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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [National Institute of Justice](#) (NIJ) is pleased to announce that it is seeking applications for funding for criminal justice research and evaluation that include a researcher-practitioner partnership component. This program furthers the Department's mission by sponsoring research that provides objective and independent knowledge and tools to meet the challenges of crime and justice, particularly at the State and local levels.

## **Building and Enhancing Criminal Justice Researcher-Practitioner Partnerships**

### **Eligibility**

In general, NIJ is authorized to make grants to, or enter into contracts or cooperative agreements with, States (including territories), units of local government (including federally recognized Indian tribal governments as determined by the Secretary of the Interior), nonprofit and for-profit organizations (including tribal nonprofit or profit organizations), institutions of higher education (including tribal institutions of higher education), and certain qualified individuals. For-profit organizations must agree to forgo any profit or management fee. Foreign governments, foreign organizations, and foreign institutions of higher education are not eligible to apply.

### **Deadline**

Applicants must register with [Grants.gov](#) prior to submitting an application. (See "How to Apply," page 9.) All applications are due by 11:59 p.m. eastern time on May 30, 2012. (See "Deadlines: Registration and Application," page 3.)

### **Contact Information**

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035 or via e-mail to [support@grants.gov](mailto:support@grants.gov).

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

For assistance with any other requirements of this solicitation, contact Bethany Backes by telephone at 202-305-4419 or by email at [Bethany.Backes@usdoj.gov](mailto:Bethany.Backes@usdoj.gov), or Katharine Browning by telephone at 202-616-4786 or by email at [Katharine.Browning@usdoj.gov](mailto:Katharine.Browning@usdoj.gov).

Grants.gov number assigned to announcement: NIJ-2012-3083

Release Date: March 20, 2012

**SL000978**

## Contents

Overview .....	3
Deadlines: Registration and Application .....	3
Eligibility .....	3
Program-Specific Information .....	3
Performance Measures .....	7
Notice of Post-Award FFATA Reporting Requirement .....	8
How to Apply .....	9
What an Application Should Include .....	11
Information to Complete the Application for Federal Assistance (SF-424) .....	11
Program Narrative .....	11
Budget Detail Worksheet and Budget Narrative .....	14
Indirect Cost Rate Agreement (if applicable) .....	15
Tribal Authorizing Resolution (if applicable) .....	15
Other Standard Forms .....	16
Selection Criteria .....	16
Review Process .....	18
Additional Requirements .....	18
Provide Feedback to OJP on This Solicitation .....	20
Application Checklist .....	21

# **Building and Enhancing Criminal Justice Researcher-Practitioner Partnerships (CFDA No. 16.560)**

## **Overview**

NIJ is interested in funding multiple criminal justice research projects involving researcher-practitioner partnerships as well as capturing, in detail, relevant accounts of these collaborations. Such partnerships have frequently been encouraged in NIJ solicitations for research. However, this 2012 solicitation specifically aims to support criminal justice research and evaluation activities that include a researcher-practitioner partnership component. Within the context of the proposed research or evaluation project, these partnerships can be new or ongoing. Results from these projects should lead to better criminal justice policy, practice, and research, including as it relates to the participating practitioner partner.

For the purpose of this solicitation, practitioner or criminal justice practitioner or practice-based organization refers to public, non-profit, or community-based agencies directly involved in:

- Law enforcement (Federal, State, and local).
- Corrections, including parole, probation, and offender reentry.
- The criminal judicial system.
- The juvenile justice system.
- Forensic sciences for criminal justice purposes.
- Crime victim services and programs.
- Crime and violence prevention programs.

**Authorizing Legislation:** Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (sections 201 and 202).

## **Deadlines: Registration and Application**

Applicants must register with [Grants.gov](http://Grants.gov) prior to submitting an application. OJP encourages applicants to register several weeks before the application submission deadline. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on May 30, 2012. See the "How to Apply" section on page 9 for details.

## **Eligibility**

Refer to the title page for eligibility under this program.

