> Typically, the applicant is not the principal investigator; rather, the applicant, most frequently, is the institution, organization, or company in which the principal investigator is employed.

**b. 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, both in this proposal and as it may relate to the applicant's other current or prior related projects. This documentation may be included as an attachment to the application which addresses BOTH i. and ii. below.

- i. For purposes of this solicitation, applicants must document research and evaluation independence and integrity by including, at a minimum, one of the following two items:
  - a. A specific assurance that the applicant has reviewed its proposal to identify any research integrity issues (including all principal investigators and subrecipients) and it has concluded 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 part of its staff, consultants, and/or subrecipients responsible for the research and evaluation or on the part of the applicant organization.

OR

- b. A specific listing of actual or perceived conflicts of interest that the applicant has identified in relation to this proposal. These conflicts could be either personal (related to specific staff, consultants, and/or subrecipients) or organizational (related to the applicant or any subgrantee organization). Examples of potential investigator (or other personal) conflict situations may include, but are not limited to, 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 or current 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 specific project or a location implementing the project (whether funded by OJP or other sources), 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 of an evaluation or research product is a problem and must be disclosed.
- ii. In addition, for purposes of this solicitation applicants must address the issue of possible mitigation of research integrity concerns by including, at a minimum, one of the following two items:
  - a. If an 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.

Applicants **MUST** also include an explanation of the specific processes and procedures that the applicant will 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 for this particular project, should that be necessary during the grant period. 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.

OR

- b. If the applicant has identified specific personal or organizational conflicts of interest in its proposal during this review, the applicant must propose a specific and robust mitigation plan to address conflicts noted above. At a minimum, the plan must include specific processes and procedures that the applicant will put in place to eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or subrecipients for this particular project, should that be necessary during the grant period. 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. There is no guarantee that the plan, if any, will be accepted as proposed.

Considerations in assessing research and evaluation independence and integrity will include, but are 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.

#### **9. Financial Management and System of Internal Controls Questionnaire**

In accordance with [2 CFR 200.205](#), federal agencies must have in place a framework for evaluating the risks posed by applicants before they receive a federal award. To facilitate part of this risk evaluation, **all** applicants (other than an individual) are to download, complete, and submit this [form](#).

#### **10. Disclosure of Lobbying Activities**

All applicants must complete this information. Applicants that expend any funds for lobbying activities are to provide the detailed information requested on the form Disclosure of Lobbying Activities (SF-LLL). Applicants that do not expend any funds for lobbying activities are to enter "N/A" in the text boxes for item 10 ("a. Name and Address of Lobbying Registrant" and "b. Individuals Performing Services").

#### **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 automatically 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:

OJP may not make a federal award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the requirements by the time the federal awarding agency is ready to make a federal award, the federal awarding agency may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

- 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 <http://www.grants.gov/web/grants/register.html>.
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 Data Collections and Statistical Studies" and the funding opportunity number is BJS-2015-4232.
6. **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 two notifications from Grants.gov. The first will confirm the receipt of the application and the second will state whether the application has been successfully 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 the same application, BJS will review only the most recent system-validated version submitted. See Note on File Names and File Types under [How To Apply](#).

#### **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 contact the [Grants.gov Customer Support Hotline](#) or the [SAM Help Desk](#) to report the technical issue and receive a

tracking number. Then the applicant must email 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 email 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 Desk 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 website.
- 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.gov/funding/Explore/CurrentFundingOpportunities.htm](http://www.ojp.gov/funding/Explore/CurrentFundingOpportunities.htm).**

## **E. Application Review Information**

### **Selection Criteria**

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

**Statement of the Problem** (Understanding of the problem and its importance) – 20%

1. Demonstrated understanding of the problem.
2. Demonstrated awareness of the state of current research.

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 datasets that will be the subject of the intended project or the BJS statistical program that will be enhanced through the Visiting Fellowship.

**Project Design and Implementation** (Quality and technical merit) – 30%

1. Soundness of methods and analytic and technical approach to addressing the stated aim(s) of the proposed project.
2. Feasibility of proposed project.

3. Awareness of potential pitfalls of proposed project design and feasibility of proposed actions to minimize and/or mitigate them.

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 <http://www.esi-bethesda.com/OJPtraining/registration.html>.

### **Potential Impact – 20%**

Potential for a significant scientific or technical advance(s) that will improve criminal/juvenile justice in the United States, such as—

- Potential for significantly improved understanding of the stated criminal/juvenile justice problem.
- Potential for innovative solution to address (all or a significant part of) the stated criminal/juvenile justice problem.

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's effectiveness and to evaluate accomplishment of project goals and objectives. Applicants should describe how they will assess performance in attaining the project's outcomes. 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.

**Capabilities/Competencies** (Capabilities, demonstrated productivity, and experience of the applicant organization and proposed project staff) – 30%

1. Qualifications and experience of proposed project staff (that is, the principal investigator, any and all co-principal investigators, and all other individuals (and organizations) identified in the application (regardless of "investigator" status) who will be significantly involved in substantive aspects of the proposal).
2. Demonstrated ability of the applicant organization to manage the effort.
3. Relationship between the capabilities/competencies of the proposed project staff (including the applicant organization) and the scope of the proposed project.

