

Notices regarding the solicitation “NIJ FY23 Graduate Research Fellowship”

March 9, 2023: The [transcript and presentation](#) from a webinar discussing this opportunity are available for review.

The original funding opportunity document begins on the next page.

U.S. Department of Justice
Office of Justice Programs
National Institute of Justice



NIJ FY23 Graduate Research Fellowship

Assistance Listing Number # 16.560

Grants.gov Opportunity Number: O-NIJ-2023-171521

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Step 1: Application Grants.gov Deadline: April 25, 2023 11:59 PM ET

Step 2: Application JustGrants Deadline: May 02, 2023 8:59 PM ET

Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [National Institute of Justice](#) (NIJ) seeks applications for funding doctoral dissertation research that is relevant to preventing and controlling crime, and ensuring the fair and impartial administration of criminal and/or juvenile justice in the United States. This program furthers the DOJ's mission by increasing the pool of researchers who are engaged in providing science-based solutions to problems relevant to criminal and juvenile justice policy and practice in the United States.

This solicitation incorporates guidance provided in the [OJP Grant Application Resource Guide](#) which provides additional information for applicants to prepare and submit applications to OJP for funding. **If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.**

Solicitation Categories

This solicitation does not include Solicitation Categories.

Eligible Applicants:

Private institutions of higher education, Public and State controlled institutions of higher education

An applicant entity may submit more than one application under this solicitation, but each application must propose sponsoring a different doctoral candidate's dissertation research.

Contact Information

For assistance with the requirements of this solicitation, contact the OJP Response Center at 800-851-3420, 301-240-6310 (TTY for hearing-impaired callers only), or grants@ncjrs.gov. The OJP Response Center operates from 10:00 a.m. to 6:00 p.m. eastern time (ET) Monday–Friday, and 10:00 a.m. to 8:00 p.m. ET on the solicitation close date.

Pre-application Information Session

NIJ will hold a solicitation webinar on February 8, 2023 at 11:00am ET. This call will provide a detailed overview of the solicitation and allow an opportunity for interested applicants to ask questions. Preregistration is required for all participants. Register by clicking on this link <https://ojp.webex.com/ojp/onstage/g.php?MTID=e162022c6ac02bc41cd33b6b351a492b9> and following the instructions. To use the time most efficiently, NIJ encourages participants to review the solicitation and submit any questions they may have in advance and no later than February 6, 2023. Submit your questions to grf@usdoj.gov with the subject as "Questions for GRF Webinar."

Submission Information

Registration: Before submitting an application, all applicants must register with the System for Award Management (SAM). You must renew and validate your registration every 12 months. If you do not renew your SAM registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Registration and renewal can take up to 10 business days to complete.

Submission: Applications must be submitted to DOJ electronically through a two-step process via Grants.gov and JustGrants.

Step 1: The applicant must submit by the Grants.gov deadline the required **Application for Federal Assistance standard form (SF-424)** and a **Disclosure of Lobbying Activities (SF-LLL)** form when they register in Grants.gov at <https://www.grants.gov/web/grants/register.html>. **Submit the SF-424 and SF-LLL as early as possible, but no later than 48 hours before the Grants.gov deadline. If an applicant fails to submit in Grants.gov, they will be unable to apply in JustGrants.**

For technical assistance with submitting the SF-424 and a SF-LLL in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, Grants.gov Customer Support, or support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

Step 2: The applicant must submit the **full application**, including attachments, in JustGrants at JustGrants.Support@usdoj.gov by the JustGrants application deadline.

For technical assistance with submitting the **full application** in JustGrants, contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov. The JustGrants Service Desk operates 7 a.m. to 9 p.m. ET Monday–Friday and 9 a.m. to 5 p.m. ET on Saturday, Sunday, and Federal holidays.

OJP encourages applicants to review the "[How To Apply](#)" section in the [OJP Grant Application Resource Guide](#) and the [JustGrants website](#) for more information, resources, and training. Applicants should maintain all receipts and confirmations received from SAM.gov, Grants.gov, JustGrants systems.

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Program Description

Overview

OJP is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

The Graduate Research Fellowship (GRF) program provides grants to accredited academic institutions to support outstanding doctoral students whose dissertation research is relevant to criminal and/or juvenile justice. Applicant academic institutions are eligible to apply only if:

1. The student is currently enrolled in a Ph.D. program in the sciences or engineering.
2. The student's proposed dissertation research has demonstrable relevance to preventing and controlling crime, and/or ensuring the fair and impartial administration of criminal and/or juvenile justice, in the United States.

NIJ will give special consideration to proposals with methods that include meaningful engagement with the people with lived experience of the subject of study, including but not limited to, justice practitioners, community members, crime victims, service providers and individuals who have experienced justice system involvement. Where applicable, NIJ also seeks proposals that include consideration and measurement of the issues of diversity, discrimination, and bias across age, gender and gender identity, race, ethnicity, religion, and sexual orientation.