## **Program-Specific Information**

Research can provide practical solutions to the obstacles faced by criminal justice practitioners. Through researcher-practitioner partnerships, criminal justice practitioners can gain new skills in assessing programs and measuring outcomes. Likewise, criminal justice researchers can better understand the goals and purposes criminal justice practitioners seek to achieve. Ultimately,

these partnerships provide criminal justice practitioners with practice- and policy-relevant information while affording researchers the opportunity to contribute to the current body of knowledge.

NIJ intends to support criminal justice research in two areas related to new and ongoing researcher-practitioner collaborations. Applications should fall under **one** of the following program areas:

1. Junior Faculty Grant Program to Promote Criminal Justice Researcher-Practitioner Partnerships.
2. Criminal Justice Researcher-Practitioner Fellowship Placement Program.

**Application titles should be preceded by the specific program area under which the application falls.**

**Regardless of program area, proposed research studies should have clear research questions, methods, and analyses that directly relate to criminal justice practice and/or policy in the United States. Proposals lacking this information or stating that research questions, methods, and data analysis will be determined at a later date will not proceed to peer review or receive further consideration.**

#### **Area 1: Junior Faculty Grant Program to Promote Criminal Justice Researcher-Practitioner Partnerships**

The Junior Faculty Grant Program supports the pairing of a senior faculty member (Associate Professor or Professor) with a junior faculty member (early career Assistant Professor) or a Senior Research Associate with a Junior Research Associate (within a research organization) to conduct criminal justice research in conjunction with one or more criminal justice practitioners. The proposed research study should focus on a criminal justice practice- or policy-based issue, should have clear implications for the field, and should include a thorough dissemination plan that includes dissemination to criminal justice practitioners and policymakers.

The proposed project must be led by the junior faculty member (Principal Investigator) and include a mentorship with a senior faculty member who will share knowledge, skills, and experience in conducting and completing successful criminal justice research and evaluation studies in collaboration with criminal justice practice-based organizations. The application package should provide clear details of the mentorship, including a description of what the mentorship will entail, the delineation of roles and responsibilities, and the amount of time allocated toward the project for both faculty members. The application should be submitted through the college or university of the junior faculty member. Comprehensive information on the mentorship can be included as an appendix; however, an overview should be provided in the program narrative. **Funding is intended, in part, to develop the junior faculty member's skills and interest in developing and sustaining criminal justice researcher-practitioner partnerships in addition to providing sound knowledge that will assist criminal justice practitioners and policymakers.**

## Area 2: Criminal Justice Researcher-Practitioner Fellowship Placement Program

The Criminal Justice Researcher-Practitioner Fellowship Placement Program supports the placement of a researcher within a criminal justice practice-based organization to initiate new or strengthen existing researcher-practitioner partnerships. The researcher will work directly with the organization to conduct criminal justice research and/or evaluation that relates to the needs of the organization but also has implications for local, State, and national practice or policy.

Applications should include a placement (physical and/or remote access) with the criminal justice practice-based organization. Justification for a remote-access-only placement should include plans for tele- and video-conferencing, meetings at off-site locations, and regular communication via e-mail and phone.

**Please note:** For Area 2, the formal partnerships must be established prior to proposal submission. Applications **must** include a signed written agreement between the research- and practice-based organizations. The written agreement should, at a minimum, outline the roles of the researcher(s) and practitioners; provide a statement of work; detail partnership activities; address on-site accommodation for the researcher(s); propose a dissemination plan for project findings; and indicate agreement of both the researcher(s) and placement organization to co-author a report describing the placement effort, obstacles experienced, and solutions put into practice. Applications that fail to include a signed written agreement will not proceed to peer review or receive further consideration.

**Amount and length of awards:** NIJ anticipates that up to a total of \$1 million may become available for up to 4 awards made through this solicitation. **All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.**

Applicants should be aware that the total period for an award ordinarily will not exceed 3 years. A proposed start date prior to January 1, 2013, is not advisable.

