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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 Programs. 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.

## **FY 2016 BJS Visiting Fellows: Criminal Justice Statistics Programs**

**Application Due: May 23, 2016**

### **Eligibility**

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

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

### **Deadline**

Applicants must register with [Grants.gov](#) prior to submitting an application. 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 May 23, 2016.

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](http://Grants.gov) Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must 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 “2016VFCJSP” in the subject line.

Grants.gov number assigned to this announcement: BJS-2016-9005

Release date: March 25, 2016

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# FY 2016 Visiting Fellows: Criminal Justice Statistics Programs

(CFDA # 16.734)

## A. Program Description

### Overview

The Bureau of Justice Statistics (BJS) is seeking applications to fund one or more BJS Visiting Fellows to work in its Criminal Justice Statistics Programs. 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—

- researching issues related to the National Crime Victimization Survey (NCVS) screening process and developing a modular crime incident report
- addressing repeat victimization measured by the NCVS
- the impact of including repeat victimizations in national statistics on criminal victimization
- a framework for organizing and streamlining the NCVS’s criminal incident instrument

- measuring the victim–offender overlap
- post-prison mortality and recidivism
- developing weighting and record-linking methods to improve the use of National Corrections Reporting Program (NCRP) data for statistical purposes
- comparing crime and justice in England and the United States
- developing graphical and geographical methods for analyzing criminal justice data
- investigating how different police departments classify assaults and homicides for statistical purposes
- describing differences in punishment across the nation, with a special emphasis on the use of incarceration
- creating easy-to-use, incident-based police datasets for analysis of diverse topics related to crime.

Applicants should present proposals that 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      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 more than 70,000 persons released from prisons in 30 states in 2005. Using the FBI's Interstate Identification Index (III) 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 the NCRP, such as date of admission, commitment offense, length of stay, and the nature of release. For this study, a representative sample was drawn from the universe of each state's released prisoners. Therefore, the data can support state-specific studies of prisoner recidivism.

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 corrections (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; or reentry preparations) or information from parole records on the released prisoner's employment, physical and mental health problems, drug involvement, technical violations, and social support mechanisms. 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>1</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 2      Mobility patterns of state prisoners before and after their release from prison**

BJS recently conducted a study of the recidivism patterns of more than 70,000 persons released from prisons in 30 states in 2005. Using the FBI's III 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 NCRP, 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, 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 persons released from state prisons in 2005. In general, these individuals have lengthy criminal histories with movements both within and across states.

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<sup>1</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.

## Proposed Scope of Work

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 justice-system involved persons across their criminal careers and (2) proposes a set of research questions and publications exploring the temporal and geospatial movement of individuals that 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.

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 justice-system involved individuals 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 and how they could be used to support criminal justice practice and policy development.

### **Project 3      Juvenile justice populations**

The Office of Juvenile Justice and Delinquency Prevention (OJJDP), in collaboration with BJS, seeks a Visiting Fellow to enhance its capacity to analyze and report critical data to the field regarding juvenile justice populations. Applicants should describe plans for methodological work or statistical analyses focused on one of the priority areas listed below, or propose and justify a related area of investigation.

#### **Youth in adult prisons and jails**

BJS maintains a number of data collections that capture information on prison and jail inmates, including persons age 17 and younger. The [National Prisoner Statistics Program](#) and [Annual Survey of Jails](#) collect national and state-level data, and the [NCRP](#) collects individual-level data on state prisoners. In 2014, a total of 1,035 inmates age 17 or younger were held in custody in state prisons at yearend,<sup>2</sup> and about 4,200 inmates age 17 or younger were confined in local jails at midyear.<sup>3</sup> BJS has conducted prior work to estimate the standing prison and jail populations and the number of state prison admissions and releases involving persons age 17 or younger, including their demographic characteristics, offenses, sentences, and time served.<sup>4</sup> Additionally, the [National Inmate Survey](#) interviewed a representative sample of juveniles ages 16 and 17 who were held in adult prisons and jails, and asked them about their experiences since coming to the facility. BJS and OJJDP are particularly interested in expanding on prior analyses that examined trends in and characteristics of inmates age 17 or younger.