Statutory Authority

Department of Justice Appropriations Act, 2023 (Pub. L. No. 117-328, 136 Stat. 4459, 4538-4539 and 4542-4543); Juvenile Justice and Delinquency Prevention Act of 1974 (section 221); 28 U.S.C. 530C.

Specific Information

Degree-granting academic institutions are encouraged to sponsor outstanding and promising doctoral students whose dissertation research has direct implications for preventing and controlling crime, and/or ensuring the fair and impartial administration of criminal and/or juvenile justice, in the United States.

In prior years, NIJ posted separate solicitations for applicants in the social and behavioral sciences (GRF-SBS) and for those in science, technology, engineering, and mathematics fields (GRF-STEM). **All eligible applicants are now invited to apply under this single funding opportunity (GRF), without distinction between SBS and STEM.** NIJ anticipates continued support for graduate research from all branches of the sciences, and invites applications from eligible applicants regardless of degree program. Proposals will continue to be reviewed by panels of experts appropriate to the field of study. **Clearly indicating the student's degree program on the proposal narrative cover page will facilitate assignment to appropriate reviewers.**

To learn more about the program, including answers to Frequently Asked Questions, go to <https://www.nij.ojp.gov/GRF>. Look for information on a webinar scheduled for February 8, 2023. Webinar slides and a transcript will be posted after the event.

Awards are anticipated to be made to successful applicant institutions in the form of grants to cover fellowships for the sponsored doctoral students. Each fellowship provides up to three years of support usable within a five-year period. For each year of support, NIJ provides the degree-granting institution \$40,500 for Salary and Fringe, up to \$12,000 in Cost of Education Allowance, and up to \$3,000 in Research Expenses (see Federal Award Information section). The award will be made for the entire cumulative fellowship amount (up to three years of funding). Although the award is made for the full amount, after the first year, each annual funding increment is withheld pending annual demonstration of continued enrollment and adequate progress towards the degree.

Successful applicants must demonstrate clearly how the proposed dissertation research will advance criminal and/or juvenile justice practice and/or policy in the United States. Applicants contemplating research relevant to the forensic sciences may consider the problem areas highlighted by [NIJ's Forensic Science Technology Working Group \(TWG\)](#), which identifies current technology challenges encountered in operational forensic science laboratories, as well as [NIJ's Forensic Science Strategic Research Plan](#). Additional research needs of the forensic science community can be found at the [Organization of Scientific Area Committees \(OSAC\) website](#).

Applicants contemplating research on topics relevant to the other sciences, mathematics, or engineering in the areas of criminal or juvenile justice, victimization, or victims services, may consider the information provided here: [Search | National Institute of Justice \(ojp.gov\)](#).

Although the above priorities are provided as possible focus areas for proposed research, they should not be considered as limiting the range of eligible research. All eligible applicants proposing research with demonstrated relevance to criminal and/or juvenile justice practice and/or policy in the United States are invited to apply.

Applicant Information

The applicant under this solicitation will be a degree-granting academic institution in the United States or its territories. To be eligible, the academic institution of record must be fully accredited by one of the regional institutional accreditation agencies recognized by the U.S. Secretary of Education. An applicant institution sponsoring a doctoral student is eligible to apply only if the doctoral student satisfies the [Doctoral Student Eligibility Requirements](#).

Applications from students who apply as individuals will be removed from consideration.

The academic institution's institution-wide research office (e.g., office of sponsored research) must submit an application electronically. The applicant institution must demonstrate that the sponsored graduate student is enrolled in a qualifying doctoral degree program at the time of application. This should take the form of a document from the Office of the Registrar, or an equivalent university- or college-wide office with the authority to verify status. A transcript may be accepted if it clearly indicates the student's current full-time enrollment in the qualifying doctoral degree program.

Doctoral Student Eligibility Requirements

The graduate student must:

1. Be currently enrolled full-time in a doctoral degree program in the sciences or engineering at the eligible academic institution.
2. Propose a dissertation research topic that is relevant to addressing the challenges of crime, and/or the fair and impartial administration of criminal and/or juvenile justice, in the United

States.

The doctoral student need not have a dissertation committee at the time the application is submitted, nor is it necessary for the student's dissertation topic to have been accepted by the committee. However, if the application is selected for award, grant funds will be withheld until the applicant academic institution submits proof that the student's dissertation topic has been accepted by the committee, and that it is substantively the same as that proposed in the application.

If the doctoral student has an approved topic at the time of application, then it should be noted in a statement of support from the doctoral student's dissertation committee chair (see [Dissertation Committee Chair Requirements](#)).