**Evaluation research:** Within applications proposing evaluation research, funding priority will be given to experimental research designs that use random selection and assignment of participants to experimental and control conditions. When randomized designs are not feasible, priority will be given to quasi-experimental designs that include contemporary procedures such as Propensity Score Matching or Regression Discontinuity Design to address selection bias in evaluating outcomes and impacts.

Evaluations that also include measurements of program fidelity and implementation as part of a thorough process assessment are desirable. Measurements of program fidelity should be included as part of an assessment of program processes and operations to ensure that policies, programs, and technologies are implemented as designed. As one aspect of a comprehensive evaluation, assessments of program processes should include objective measurements and qualitative observations of programs as they are actually implemented and of services that are delivered. These may include assessment of such aspects as adherence to program content and protocol, quantity and duration, quality of delivery, and participant responsiveness.

Proposed evaluation research designs with multiple units of analysis and multiple measurements will also be given priority. Design aspects that contribute to the validity of results

are necessary to effectively address issues of generalizability and representativeness of findings.

Finally, applications that include cost-benefit analysis will be given priority. NIJ views cost-benefit analysis as an effective way to communicate and disseminate findings from evaluation research.

**Please note:** All applicants under this solicitation must comply with Department of Justice regulations on confidentiality and human subjects' protection. See "Other Requirements for OJP Applications" at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

**What will not be funded:**

1. Provision of training or direct service.
2. Proposals primarily to purchase equipment, materials, or supplies. (The budget may include these items if they are necessary to conduct applied research, development, demonstration, evaluation, or analysis.)
3. Work that will be funded under another specific solicitation.
4. Proposals that do not contain a research component or do not respond to the specific goals of this solicitation.

**Budget Information**

**Limitation on Use of Award Funds for Employee Compensation; Waiver**

With respect to any award of more than \$250,000 made under this solicitation, federal funds may not be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. The 2012 salary table for SES employees is available at [www.opm.gov/oca/12tables/indexSES.asp](http://www.opm.gov/oca/12tables/indexSES.asp). Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

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

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

**Minimization of Conference Costs**

No OJP funding can be used to purchase food and/or beverages for any meeting, conference, training, or other event. Exceptions to this restriction may be made only in cases where such sustenance is not otherwise available (i.e., extremely remote areas), or where a special presentation at a conference requires a plenary address where there is no other time for

sustenance to be obtained. Such an exception would require prior approval from OJP. This restriction does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not impact direct payment of per diem amounts to individuals in a travel status under the organization's travel policy.

Updated Department of Justice and OJP guidance on conference planning, minimization of costs, and conference cost reporting will be forthcoming and will be accessible on the OJP website at [www.ojp.usdoj.gov/funding/funding.htm](http://www.ojp.usdoj.gov/funding/funding.htm).

#### **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 by individuals with limited English proficiency may be allowable costs. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

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

#### **Match Requirement**

See "Cofunding" paragraph under "What an Application Should Include" (below).

### **Performance Measures**

To assist the Department in 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. Any award recipient will be required, post award, to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. (Submission of performance measures data is not required for the application.) Performance measures for this solicitation are as follows:

Objectives	Performance Measures	Data Grantee Provides
<p>Develop and analyze information and data having clear application for criminal justice policy and practice in the United States.</p> <p>Develop and analyze information and data having clear implications for the practice-based partner organization (if applicable).</p> <p>Develop and analyze information and data that evaluates innovative programs, strategies and policies relevant to the practice-based partner organization (if applicable).</p>	<ol style="list-style-type: none"> <li>1. Relevance to the needs of the practitioner organization as measured by whether the grantee's substantive scope did not deviate from the funded proposal or any subsequent agency modifications to the scope.</li> <li>2. Quality of research as assessed by peer reviewers.</li> <li>3. Quality of management as measured by whether significant interim project milestones were achieved, final deadlines were met, and costs remained within approved limits.</li> <li>4. Number of NIJ or grantee research publications and presentations.</li> <li>5. Number of publications and presentations for practitioner or policy based journals or conferences.</li> <li>6. Provide documentation of communications with practice-based partner organization (if applicable).</li> </ol>	<ol style="list-style-type: none"> <li>1. A final report providing a comprehensive overview of the project and a detailed description of the project design, data, and methods; a full presentation of scientific findings; and a thorough discussion of the implications of the project findings for criminal justice practice and policy in the United States.</li> <li>2. Each data set that was collected, acquired or modified in conjunction with the project.</li> <li>3. Quarterly financial reports, semi-annual progress reports, and a final progress report.</li> <li>4. A separate coauthored report describing the placement and relevant obstacles and solutions (if applicable).</li> <li>5. If applicable, citation to other report(s)/publication(s).</li> </ol>