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<sup>2</sup> *Prisoners in 2014*, NCJ 248955, BJS web, September 2015.

<sup>3</sup> *Jail Inmates at midyear 2014*, NCJ 248629, BJS web, June 2015.

<sup>4</sup> *Profile of State Prisoners under Age 18, 1985-97*, NCJ 176989, BJS web, February 2000.

## Needs of youth in custody and facility service availability

BJS and OJJDP have conducted surveys and data collections of youth in custody in the juvenile justice system, as described below. Nationally, 54,148 youth charged or adjudicated for an offense were held in juvenile residential placement facilities on the census date in 2013.<sup>5</sup> These collections include information related to youth problems, needs, and service experiences; facility practices around screening and assessment; and the provision of treatment and other services. BJS and OJJDP are interested in research using record-linking methods to improve the use of these data for statistical purposes. The [Census of Juveniles in Residential Placement](#) (CJRP) and [Juvenile Residential Facility Census](#) (JRFC) are administered by the U.S. Census Bureau for OJJDP in alternating years; they collect information from all secure and nonsecure residential placement facilities that house juveniles. The CJRP collects detailed information on the characteristics of these youth (e.g., age, sex, race, offenses, and adjudication status) and the JRFC collects detailed information on the characteristics of facilities and their conditions (e.g., ownership, operation, services, security, crowding, and injuries and deaths in custody).<sup>6</sup> The JRFC also collects supplementary information each year on specific services such as mental and physical health, substance abuse, and education.

The [Children in Custody](#) census was administered biennially between 1971 and 1995 to provide information on the number of juveniles held in public and private facilities, related facility characteristics (e.g., administration, security, capacity), and resident population characteristics (e.g., offenses, adjudication status) and movements (e.g., admissions, discharges, length of stay).

The [National Survey of Youth in Custody](#) is part of BJS's National Prison Rape Statistics Program, which gathers data on the incidence and prevalence of sexual assault in juvenile facilities mandated by the Prison Rape Elimination Act of 2003 (PREA; P.L. 108-79). While the majority of youth in the sample participate in a survey of sexual victimization, about 10 percent receive an alternative survey on drug and alcohol use and treatment. BJS conducted interviews with youth held in juvenile correctional facilities in 2008 to 2009 and 2012.

The [Survey of Youth in Residential Placement](#) was sponsored by OJJDP and conducted in 2003 to gather individual and facility information through anonymous interviews of a nationally representative sample of more than 7,000 youth in public and private residential placements. Data include information about the youth's criminal history, experience in custody, and risks and needs.

The [Survey of Youth in Custody](#), conducted by BJS in 1987, was the first nationally representative survey of youth confined in long-term, state-operated juvenile institutions. The survey provided information on youth characteristics, current offenses, prior justice involvement, drug and alcohol use, peer groups, and family.

OJJDP and BJS are interested in analyses that use and combine available data to explore changes in the nature of juveniles held in custody over the last several decades.

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<sup>5</sup> Sickmund, M., Sladky, T. J., Kang, W., & Puzanchera, C. (2015). Easy Access to the Census of Juveniles in Residential Placement. Available at <http://www.ojjdp.gov/ojstatbb/ezacjrp/>.

<sup>6</sup> In 1991, OJJDP conducted a separate, large-scale study on conditions of confinement in public and private juvenile facilities. See Parent, D. G., Lieter, V., Kennedy, S., Livens, L., Wentworth, D., & Wilcox, S. (1994). *Conditions of Confinement: Juvenile Detention and Corrections Facilities*. Washington, D.C.: U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention.