If the doctoral student does not yet have a dissertation committee, or the dissertation topic has not yet been approved at the time of application, then the expected dates by which the doctoral student will meet these requirements should be indicated in the project timeline (see "Project Timeline and Expected Milestones" under [Additional Application Components](#)). In addition, the doctoral student's faculty advisor, department chair, departmental director of graduate studies, or an individual with similar responsibilities, must submit a statement of support at the time of application. That statement of support should generally follow the outline provided below for the statement of support from the dissertation committee chair, including all relevant elements.

Even though an award may be made, access to award funds will be withheld until the required documentation is received and approved by NIJ. NIJ anticipates that award notifications will be made on or before September 30, 2023. The applicant academic institution and the doctoral student are cautioned not to anticipate the availability of fellowship funds for meeting any necessary or required expenses until the requirements stipulated above have been met in full. Awarded applicants may receive fellowship funding only while the student is actively enrolled in the doctoral degree program and is carrying out research for the dissertation identified in the applicant's funding application.

Dissertation Committee Chair Requirements

Although a fellowship may be awarded based on consideration of a letter of support from the faculty advisor, department chair, departmental director of graduate studies, or individual with similar responsibilities, NIJ must receive a signed statement of support from the sponsored student's dissertation committee chair prior to authorizing the disbursement of award funds. If the dissertation committee has accepted the student's topic at the time of application, that statement of support must be submitted as part of the application. If the topic has not been accepted by the time of application, it must be submitted as soon as is reasonable after the topic has been approved. The approved dissertation topic must remain substantively similar to that initially proposed.

The statement of support should:

- Evaluate the student's proposed project.
- Describe the current status of the proposed work.
- Outline any pending work — academic or otherwise — toward completion of the degree.
- Comment on the student's potential to complete the dissertation.
- Describe the committee chair's role in monitoring the project, and verify that the committee chair will review and approve all performance reports prior to submission to NIJ.

An application that does not include the statement of support from (1) the dissertation committee chair or (2) the doctoral student's faculty advisor, department chair, departmental

director of graduate studies, or individual with similar responsibilities, will be removed from consideration.

For information on application elements designated as critical by NIJ under this solicitation, see [Application and Submission Information](#).

Evaluation Research

If an application includes an evaluation research component (or consists entirely of evaluation research), the application is expected to propose the most rigorous evaluation design appropriate for the research questions to be addressed. If the primary purpose of the evaluation is to determine the effectiveness or impact of an intervention (e.g., program, practice, or policy), the most rigorous evaluation designs may include random selection and assignment of participants (or other appropriate units of analysis) to experimental and control conditions. In cases where randomization is not feasible, applicants should propose a strong quasi-experimental design that can address the risk of selection bias.

Applications that propose evaluation research should also include an implementation evaluation component to ensure that implementation fidelity metrics are collected and analyzed. Applicants are encouraged to propose research methods that give interim feedback on implementation fidelity to enable program providers to make ongoing improvements in program delivery.

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity through discussion of potential risks (if any) to independence and integrity, and appropriate safeguards, as required.

NIJ also encourages applicants to consider the feasibility of including a cost/benefit analysis. In cases where evaluations find that interventions have produced the intended benefit, cost/benefit analysis provides valuable and practical information for practitioners and policymakers that aids decision-making. Evaluation research projects may also address a wide range of research questions beyond those focused on the effectiveness or impact of an intervention. Different research designs may be more appropriate for different research questions and at different stages of program development. The intervention strategies, setting, other contextual factors, and resources should be considered when selecting an evaluation design.

In all cases, applications are expected to propose the most rigorous evaluation design appropriate for the research questions to be addressed. Applicants are encouraged to review evidence-rating criteria at <https://crimesolutions.ojp.gov/about/how-we-review-and-rate-program-start-finish> for further information on high-quality evaluation design elements.

Goals, Objectives, and Deliverables

Goals

The ultimate goal of this program is to increase the pool of researchers who are engaged in providing solutions to problems relevant to criminal and/or juvenile justice policy and practice in the United States. Through the GRF program, NIJ supports the research of promising doctoral students as they train to become the creators of future innovation. This is consistent with the following national research and development (R&D) priorities:

- [STEM Education and Engagement](#)

The training of the American workforce, a critical component of maintaining American

competitiveness, is a national priority. This program supports the training of young scientists capable of meeting future science and technology workforce demands. NIJ's GRF program seeks to engage these emerging researchers to help meet the needs of America's criminal and/or juvenile justice practitioners, while simultaneously developing their skills to contribute broadly to America's research and development enterprise.

Objectives

The objective of this solicitation is to support Ph.D. students who are engaged in research relevant to NIJ's mission to the successful completion of their degree programs. The fellowship stipend, cost of education allowance, and research expenses allowance are intended to provide the financial resources to allow these students to devote maximum effort to the completion of their degrees.