## Notice of Post-Award FFATA Reporting Requirement

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

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



## How to Apply

Applications will be submitted through Grants.gov. Grants.gov is a “one-stop storefront” that provides a unified process for all customers of federal awards to find funding opportunities and apply for funding. Complete instructions on how to register and submit an application can be found at [www.Grants.gov](http://www.Grants.gov). If the applicant experiences technical difficulties at any point during this process, 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 up to several weeks** for first-time registrants to receive confirmation and a user password. OJP highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the specified application deadline.

All applicants are required to complete the following steps:

1. **Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling Dun and Bradstreet at **866–705–5711** or by applying online at [www.dnb.com](http://www.dnb.com). A DUNS number is usually received within 1–2 business days.
2. **Acquire or renew registration with the Central Contractor Registration (CCR) database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the CCR database. An applicant must be registered in the CCR to successfully register in Grants.gov. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Note, however, that applicants must **update or renew their CCR registration annually** to maintain an active status. Information about CCR registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).
3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization’s DUNS number must be used to complete this step. For more information about the registration process, go to [www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp).
4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization’s AOR. Note that there can be more than one AOR for the organization.

5. **Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.560, titled “National Institute of Justice Research, Evaluation, and Development Project Grants,” and the funding opportunity number is NIJ–2012–3083.
6. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. An applicant that expends any funds for lobbying activities must provide the detailed information requested on the form, *Disclosure of Lobbying Activities* (SF-LLL). An applicant that does not expend any funds for lobbying activities should enter “N/A” in the required highlighted fields.
7. **Submit an application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The validation message will state whether the application has been received and validated, or rejected, with an explanation. **Important:** Applicants are urged to submit applications **at least 72 hours prior** to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.

**Note: Grants.gov will forward the application to OJP’s Grants Management System (GMS). GMS does not accept executable file types as application attachments.** These disallowed file types include, but are not limited to, the following extensions: “.com,” “.bat,” “.exe,” “.vbs,” “.cfg,” “.dat,” “.db,” “.dbf,” “.dll,” “.ini,” “.log,” “.ora,” “.sys,” and “.zip.”

**Note: Duplicate Applications**

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

**Experiencing Unforeseen Grants.gov Technical Issues**

If an applicant experiences unforeseen Grants.gov technical issues beyond the applicant’s control that prevent submission of its application by the deadline, the applicant must email the NIJ contact identified in the Contact Information section on the title page **within 24 hours after the application deadline** and request approval to submit its application. The applicant must include in the e-mail: a description of the technical difficulties, a timeline of submission efforts, the complete grant application, the applicant DUNS number, and Grants.gov Help Desk tracking number(s) the applicant has received. **Note: Requests are not automatically approved by NIJ.** After the program office reviews all of the information submitted, and contacts the Grants.gov Help Desk to validate the technical issues reported, OJP will contact the applicant to either approve or deny the request to submit a late application. If the technical issues reported cannot be validated, the application will be rejected as untimely.

The following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time, (2) failure to follow Grants.gov instructions on how to register and apply as posted on its Web site, (3) failure to follow all of the instructions in the OJP solicitation, and (4) technical issues experienced with the applicant’s computer or information technology (IT) environment, including firewalls.

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

## What an Application Should Include

Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are unresponsive to the scope of the solicitation, or that do not include application elements designated by NIJ to be critical will neither proceed to peer review nor receive further consideration. Under this solicitation, NIJ has designated the following application elements as critical:

- Program narrative
- Budget detail worksheet and budget narrative
- Resumes/curriculum vitae of key personnel
- Clear research questions, methods, and analysis plan
- For applications to Area 2, a signed written agreement between the research and practice-based organization(s).