## Youth victimization and offending

The [National Crime Victimization Survey](#) collects information on nonfatal crimes, both reported and not reported to the police, against persons age 12 or older from a nationally representative sample of U.S. households. The NCVS is a primary source of information on the prevalence, nature, and trends in criminal victimization against youth.<sup>7</sup> In 2014, the rate of violent crime for persons ages 12 to 17 was 30.1 victimizations per 1,000.<sup>8</sup> Although the NCVS is not designed to study offending, victims interviewed through the NCVS report on the nature of nonfatal violent incidents and the demographic characteristics of associated perpetrators. Using NCVS data, OJJDP has supported and BJS has conducted prior work to estimate rates of violent offending by juveniles.<sup>9</sup> The Visiting Fellow will examine trends in juvenile victimization and offending rates and the characteristics of victimization incidents involving juveniles based on data from the NCVS. BJS and OJJDP are particularly interested in updating and expanding prior analyses to examine trends, characteristics of the victim and perceived perpetrator (e.g., age, sex, and race), and the type (e.g., domestic violence, violence resulting in an injury, and violence involving a firearm) and situational characteristics (e.g., gang involvement or drug use) of victimization incidents.

### Proposed Scope of Work

The proposed work involves the following tasks:

Task 1: The Visiting Fellow will (1) identify data available from BJS and OJJDP surveys and collections of administrative records that can be used to expand knowledge of juvenile justice populations in one of the priority areas identified above and (2) assess the quality and completeness of this information for statistical purposes.

Task 2: The Visiting Fellow will work with BJS and OJJDP to explore methodologies to support new estimates or new analyses.

Task 3: With the support of and possible collaboration with BJS and OJJDP staff, the Visiting Fellow will prepare at least one technical report for publication by BJS. Based on findings in the report, the Fellow will also be required to develop and draft a minimum of two bulletins in collaboration with and for publication by OJJDP that are suitable for a nonacademic audience.

### **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

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<sup>7</sup> *Indicators of School Crime and Safety: 2014*. NCJ 248036, BJS web, July 2015, and *Violent Crime Against Youth, 1994–2010*, NCJ 240106, BJS web, December 2012.

<sup>8</sup> *Criminal Victimization, 2014*, NCJ 248973, BJS web, August 2015.

<sup>9</sup> Lynch, J. P. (2002). *Trends in Juvenile Violent Offending: An Analysis of Victim Survey Data*, NCJ 191052. Washington, D.C.: U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention; and Baum, K. *Juvenile Victimization and Offending, 1993-2003*, NCJ 209468, BJS web, August 2005.

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 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>10</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, 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, 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 \$200,000 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

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<sup>10</sup> See “Federal Award Administration Information” (“General Information About Post-Federal Award Reporting Requirements”) section of this solicitation, below, for additional information.

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 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.

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>11</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 [OJP's Funding Resource Center](#).

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

Award recipients and subrecipients (including any recipient or subrecipient funded in response to this solicitation that is a pass-through entity<sup>12</sup>) must, as described in the Part 200 Uniform Requirements set out at 2 C.F.R. 200.303:

- (a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the recipient (and any subrecipient) 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

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<sup>11</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)).

<sup>12</sup> For purposes of this solicitation (or program announcement), "pass-through entity" includes any entity eligible to receive funding as a recipient or subrecipient under this solicitation (or program announcement) that, if funded, may make a subaward(s) to a subrecipient(s) to carry out part of the funded program.

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 recipient’s (and any subrecipient’s) compliance with statutes, 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 sensitive or the recipient (or any subrecipient) considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

In order to better understand administrative requirements and cost principles, 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 (also known as Pre-award Cost) Approvals**

Pre-agreement costs are costs incurred by the applicant prior to the start date of the period of performance of the grant award.

OJP does not typically approve pre-agreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. 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 2016 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.) For employees who charge only a portion of their time to an award, the allowable amount to be charged is equal to the percentage of time worked times the maximum salary limitation.

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

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

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

OJP strongly encourages applicants that propose to use award funds for any conference-, meeting-, or training-related activity to review carefully—before submitting an application—the OJP policy and guidance on conference approval, planning, and reporting available at [www.ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](http://www.ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.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 conference, meeting, and training costs for cooperative agreement recipients and of some conference, meeting, and training 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.

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<sup>13</sup> OJP does not apply this limitation on use of award funds to the nonprofit organizations listed at Appendix VIII to 2 C.F.R. Part 200.

For additional information, see the "Civil Rights Compliance" section under "Solicitation Requirements" in the [OJP Funding Resource Center](#).