Deliverables and Expected Scholarly Products

Recipients of awards made under this solicitation will be required to submit annual and final performance reports, and quarterly financial reports, to NIJ by specified deadlines (see [Federal Award Administration Information](#) section). The final deliverables for awards under this solicitation are:

- A copy of the doctoral student's defended dissertation.
- A list of scholarly products resulting from the dissertation research, as well as products developed for broad dissemination to informal audiences.

Such scholarly products may take the form of peer-reviewed journal articles, indexed conference abstracts, book chapters or books in the academic press, technological prototypes, software, patented inventions, or similar scientific products. Products developed for broad dissemination to informal audiences may take the form of websites, webinars, podcasts, informational documents, online tools, or other similar products.

NIJ may forward the dissertation for public archiving or abstracting at the [National Criminal Justice Reference Service \(NCJRS\) Virtual Library](#). Any request for an embargo period on public archiving of the full text dissertation, or for abstracting only with a link to a full-text resource (such as a dissertation repository), must be made to the grant manager at the time of dissertation submission.

GRF fellows are encouraged, but are not required, to archive their dissertation data in venues appropriate to their scientific communities. Applicants are encouraged to review [NIJ's Data Archiving page](#) for information on archiving study datasets and appropriate data repositories, including the NIJ funded [National Archive of Criminal Justice Data](#).

The goals, objectives, and deliverables are directly related to the performance measures that show the completed work's results, as discussed in the "Application and Submission Information" section.

Priority Areas

NIJ will give special consideration in award decisions to proposals from Minority Serving Institutions (MSIs).

MSIs include:

- Historically Black Colleges and Universities (HBCU)
- Hispanic-serving Institutions (HSI)
- Tribal Colleges and Universities (TCU)
- Alaska Native-serving Institutions or Native Hawaiian-serving Institutions (ANNH)

- Predominantly Black Institutions (PBI)
- Asian American and Native American Pacific Islander-serving Institutions (AANAPISI)
- Native American-serving Non-Tribal Institutions (NASNTI)

Whether an institution is an MSI is based on the original purpose of its establishment or its current enrollment thresholds and is designated as such by the federal government for various purposes under specific statutes. For more information, please see the U.S. Department of Education's [definitions](#) and [lists of institutions](#). (The lists are provided for reference purposes only; MSI status is not an eligibility criterion for this solicitation.)

Note: Addressing this priority area is one of many factors that NIJ considers in making funding decisions. Receiving priority consideration for this priority area does not guarantee an award.

Federal Award Information

Solicitation Categories

This solicitation does not include Solicitation Categories.

Awards, Amounts and Durations

Anticipated Number of Awards

20

Anticipated Maximum Dollar Amount of Awards

\$166,500.00

Period of Performance Start Date

1/1/24

Period of Performance Duration (Months)

60

Anticipated Total Amount to be Awarded Under Solicitation

\$2,500,000.00

Availability of Funds

This solicitation, and awards under this solicitation, are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by the agency or by law. In addition, nothing in this solicitation is intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

Type of Award

NIJ expects to make awards under this solicitation as grants. See the "Administrative, National Policy, and Other Legal Requirements" section of the [OJP Grant Application Resource Guide](#) for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants.

Financial Management and System Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the [OJP Grant Application](#)

[Resource Guide](#) for additional information.

Budget Information

The applicant's budget should reflect the entire proposed project timeline of up to three years of funding, in discrete 12-month increments. The Application for Federal Assistance (SF-424) should reflect the cumulative funding request.

Each year of support includes:

1. \$40,500 Salary and Fringe Benefits.
2. Up to \$12,000 Cost of Education Allowance.
3. Up to \$3,000 Research Expenses.

The \$40,500 Salary and Fringe Benefits budget category may include fringe benefits (if applicable) and health insurance, at the applicant institution's discretion. Where possible, in accordance with institutional policy, academic institutions should account for the full amount of \$40,500 when justifying the personnel expenses of the doctoral student. The Salary and Fringe category may not include support for any person other than the doctoral student.

The \$12,000 Cost of Education Allowance may include any combination of the doctoral student's tuition, student fees, or university administrative or indirect costs. If the university elects not to use the entire \$12,000 Cost of Education Allowance for tuition, fees, or administrative or indirect costs, the remaining portion may be used to supplement allowable expenses under the Research Expenses category.

The \$3,000 Research Expenses category may include research supplies, instrumental user facility time, incentives for human subjects participation, undergraduate research assistants, data collection site travel, conference travel, or professional society membership fees, among other allowable expenses during the award period of performance.

All travel should be relevant, reasonable, and justified. As the goal of the GRF program is to support the development of new scholars, some conference travel early in the project period to attend and observe, rather than present original research, may be acceptable. International travel requires additional justification and prior approval.