The Budget Narrative and the Budget Detail Worksheet may be combined in one document. However, if only one document is submitted, it must contain **both** narrative and detail information.

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

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

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

### 2. Program Narrative

The program narrative section of the application should not exceed 30 double-spaced pages in 12-point font with 1-inch margins. Abstract, table of contents, charts, figures, appendices, and government forms do not count toward the 30-page limit for the narrative section.

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

Program Narrative Guidelines:

- a. **Title Page** (not counted against the 30-page program narrative limit).  
The title page should include the title of the project, submission date, funding opportunity number, and the applicant's name and complete contact information (i.e., name, address, telephone number, and e-mail address).
- b. **Project Abstract** (not counted against the 30-page program narrative limit).  
The 400 to 600-word abstract should state the problem under investigation (including research goals and objectives) and the anticipated relevance of the project to criminal justice public policy, practice, or theory. It should describe the proposed method and/or research design, including data to be used in addressing research questions, data collection procedures and instrumentation, access to data, and other methods or procedures of the proposed study. It should also describe procedures for data analysis and all expected products, including interim and final reports, instrumentation, and devices. If applicable, it should describe the subjects who will be involved in the proposed project, including the number of participants; participants' age, gender, and race/ethnicity; and other pertinent characteristics, such as methods used to gain access to subjects.
- c. **Resubmit Response** (if applicable) (not counted against the 30-page program narrative limit). If an applicant is resubmitting a proposal that was presented previously to NIJ, but not funded, the applicant should indicate this. A statement should be provided, no more than two pages, addressing: (1) the title, submission date, and NIJ-assigned application number of the previous proposal, and (2) a brief summary of revisions to the proposal. This document should be inserted after the abstract.
- d. **Table of Contents and Figures** (not counted against the 30-page program narrative limit).
- e. **Main Body.** The main body of the program narrative should describe the project in depth. The following sections should be included as part of the program narrative:
  - Statement of the Problem.
  - Project/Program Design and Implementation.
  - Capabilities/Competencies.
  - Impact/Outcomes and Evaluation.
  - Dissemination Strategy (to include practice and/or policy focused presentations and publications in addition to more formal research and scientific dissemination efforts).Within these sections, the narrative should address:
  - Purpose, goals, and objectives.
  - Review of relevant literature.
  - Detailed description of research design and methods to include: research questions, hypotheses, description of sample, analysis plan, etc.
  - Implications for criminal justice policy and practice in the United States.

- Management plan and organization, to include delineation of roles of research team and any organization(s) collaborating in the project.
- For Area 1, details of mentorship.
- For Area 2, information on researcher placement at practice-based organization.

f. **Appendices** (not counted against the 30-page program narrative limit) include:

- Bibliography/references.
- Any tools/instruments, questionnaires, tables/charts/graphs, or maps pertaining to the proposed study.
- Curriculum vitae, resumes or biographical sketches of key personnel.
- Project timeline and research calendar with expected milestones.
- Research independence and integrity (see “Selection Criteria,” below).
- Human Subjects Protection Paperwork including Institutional Review Board (IRB) documentation and forms (see [www.ojp.gov/nij/funding/humansubjects/human-subjects.htm](http://www.ojp.gov/nij/funding/humansubjects/human-subjects.htm)).
- Privacy Certificate (for further guidance go to [www.ojp.gov/nij/funding/humansubjects/privacy-certificate-guidance.htm](http://www.ojp.gov/nij/funding/humansubjects/privacy-certificate-guidance.htm)).
- List of previous and current NIJ awards to applicant organization and investigator(s).
- Letters of cooperation/support from any organization(s) collaborating in the project.
- Signed written agreement between the research and practice-based organization, if Area 2 is selected (see page 5).
- List of other agencies, organizations, or funding sources to which this proposal has been submitted (if applicable).
- Other materials specified by the solicitation.
- Data archiving plan (see descriptive paragraph below).