## C. Eligibility Information

For eligibility information, see title page.

For additional information on cost sharing and match requirements, 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 résumés/curriculum vitae of key personnel. For purposes of this solicitation, "key personnel" means the principal investigator. Applicants may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one budget document, it must contain **both** narrative and detail information. 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," "Résumés") for all attachments. Also, OJP recommends that applicants include résumés 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 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.

Project abstracts should follow the detailed template (including the detailed instructions as to content) available at [www.nij.gov/funding/documents/nij-project-abstract-template.pdf](http://www.nij.gov/funding/documents/nij-project-abstract-template.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 unfunded applications, for example, through a listing on a web page available to the public. The intent of this public posting would be to allow other possible funders to become aware of such proposals.

In the project abstract template, applicants are asked to indicate whether they give OJP permission to share their project abstract (including contact information) with the public 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).

**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.
- Implications for criminal justice policy and practice in the United States.
- Management plan and organization.

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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.



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 demonstrate program progress and success, as well as, 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:

<b>Objective</b>	<b>Performance Measure(s)</b>	<b>Data Grantee Provides</b>
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.	Percentage of deliverables that meet BJS’s expectations.	Documentation of the research methods proposed and used and utility of the designs proposed.
	Percentage of deliverables that are completed on time.	Original and final versions of all methodological and substantive papers.
	Percentage of milestones and deadlines met.	Time frames for project work and dates of submission for deliverables.
	Number of research documents reviewed as acceptable by peers.	Number of papers accepted for publication, either solely or jointly authored with BJS staff.

	Number of presentations conducted at conferences.	<p>Number of presentations accepted for conferences, either solely or jointly authored with BJS staff.</p> <p>Number of presentations conducted for conference, either solely or jointly authored with BJS staff.</p>
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**a. 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 résumés 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. The Budget Detail Worksheet should be broken down by year.

For questions pertaining to budget and examples of allowable and unallowable costs, see the Financial Guide at <http://ojp.gov/financialguide/DOJ/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, see Section [B. Federal Award Information](#).

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

Indirect costs are allowed only under the following circumstances:

- (a) The applicant has a current, federally approved indirect cost rate; or
- (b) The applicant is eligible to use and elects to use the “de minimis” indirect cost rate described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.414(f).

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 <http://www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf>.

In order to use the “de minimis” indirect rate, attach written documentation to the application that advises OJP of both the applicant’s eligibility (to use the “de minimis” rate) and its election. If the applicant elects the “de minimis” method, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. In addition, if this method is chosen then it must be used consistently for all federal awards until such time as you choose to negotiate a federally approved indirect cost rate.<sup>15</sup>

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<sup>15</sup> See 2 C.F.R. § 200.414(f).

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

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

Applicants unable to submit an application that includes a fully executed (i.e., signed) copy of appropriate legal documentation, as described above, consistent with the applicable tribe's governance structure, should, at a minimum, submit 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. Disclosing 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**

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 & 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 to their application. The file should be named “Disclosure of Pending Applications.”

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.”).

**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 the Part 200 Uniform Requirements as set out at [2 C.F.R. 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 primary source 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.



**Browser Information:** Grants.gov was built to be compatible with Internet Explorer. For technical assistance with Google Chrome, or another browser, contact Grants.gov Customer Support.

**Note on Attachments.** Grants.gov has two categories of files for attachments: mandatory and optional. OJP receives all files attached in both categories. Please ensure all required documents are attached in the mandatory category.

**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.

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>		

Grants.gov is designed to forward successfully submitted applications to the OJP Grants Management System (GMS).

**GMS does not accept executable file types as application attachments.** These disallowed file types include, but are not limited to, the following extensions: “.com,” “.bat,” “.exe,” “.vbs,” “.cfg,” “.dat,” “.db,” “.dbf,” “.dll,” “.ini,” “.log,” “.ora,” “.sys,” and “.zip.” 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. Individual applicants must comply with all Grants.gov 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.