What will not be funded:

- Applications primarily to purchase equipment, materials, or supplies, or to provide direct services. (A budget may include these items if they are necessary to conduct research, development, demonstration, evaluation, or analysis.)
- Applications for dissertation research by doctoral students who are not pursuing research relevant to crime, and/or the fair and impartial administration of criminal and/or juvenile justice, in the United States.
- Applications that are not responsive to the purposes of this specific solicitation.

Cost Sharing or Matching Requirement

This solicitation does not require a match.

Pre-agreement Costs (also known as Pre-award Costs)

See the [OJP Grant Application Resource Guide](#) for information on pre-agreement costs (also known as pre-award costs).

Limitation on Use of Award Funds for Employee Compensation: Waiver

See the [OJP Grant Application Resource Guide](#) for information on the Limitation on Use of Award Funds for Employee Compensation; Waiver.

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

See the [OJP Grant Application Resource Guide](#) for information on Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs.

Costs Associated with Language Assistance (if applicable)

See the [OJP Grant Application Resource Guide](#) for information on Costs Associated with Language Assistance.

Fellowship Terms

Each fellowship award will be for the entire fellowship term, as requested — up to a 60-month (five year) project period. The amount requested may not exceed three years of funding (\$166,500 maximum). Although the full amount is awarded up front, after the first year each annual funding increment is withheld pending receipt and approval by NIJ of:

1. Continued active enrollment in the doctoral degree program.
2. Verification (in the form of a signed letter from the dissertation committee chair) that the doctoral student is actively carrying out research and is making satisfactory progress toward the dissertation topic originally proposed (or substantively similar to that originally proposed).

In general, award funding may be received only while the fellow is actively enrolled in the initially identified doctoral degree program and actively carrying out research toward their dissertation. Nevertheless, NIJ recognizes that maintaining career-life balance may sometimes require the temporary suspension of active research. Should such circumstances arise, including child birth, adoption, dependent care, elder care, and serious illness, the NIJ grant manager should be notified with a request approved by the university's authorized representative. Award funds may be temporarily suspended, and the award period extended at no cost, at the discretion of NIJ. Dependent care expenses or paid time off for dependent care responsibilities may be chargeable to the award only under fringe benefits or indirect cost categories, and only in accordance with university institutional policy, submitted for review and approval by the NIJ grant manager. Direct cost charges for salary or dependent care expenses are generally not permitted while the fellowship is temporarily suspended.

Fellowship funds may be used to support only the student who was the subject of the initially reviewed and awarded application and are not transferable to any other student.

Students do not directly receive awards. The academic institution, as the grant recipient, will be responsible for, among other things, the administration of grant funds and for distributing payments to the fellowship recipient. When an award becomes active, it is expected that the academic

institution will draw down funds based on immediate disbursement/reimbursement requirements. Funds should not be paid to the doctoral student in a lump sum, but rather should be disbursed over time as project costs are anticipated or incurred. Recipients should time their drawdown requests to ensure that federal cash-on-hand is the minimum needed for disbursements/reimbursements to be made immediately, or within 10 days.

To allow time for (among other things) any necessary post-award review and financial clearance of the proposed budget, and for any associated responses or other action(s) that may be required of the recipient, applicants should propose an award start date of January 1, 2024. Although NIJ anticipates that funds awarded under this solicitation will be made available on January 1, 2024, the applicant academic institution and doctoral student are cautioned not to anticipate the availability of funds for meeting any necessary or required expenses for the 2024 Winter Quarter or Spring Semester until the requirements stipulated under Doctoral Student Eligibility Requirements have been met in full.

Eligibility Information

For eligibility information, see the solicitation cover page.

For information on cost sharing or match requirements, see the "Federal Award Information" section.

Eligible applicants are degree-granting academic institutions in the United States and its territories. To be eligible, the institution must be fully accredited by one of the regional institutional accreditation agencies recognized by the U.S. Secretary of Education. Under this solicitation, the applicant institution must apply as the sponsoring institution for the doctoral candidate conducting dissertation research relevant to NIJ's criminal and/or juvenile justice mission.

Foreign governments, foreign organizations, and foreign colleges and universities are not eligible to apply.

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

Application and Submission Information

Content of Application Submission

The following application elements **must** be included in the application to meet the basic minimum requirements to advance to peer review and receive consideration for funding:

1. Proposal Narrative
2. Budget Web-Based Form (The web-based form includes the budget details and the budget narrative.)
3. Verification of Current Enrollment in a qualifying degree program.
4. Undergraduate and Graduate Transcripts (official or unofficial).
5. Statement of Support from the dissertation committee chair (or, if the student does not yet have a committee, the student's faculty advisor, department chair, departmental director of graduate studies, or an individual with similar responsibilities).
6. Curriculum Vitae, Resumes or Biosketches for Key Personnel. (For purposes of this solicitation, "key personnel" means the student and the person providing the Statement of

Support.)

If NIJ determines that an application does not include these elements, it will neither proceed to peer review, nor receive further consideration.

Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov

The SF-424 must be submitted in Grants.gov. It is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. See the [OJP Grant Application Resource Guide](#) for additional information on completing the SF-424.

In Section 8F of the SF-424, please include the name and contact information of the individual **who will complete the application in JustGrants**. JustGrants will use this information (*email address*) to assign the application to this user in JustGrants.

Intergovernmental Review: This solicitation (“funding opportunity”) **is not** subject to [Executive Order \(E.O.\) 12372](#). In completing the SF-424, an applicant is to answer question 19 by selecting “Program is not covered by E.O. 12372.”

Standard Applicant Information (JustGrants 424 and General Agency Information)

The “Standard Applicant Information” section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. The applicant will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, the applicant will need to add ZIP codes for areas affected by the project; confirm their Authorized Representative; and verify and confirm the organization’s unique entity identifier, legal name, and address.

Proposal Abstract

A Proposal Abstract (no more than 400 words) summarizing the proposed project—including its purpose, primary activities, and expected outcomes — must be completed in the JustGrants web-based form. This abstract should be in paragraph form without bullets or tables, written in the third person, and exclude personally identifiable information. Abstracts will be made publicly available on the OJP and USASpending.gov websites if the project is awarded. See the [OJP Grant Application Resource Guide](#) for an example of a proposal abstract.

Proposal Narrative

The Proposal Narrative should be submitted as an attachment in JustGrants. The document should be double-spaced, using a standard 12-point font; have no less than 1-inch margins; and should not exceed 12 numbered pages. If the Proposal Narrative fails to comply with these length restrictions, NIJ may consider such noncompliance in peer review and in the final award decision.

If included in the main body of the proposal narrative, any tables, charts, figures, and other illustrations do count toward the 12-page limit. Title page, resubmit response (if applicable), table of contents, and any appendices do not count toward the page limit.

The proposal narrative is expected to be the intellectual product of the student. Although the involvement of graduate advisors and others is encouraged in the development of research ideas and in the revision of drafts, the student should be the primary author of the research proposal.

The Proposal Narrative should include the following sections:

a. Title Page (not counted against the proposal narrative page limit)

The title page should include:

- Project title.
- Submission date.
- Funding opportunity number.
- Name and contact information (address, telephone number, and e-mail address) for the sponsored doctoral student
- Unique author identifier (e.g., ORCID, ResearcherID, Scopus Author ID), if available.
- Name of the enrolled doctoral program (degree field).
- Key words.

b. Resubmit Response (if applicable) (not counted against the proposal narrative page limit.)

If an applicant is resubmitting an application 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 application, and (2) a brief summary of revisions to the application, including responses to previous feedback received from NIJ.

c. Table of Contents and Figures (not counted against the proposal narrative page limit)

d. Main Body

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

1. Statement of the Problem and Research Questions

The statement of the problem should address the need for research in the area of study. Applicants should discuss current gaps in data, research, and knowledge. As part of this discussion, applicants should present a review of previous literature and discuss previous research related to these problems.

This section should also identify the proposed research questions and discuss the purpose, goals, and objectives of the proposed project. The relevance of the proposed research to criminal and/or juvenile justice in the United States should be clearly articulated, as well as the potential significance of the proposed research to the particular field of study.

Discussion of potential risk or harm (if applicable)

Applicants should discuss potential risks and harms to individuals or groups associated with the use and/or misuse of any practice or technology proposed as a part of the research and evaluation, as well as any ethical considerations that may factor into its use. In addition, applicants should be aware of all relevant statutes, regulations, and/or governing judicial decisions (e.g., established case law, prevailing court rulings) related to the practice or technology's proposed use. Any limitations that may impede the lawful use or implementation of any practice or technology proposed should be described, and a realistic approach to mitigate such limitations in the context of the proposed research should be discussed.

2. Project Design and Implementation

Applicants should provide a detailed description of the methods to be used to address the

research questions. Applicants should describe the data acquisition methodology in detail, and demonstrate the validity and relevance of the data to be collected. Applicants should justify the methods of data analysis planned, address the feasibility of the project overall, speculate on potential challenges that may arise, and discuss plans to mitigate difficulties that may be encountered.

This section should include a discussion of the deliverables, including planned scholarly products and a plan for dissemination to appropriate audiences. Applicants should also identify plans, if appropriate, to make the results available to interested criminal and/or juvenile justice practitioners and the broader public in a form that is readily accessible and useful to them.

3. Capabilities and Competencies

This section should describe the experience and capability of the doctoral student, the research advisor or committee chair (if applicable), and the academic environment, highlighting previous experience implementing similar research. Applicants should address:

- The preparation and qualifications of the doctoral student.
- The academic environment and supporting resources.
- Experience producing and disseminating research deliverables (publications and presentations).

Applicants should also outline a management plan. This should identify the people involved in the execution of the project, their specific roles, and any framework to be used for ensuring that their tasks are fulfilled.