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 times. 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.

## **Budget**

Peer reviewers will consider and may comment on the following additional items in the context of scientific and technical merit.

1. Total cost of the project relative to the perceived benefit (cost effectiveness).
2. Appropriateness of the budget relative to the level of effort.
3. Use of existing resources to conserve costs.
4. Proposed budget alignment with proposed project activities.

## **Plan for Dissemination to Broader Audiences (if applicable to the proposed project)**

Peer reviewers may comment – in the context of scientific and technical merit – on the proposed plan (if any) to produce or to make available to broader interested audiences, such as criminal/juvenile justice practitioners or policymakers, summary information from the planned scholarly products of the project.

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## **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. For purposes of assessing whether applicants have met basic minimum requirements, OJP screens applications for compliance with specified program requirements to help determine which applications should proceed to further consideration for award. Although program requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP grant programs:

- Applications must be submitted by an eligible type of applicant.
- Applications must request funding within programmatic funding constraints (if applicable).
- Applications must be responsive to the scope of the solicitation.
- Applications must include all items designated as “critical elements.”
- Applicants will be checked against the General Services Administration’s Excluded Parties List.

For a list of critical elements, see “What an Application Should Include” under [Section D. Application and Submission Information](#).

BJS may use internal peer reviewers, external peer reviewers, or a combination, to assess applications meeting basic minimum requirements on technical merit using the solicitation’s selection criteria. 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.

OJP reviews applications for potential discretionary awards to evaluate the risks posed by applicants before they receive an award. This review may include but is not limited to the following:

1. Financial stability and fiscal integrity.
2. Quality of management systems and ability to meet the management standards prescribed in the Financial Guide.
3. History of performance.
4. Reports and findings from audits.
5. The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-federal entities.
6. Proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and whether those 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. Peer reviewers’ ratings and any resulting recommendations are advisory only, although their views are considered carefully. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, planned scholarly products, proposed budgets, past performance (including scholarly products) under prior BJS and OJP awards, research independence and integrity, strategic priorities, and available funding when making awards.

## **F. Federal Award Administration Information**

### **Federal Award Notices**

OJP award notification will be sent from GMS. Recipients will be required to login; accept any outstanding assurances and certifications on the award; designate a financial point of contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document by the authorized representative and the scanning of the fully-executed award document to OJP.

### **Administrative, National Policy, and other Legal Requirements**

If selected for funding, in addition to implementing the funded project consistent with the agency-approved project proposal and budget, the recipient must comply with award terms and conditions, and other legal requirements, that are included in the award, incorporated into the award by reference, or are otherwise applicable to the award. OJP strongly encourages prospective applicants to review the information pertaining to these requirements **prior** to submitting an application. To assist applicants and recipients in accessing and reviewing this

information, OJP has placed it on its [Solicitation Requirements](#) page of the [OJP Funding Resource Center](#).

Please note in particular the following two forms, which applicants must submit in GMS prior to the receipt of any award funds, as each details legal requirements with which applicants must provide specific assurances and certifications of compliance. Applicants may view these forms in the [OJP Funding Resource Center](#) and are strongly encouraged to review and consider them carefully prior to making an application for OJP grant funds.

- [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)
- [Standard Assurances](#)

Upon grant approval, OJP electronically transmits (via GMS) the award document to the prospective award recipient. In addition to other award information, the award document contains award terms and conditions that specify national policy requirements<sup>16</sup> with which recipients of federal funding must comply; uniform administrative requirements, cost principles, and audit requirements; and program-specific terms and conditions required based on applicable program (statutory) authority or requirements set forth in OJP solicitations and program announcements. For example, certain efforts may call for special requirements, terms, or conditions relating to intellectual property, data/information-sharing or -access, or information security; or audit requirements, expenditures and milestones, or publications and/or press releases.

OJP also may place additional terms and conditions on an award based on its risk assessment of the applicant, or for other reasons it determines necessary to fulfill the goals and objectives of the program.

Prospective applicants may access and review the text of mandatory conditions OJP includes in all OJP awards, as well as the text of certain other conditions, such as administrative conditions, via OJP's [Mandatory Award Terms and Conditions](#) page of the [Funding Resource Center](#).

As stated above, BJS expects that it will make any award from this solicitation in the form of a cooperative agreement. Cooperative agreement awards include standard "federal involvement" conditions that describe the general allocation of responsibility for execution of the funded program. Generally stated, under cooperative agreement awards, responsibility for the day-to-day conduct of the funded project rests with the recipient in implementing the funded and approved proposal and budget, and the award terms and conditions. Responsibility for oversight and redirection of the project, if necessary, rests with BJS.

In addition to any "federal involvement" condition(s), OJP cooperative agreement awards include a special condition specifying certain reporting requirements required in connection with conferences, meetings, retreats, seminars, symposium, training activities, or similar events funded under the award, consistent with OJP policy and guidance on "conference" approval, planning, and reporting.