Individual applicants should search Grants.gov for a funding opportunity for which individuals are eligible to apply. Use the Funding Opportunity Number (FON) to register. Complete the registration form at <https://apply07.grants.gov/apply/IndCPRegister> to create a username and password. Individual applicants should complete all steps except 1, 2 and 4.

- 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. SAM registration and renewal can take as long as 10 business days to complete.

Applications cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. Once the SAM registration/renewal is complete, **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 for organizations, go to [www.grants.gov/web/grants/register.html](http://www.grants.gov/web/grants/register.html). Individuals registering with Grants.gov should go to <http://www.grants.gov/web/grants/applicants/individual-registration.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. The E-Biz POC will need the Marketing Partner Identification Number (MPIN) password obtained when registering with SAM to complete this step. 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-2016-9005.
- 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. 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 May 19, 2016.

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](#) (Federal Service 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. (SAM registration and renewal can take as long as 10 business days to complete. The information transfer from SAM to Grants.gov can take up to 48 hours.)
- 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, browser incompatibility, etc.

**Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding Web page at <http://ojp.gov/funding/index.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://ojp.gov/training/fmts.htm>.

### **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.

### **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 System for Award Management (SAM).

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. 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, underserved populations, geographic diversity, strategic priorities, past performance under prior BJS and OJP awards, and available funding.

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 award recipients.
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 sends award notification by email through GMS to the individuals listed in the application as the point of contact and the authorizing official (E-Biz POC and AOR). The email notification includes detailed instructions on how to access and view the award documents, and how to accept the award in GMS. GMS automatically issues the notifications at 9:00 p.m. eastern time on the award date (by September 30, 2016). Recipients will be required to log in; 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, including but not limited to OMB, DOJ, or other federal regulations which will be 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, and other requirements which may be attached to appropriated funding. 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

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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)).

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 [Mandatory Award Terms and Conditions](#) page of the [OJP 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, symposia, training activities, or similar events funded under the award, consistent with OJP policy and guidance on conference approval, planning, and reporting.

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 the Part 200 Uniform Requirements. 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 to 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.

In addition to the expectation of scholarly products, successful applicants under this solicitation will be required to submit the following deliverables regarding the work funded by the BJS award.

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

For Federal Awarding Agency Contact(s), see title page.

For contact information for Grants.gov, see 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 résumé to [ojpeerreview@lmsolas.com](mailto:ojpeerreview@lmsolas.com). The OJP Solicitation Feedback email account will not forward your résumé. **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

### FY 2016 BJS 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 25)
- Acquire or renew registration with SAM (see page 26)

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

- Acquire AOR and Grants.gov username/password (see page 26)
- Acquire AOR confirmation from the E-Biz POC (see page 26)

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

- Search for the funding opportunity on Grants.gov (see page 26)
- Download Funding Opportunity and Application Package (see page 26)
- Sign up for Grants.gov email [notifications](#) (optional) (see page 24)
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting available at [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](http://ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm) (see page 13)

##### *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 26)

##### *If No Grants.gov Receipt, and Validation or Error Notifications Are Received:*

- contact BJS regarding experiencing technical difficulties (see page 27)

#### General Requirements:

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

#### Scope Requirement:

- The federal amount requested is within the allowable limit(s) of \$200,000.

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

#### What an Application Should Include:

- Application for Federal Assistance (SF-424) (see page 14)
- Project Abstract (see page 15)

_____	Program Narrative	(see page 15)
_____	Budget Detail Worksheet	(see page 19)
_____	Budget Narrative	(see page 19)
_____	Indirect Cost Rate Agreement (if applicable)	(see page 20)
_____	Tribal Authorizing Resolution (if applicable)	(see page 21)
_____	Applicant Disclosure of High Risk Status	(see page 21)
_____	Additional Attachments	
_____	Applicant Disclosure of Pending Applications	(see page 21)
_____	Research and Evaluation Independence and Integrity	(see page 22)
_____	Financial Management and System of Internal Controls Questionnaire	(see page 24)
_____	Disclosure of Lobbying Activities (SF-LLL)	(see page 24)
_____	Employee Compensation Waiver request and justification (if applicable)	(see page 13)