Additionally, applicants should include, if applicable, a description contextualizing the proposed doctoral work relative to, or within, any other work being conducted under an existing NIJ award, which must be specifically identified.

Note: An applicant is **not** required to submit performance data with the application. Rather, performance measure information is included as a notification that award recipients will be required to submit performance data as part of each award's reporting requirements. Some measures are presented as examples, while others are the exact measures that every recipient will be expected to address.

OJP will require each award recipient to submit regular performance data that show the project's progress. The performance data directly relate to the goals, objectives, and deliverables identified in the "Goals, Objectives, and Deliverables" section.

A list of performance measure questions for this program can be found in the 'Performance Measures' section below.

Applicants can also visit OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

NIJ will require award recipients to submit performance measure data in quarterly financial reports, annual performance reports, and a final performance report in JustGrants. NIJ will provide further guidance on the post-award submission process, if the applicant is selected for award.

Budget and Associated Documentation

Budget Worksheet and Budget Narrative (Web-based Form)

The applicant will complete the JustGrants web-based budget form. For additional information, see the [OJP Grant Application Resource Guide](#) and the [Complete the Application in JustGrants – Budget](#) training.

The following are sample budget narrative descriptions of relevant cost items that might be used by an applicant:

Salaries and Wages — Personnel

The Principal Investigator (i.e., the doctoral student), Mr./Ms. xxx, will devote xxx summer months and xxx academic months per year toward the project. One summer month effort is equivalent to xxx hours. One academic month's effort is equivalent to xxx hours. Therefore, the salary paid to Mr./Ms. xxx in each academic month will be xxx, and in each summer month will be xxx. (Note that if a stipend will be allocated in equal disbursements each month, please provide such a description with the corresponding monthly breakdown.)

The fringe benefit rate during the academic year for the graduate student is ____%. The summer fringe benefit rate is ____%. The benefits included in this rate cover _____.

Travel

Attendance at the xxx Annual Meeting will provide an opportunity to disseminate the results of my work within the relevant academic community. The meeting will be held in xxx. The expected lodging rate is \$xxx, based on xxx source, for a total of xxx nights (\$xxx total). The meal allowance is \$xxx per day, based on xxx source. (Note that whether the appropriate source is the [federal per diem rate](#) or a lower rate stipulated by the academic institution, is at the institution's discretion.) The expected transportation cost is \$xxx, based on xxx source. Other anticipated costs include an anticipated baggage fee of \$xx. The total requested funding for this travel event is \$xxx.

The following paragraph (on "Cofunding") expressly modifies the "Cost Sharing or Matching Requirement" provisions in the OJP Grant Application Resource Guide. The applicant is to follow the guidance in the following paragraph instead of the guidance stated under the "Cost Sharing or Matching Requirement" heading in the OJP Grant Application Resource Guide.

Cofunding: An award 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.

For additional match information, see the "Cost Sharing or Match Requirement" section under Federal Award Information.

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 Costs (also known as Pre-award Costs)

See the section on Costs Requiring Prior Approval in the [DOJ Grants Financial Guide Post Award Requirements](#) for more information.

Indirect Cost Rate Agreement (if applicable)

If applicable, the applicant will upload their indirect cost rate agreement as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for more information on indirect costs.

Consultant Rate

See the [DOJ Grants Financial Guide](#) for information on the consultant rates which require prior approval from OJP.

Employee Compensation Waiver

See the [OJP Grant Application Resource Guide](#) for information on the Limitation on Use of Award Funds for Employee Compensation for Awards over \$250,000; Waiver.

Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)

The applicant will download the questionnaire, complete it, and upload it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for the link to the questionnaire and additional information.

Disclosure of Process Related to Executive Compensation

This solicitation expressly modifies the OJP Grant Application Resource Guide by not incorporating its "Disclosure of Process Related to Executive Compensation" provisions. Applicants to this solicitation are not required to provide this disclosure.

Additional Application Components

The applicant will attach the additional requested documentation in JustGrants.

Letters of Support

Letters of cooperation/support or administrative agreements from organizations collaborating in the project, such as law enforcement and correctional agencies (if applicable).

Research and Evaluation Independence and Integrity Statement

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. The applicant will upload documentation of its research and evaluation independence and integrity as an attachment in JustGrants. For additional information, see the [OJP Grant Application Resource Guide](#).

Bibliography/reference

Provide a bibliography of any references cited in the Proposal Narrative.

Any tools/instruments, questionnaires, tables/chart/graphs, or maps

Any tables/charts/graphs, questionnaires, or maps pertaining to the proposed project that are supplemental to such items included in the main body of the narrative. (Tables, charts, graphs, or other relevant illustrations that are essential for comprehension of the project design should be included in the main body of the narrative.)