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<sup>16</sup> See generally 2 C.F.R. 200.300 (provides a general description of national policy requirements typically applicable to recipients of federal awards, including the Federal Funding Accountability and Transparency Act of 2006 (FFATA)).

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 U.S. Code 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 that operationalize the specific parameters of this cooperative agreement. The goals of BJS’s substantial involvement are to (1) ensure that final deliverables are of acceptable quality to justify the use of federal funds, (2) accurately represent the project’s findings, and (3) 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 that 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 NACJD at the University of Michigan. The recipient shall not release or disclose any data collected through this cooperative agreement without BJS's prior written approval 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 BJS's prior written approval before publicly 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 BJS's prior written approval, allowable public disclosure may include, but is not limited to, presentations at professional conferences and meetings, articles appearing in widely distributed publications, Internet postings, or similar outlets that 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.

**General Information About Post-Federal Award Reporting Requirements**

Recipients must submit quarterly financial reports, semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with 2 CFR Part 200. Applicants should anticipate that progress reports will be required to follow the non-budgetary components of the Research Performance Progress Report (RPPR) template/format. General information on RPPRs may be found at [www.nsf.gov/bfa/dias/policy/rppr/](http://www.nsf.gov/bfa/dias/policy/rppr/). Future awards and fund drawdowns may be withheld if reports are delinquent.

Special Reporting requirements may be required by OJP depending on the statutory, legislative, or administrative requirements of the recipient or the program.

As indicated earlier in this solicitation, BJS expects scholarly products could result from any award under this solicitation. Please review the [Goals, Objectives, Deliverables, and Expected Scholarly Products](#) segment of the "Program-Specific Information" section of this solicitation, as well as the "Performance Measures" section.

Successful applicants under this solicitation will be required to submit the following deliverables regarding the work funded by the BJS award.

### **Required Datasets and Associated Files and Documentation**

As discussed earlier, BJS requires recipients of an award under this solicitation to submit to NACJD all datasets that result in whole or in part from the work funded by BJS, along with associated files and any documentation necessary to allow for future efforts by others to reproduce the project's findings and/or to extend the scientific value of the dataset through secondary analysis. All datasets and necessary documentation are to be submitted 90 days prior to the end of the project period. For more information, see the "Program Narrative" section of [What an Application Should Include](#).

### **G. Federal Awarding Agency Contact(s)**

For additional Federal Awarding Agency Contact(s), see the Title page.

For additional contact information for Grants.gov, see the Title page.

### **H. Other Information**

#### **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 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

### 2015 Visiting Fellows: 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 26)
- \_\_\_\_\_ Acquire or renew registration with SAM (see page 26)

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

- \_\_\_\_\_ Acquire AOR and Grants.gov username/password (see page 27)
- \_\_\_\_\_ Acquire AOR confirmation from the E-Biz POC (see page 27)

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

- \_\_\_\_\_ Search for the funding opportunity on Grants.gov (see page 27)
- \_\_\_\_\_ Download Funding Opportunity and Application Package (see page 27)
- \_\_\_\_\_ Sign up for Grants.gov [email](#) notifications (optional) (see page 26)
- \_\_\_\_\_ Read **Important Notice: Applying for Grants in Grants.gov**

##### *After application submission, receive Grants.gov email notifications that:*

- \_\_\_\_\_ (1) application has been received
- \_\_\_\_\_ (2) application has either been successfully validated or rejected with errors (see page 27)

##### *If no Grants.gov receipt, and validation or error notifications are received:*

- \_\_\_\_\_ contact BJS regarding experiencing technical difficulties (see page 28)

#### General Requirements:

- \_\_\_\_\_ Review the [Solicitation Requirements](#) in the OJP Funding Resource Center.

#### What an Application Should Include:

- \_\_\_\_\_ Application for Federal Assistance (SF-424) (see page 16)
- \_\_\_\_\_ Project Abstract (see page 16)
- \_\_\_\_\_ Program Narrative (see page 17)
- \_\_\_\_\_ Appendices (see page 19)
- \_\_\_\_\_ Budget Detail Worksheet (see page 21)
- \_\_\_\_\_ Budget Narrative (see page 21)
- \_\_\_\_\_ Employee Compensation Waiver request and justification (if applicable) (see page 14)
- \_\_\_\_\_ 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 15)
- \_\_\_\_\_ Disclosure of Lobbying Activities (SF-LLL) (see page 25)
- \_\_\_\_\_ Indirect Cost Rate Agreement (if applicable) (see page 21)
- \_\_\_\_\_ Tribal Authorizing Resolution (if applicable) (see page 22)
- \_\_\_\_\_ Applicant Disclosure of High Risk Status (see page 22)
- \_\_\_\_\_ Additional Attachments
- \_\_\_\_\_ Applicant Disclosure of Pending Applications (see page 23)

\_\_\_\_\_ Research and Evaluation Independence and Integrity (see page 24)  
\_\_\_\_\_ Financial Management and System of Internal Controls Questionnaire (if applicable)  
(see page 25)