**Data Archiving Plan:** Applications should include a brief plan to comply with data archiving requirements. The plan should be one or two pages in length and include a description of the proposed data management and archiving process including confidentiality protections and level of effort associated with meeting archiving requirements. Associated tasks should be reflected in the proposed project budget and budget narrative sections of the application.

In most instances, NIJ requires that data resulting from funded research be submitted as grant products or deliverables for archiving with the National Archive of Criminal Justice Data (NACJD) ([www.icpsr.umich.edu/icpsrweb/NACJD/archive.jsp](http://www.icpsr.umich.edu/icpsrweb/NACJD/archive.jsp)). The purpose of the Data Archiving Plan is to demonstrate recognition by applicants that data sets resulting from the proposed research are required to be submitted as grant products for archiving according to special grant conditions. Along with other grant products, special conditions require that all research data be submitted 90 days before the end of the project period. Some amount of grant award funds is typically withheld for submission of research data along with the final report and other products/deliverables.

The plan should be submitted as an appendix labeled, “Data Archiving Plan.” The number of pages used for the plan will not count against the narrative page limit. The plan should provide

brief details about the proposed archiving process including submission of these files: qualitative and quantitative data, final technical reports, instrumentation and data collection forms, and the privacy certificate and informed consent protocols including protections for confidentiality (where applicable). The focus of the Data Archiving Plan is to describe how the grant data products will be prepared and documented so as to allow reproduction of the project's findings as well as future research that can extend the scientific value of the original project (See: [www.icpsr.umich.edu/files/ICPSR/access/dataprep.pdf](http://www.icpsr.umich.edu/files/ICPSR/access/dataprep.pdf)).

Specifically, the Data Archiving Plan includes:

- Information regarding data formats (quantitative/qualitative/spatial) and software with which data will be collected, entered into a database, stored, analyzed and transferred. Standard commercial software or software typically acceptable to NACJD should be identified for use in the proposed data collection ([www.icpsr.umich.edu/icpsrweb/NACJD/archiving/deposit-nij-data.jsp](http://www.icpsr.umich.edu/icpsrweb/NACJD/archiving/deposit-nij-data.jsp)).
- A description of procedures by which the applicant plans to collect data along with anticipated units of analysis (e.g., individuals, locations), level of analysis and other identifiers for each data file that will be submitted upon completion of the funded research.
- If the proposed research includes collection of information identifiable to private persons
  - A description of all assurances of confidentiality made to those persons
  - A copy of the consent form that was utilized
  - A copy of the Privacy Certificate (as submitted to and approved by the funding agency)
  - IRB approval documentation
  - Any information transfer agreement that was utilized to transfer the data with identifiers.
- Any anticipated variable creation, data transformations or scale construction that may be critical to the interpretation or analysis of the data by others.
- A plan for submission of computer programming code or software syntax providing detail on how the data will be processed including any significant treatments of the data such as de-identification, imputation, filtering or weighting.
- A description of the technical documentation (e.g., data dictionary or codebook) that explains how variables will be designated in the data file(s), such as the use of variable naming conventions and variable groups, missing data/value designations, variable and category/value labels, operational definitions and citations as needed for these variables.
- Contact information for the Principal Investigator in the event other researchers should need more information about the study or the data.

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

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

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

format, the budget categories listed in the sample budget worksheet should be included.

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

**b. Budget Narrative**

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

**Cofunding:** A grant made by NIJ under this solicitation may account for up to 100 percent of the total cost of the project. The application should indicate whether it is feasible for the applicant to contribute cash, facilities, or services as non-Federal support for the project. The application should identify generally any such contributions that the applicant expects to make and the proposed budget should indicate in detail which items, if any, will be supported with non-Federal contributions.

If a successful application proposes a voluntary match amount, the match amount incorporated into the OJP-approved budget becomes mandatory and subject to audit.

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

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

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

If an application is being submitted by either (1) a tribe or tribal organization or (2) a third party proposing to provide direct services or assistance to (or to conduct research or evaluation that directly involves) residents on tribal lands, then a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal organization and its membership should be included with the application. In those instances when an organization or consortium of tribes proposes to apply for a grant on behalf of a tribe or multiple specific tribes, then the application should include a resolution (or comparable legal documentation, as may be applicable) from all tribes that will be included as a part of the services/assistance provided 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 authorizing resolution or other enactment of each tribal governing body) may submit a copy of its consortium bylaws with the application in lieu of tribal resolutions (or comparable legal documentation).

**6. Other Standard Forms**

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

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

## **Selection Criteria**

**Statement of the Problem** (Understanding of the problem and its importance)—15%

1. Clarity of problem statement.
2. Identification of gaps in existing research.
3. Connection between proposed research and problem.

**Project/Program Design and Implementation** (Quality and technical merit)—25%

1. Clearly defined research questions that relate to the statement of the problem.
2. Soundness of methods and analytic and technical approach in their ability to address the overarching research questions.
3. Feasibility of proposed project and specification of limitations.
4. Innovation and creativity.

**Capabilities/Competencies** (Capabilities, demonstrated productivity, and experience of applicants)—20%

1. Qualifications and experience of proposed staff.
2. Demonstrated ability of proposed staff and organization to manage the effort.
3. Adequacy of the plan to manage the project, including how various tasks are subdivided and resources are used.
4. Successful past performance on NIJ grants and contracts (when applicable).
5. Demonstrated commitment by the practice-based organization to participate fully in project, to include a completed and signed agreement, letters of support, and detailed communication and meeting plans (if applicable).
6. Clear detailed mentorship plan (if applicable).



**Budget—10%**

1. Total cost of the project relative to the perceived benefit (cost effectiveness).
2. Appropriateness of the budget relative to the level of effort and scope of work.
3. Use of existing resources to conserve costs.

**Impact/Outcomes and Evaluation (Relevance to policy and practice)—20%**

1. Potential for significant advances in scientific or technical understanding of the problem.
2. Potential for significant advances in the field.
3. Relevance for improving the policy and practice of criminal justice and related agencies in the United States and improving public safety, security, and quality of life.
4. Relevance for improving the policy and practice of the practice-based criminal justice organization collaborating on the project (if applicable).
5. Affordability and cost-effectiveness of proposed products, when applicable (e.g., purchase price and maintenance costs for a new technology or cost of training to use the technology).

**Relevance of the project for policy and practice in the United States**

Higher quality applications clearly explain the practical implications of the project. They connect technical expertise with criminal justice policy and practice. In addition to letters showing support from practitioners, proposals should provide clear evidence of the applicant's understanding of how policymakers and practitioners can best use and benefit from the proposed work. While a partnership may affect State or local activities, it should also have broader implications for other communities nationwide.

**Dissemination Strategy—10%**

1. Well-defined plan for the grant recipient to disseminate results to appropriate audiences, including researchers, practitioners, and policymakers, to include print and electronic dissemination methods.
2. Well-defined plan for the grant recipient to disseminate results to the practice-based organization collaborating on the project (if applicable).
3. Suggestions for print and electronic products that NIJ should consider developing for practitioners and policymakers.
4. If applicable, a clear strategy leading to the adoption into practice of any equipment or software.

**Research Independence and Integrity**

Regardless of a proposal's rating under the criteria outlined above, in order to receive funds, the applicant's proposal must demonstrate research independence, including appropriate safeguards to ensure research objectivity and integrity.

For purposes of this solicitation, research independence and integrity pertains only to ensuring that the design, conduct, or reporting of research funded by NIJ grants, cooperative agreements, or contracts will not be biased by any financial interest on the part of the investigators responsible for the research or on the part of the applicant.

In the appendix dealing with research independence and integrity, the applicant must explain the process and procedures that the applicant has put in place to identify and manage potential

financial conflicts of interest on the part of its staff, consultants, and/or subrecipients. It must also identify any potential organizational financial conflicts of interest on the part of the applicant with regard to the proposed research. If the applicant believes that there are no potential organizational financial conflicts of interest, the applicant must provide a brief narrative explanation of why it believes that to be the case.

Where potential organizational financial conflicts of interest exist, in the appendix the applicant must identify the safeguards the applicant has put in place to address those conflicts of interest.

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

## **Review Process**

OJP is committed to ensuring a fair and open process for awarding grants. NIJ 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. NIJ may use either internal peer reviewers, external peer reviewers, or a combination, to review the applications under this solicitation. An external peer reviewer is an expert in the 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. Applications that meet basic minimum requirements will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

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

All final award decisions will be made by the Director of the National Institute of Justice, who also may give consideration to factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

## **Additional Requirements**

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional

information for each requirement can be found at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active CCR Registration

If a proposal is funded, the award recipient will be required to submit several reports and other materials, including:

**Final substantive report:** The final report should be a comprehensive overview of the project and should include a detailed description of the project design, data, and methods; a full presentation of scientific findings, placed in the context of existing literature; a thorough discussion of the implications of the project findings for criminal justice practice and policy in the United States; etc. It must contain an abstract of no more than 600 words and an executive summary of 2,500 to 4,000 words.

A draft of the final report, abstract, and executive summary must be submitted 90 days before the end date of the grant. The draft final report will be peer reviewed upon submission. The reviews will be forwarded to the principal investigator with suggestions for revisions. The author must then submit the revised final report, abstract, and executive summary by the end date of the grant. The abstract, executive summary, and final report must be submitted in electronic format.

**Interim reports:** Grantees must submit quarterly financial reports, semi-annual progress reports, a final progress report, and, if applicable, an annual audit report in accordance with Office of Management and Budget Circular A–133. Future awards and fund drawdowns may be withheld if reports are delinquent.

**Data sets:** NIJ requires submission of all data sets (original, intermediate, and final) produced or collected for the funded project, and any artifact associated with the project data. Included with the final sets of data should be the plan outlined in the Data Archiving Plan section of the proposal.

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

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

# Application Checklist

## Building and Enhancing Criminal Justice Researcher-Practitioner Partnerships

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

### What an Application Should Include:

- \_\_\_\_\_ Application for Federal Assistance (SF-424) (see page 11)
- \_\_\_\_\_ Program Narrative (see page 11)
- \_\_\_\_\_ Appendices to the Program Narrative (see page 13)
  - \_\_\_\_\_ Bibliography/references
  - \_\_\_\_\_ Any tools/instruments, questionnaires, tables/charts/graphs, or maps pertaining to the proposed study
  - \_\_\_\_\_ Curriculum vitae, resumes or biographical sketches of key personnel
  - \_\_\_\_\_ Project timeline and research calendar with expected milestones
  - \_\_\_\_\_ Research independence and integrity
  - \_\_\_\_\_ Human Subjects Protection paperwork
  - \_\_\_\_\_ Privacy Certificate
  - \_\_\_\_\_ List of previous and current NIJ awards to applicant organization and investigator(s)
  - \_\_\_\_\_ Letters of cooperation/support from any organization(s) collaborating in the project
  - \_\_\_\_\_ Signed written agreement between the research- and practice-based organization, if Area 2 is selected (see page 5)
  - \_\_\_\_\_ List of other agencies, organizations, or funding sources to which this proposal has been submitted (if applicable)
  - \_\_\_\_\_ Data Archiving Plan
- \_\_\_\_\_ Budget Detail Worksheet (see page 14)
- \_\_\_\_\_ Budget Narrative (see page 15)
- \_\_\_\_\_ Disclosure of Lobbying Activities (SF-LLL) (see page 10)
- \_\_\_\_\_ Indirect Cost Rate Agreement (if applicable) (see page 15)
- \_\_\_\_\_ Tribal Authorizing Resolution (if applicable) (see page 15)
- \_\_\_\_\_ Other Standard Forms as applicable (see page 16), including:
  - \_\_\_\_\_ Accounting System and Financial Capability Questionnaire (if applicable)