List of Individuals in the Application

To assist OJP in assessing actual or apparent conflicts of interest (including such conflicts on the part of prospective reviewers of the application), provide a complete list of the individuals named or otherwise identified anywhere in the application (including in the budget or in any other attachment) who will or may work (or advise or consult) on the proposed project. This should include the student and the student's dissertation committee (if known). The dissertation chair should be clearly identified.

Applicants should use the "[Proposed Project Staff, Affiliation, and Roles](#)" form available on the NIJ webpage to prepare this list.

Human Subjects Protection

Human Subjects Protection paperwork as a separate attachment (documentation and forms related to Institutional Review Board [IRB] review). See <https://nij.ojp.gov/funding/human-subjects-protection>. **Note:** Final IRB approval is not required at the time an application is submitted.

Privacy Certificate

Privacy Certificate as a separate file (for further guidance go to <https://nij.ojp.gov/funding/confidentiality-and-privacy-protections> and <https://nij.ojp.gov/funding/model-privacy-certificate>).

Request to Use Incentives or Stipends

Applicants proposing to use incentives or stipends payments as part of their research project design, must submit an incentive or stipend approval request, as a separate document, according to the requirements set forth at <https://nij.ojp.gov/funding/participant-support-costs-and-incentives-social-science-research>.

Verification of Current Enrollment

Verification of full-time enrollment in a qualifying doctoral program at the time of application (CRITICAL COMPONENT).

Undergraduate and Graduate Transcripts

Undergraduate and graduate transcripts, official or unofficial (CRITICAL COMPONENT).

Statement of Support

Statement of support from the dissertation committee chair or the doctoral student's faculty advisor, department chair, departmental director of graduate studies, or individual with similar

responsibilities, as applicable (CRITICAL COMPONENT).

Curriculum Vitae, Resumes, or Biosketches

Curriculum vitae, resumes, or biosketches for the student and the person providing the Statement of Support (CRITICAL COMPONENT). NIJ encourages use of the SciENCv standard format biosketch (<https://www.ncbi.nlm.nih.gov/sciencv/>).

Personal Statement

Personal statement from the student discussing their academic background, research experience, career goals, and the anticipated role of the fellowship in their professional trajectory, not to exceed two pages.

Project Timeline and Expected Milestones

The timeline should include details about student progress milestones, including, but not limited to: the date by which the student is expected to advance to candidacy (if applicable), any major dates in the dissemination plan, the writing of the dissertation, and an expected dissertation defense date. Any steps that are specifically required by the sponsoring institution for successful completion of the doctoral degree should be clearly noted. The project timeline should also allow for time to complete edits to the dissertation manuscript and for submission of the final dissertation to NIJ.

Current and Pending (Other) Support

List of other agencies, organizations, or funding sources to which this application has been submitted, including, but not limited to, other fellowships which the doctoral student has received, and the dates during which those fellowships will be active (if applicable).

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities

Complete and submit the SF-LLL in Grants.gov. Once the applicant submits in Grants.gov, this information will pre-pend into JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

DOJ Certified Standard Assurances

Review and accept the DOJ Certified Standard Assurances in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

Applicant Disclosure of Duplication in Cost Items

Complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [OJP Grant Application Resource Guide](#) for additional information.

DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

Review and accept the DOJ Certified Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing. See the [OJP Grant Application Resource Guide](#) for additional information.

Applicant Disclosure and Justification - DOJ High Risk Grantees

If applicable, submit the DOJ High Risk Disclosure and Justification as an attachment in JustGrants. A DOJ High Risk Grantee is an award recipient that has received a DOJ High Risk designation based on a documented history of unsatisfactory performance; financial instability; management system or other internal control deficiencies; noncompliance with award terms and conditions on prior awards or is otherwise not responsible. See the [OJP Grant Application Resource Guide](#) for additional information.

How to Apply

Registration: Before submitting an application, all applicants must register with the System for Award Management (SAM). You must renew and validate your registration every 12 months. If you do not renew your SAM registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Registration and renewal can take up to 10 business days to complete.

Submission: Applications must be submitted to DOJ electronically through a two-step process via Grants.gov and JustGrants.

Step 1: After registering with SAM, the applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html> by the Grants.gov deadline. **Submit the SF-424 and SF-LLL as early as possible, but no later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov, they will be unable to apply in JustGrants.

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov) by the JustGrants deadline.

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from DIAMD-NoReply@usdoj.gov with instructions on how to create a JustGrants account. Register the Entity Administrator and the Application Submitter with JustGrants as early as possible but no later than 48-72 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive an emailed link to complete the rest of the application in JustGrants. The Entity Administrator also will need to log into JustGrants to review and invite the applicant's Authorized Representative(s) before an application can be submitted.

Submit the complete application package in JustGrants at least 24 – 48 hours prior to the JustGrants deadline. Some of the application components will be entered directly into JustGrants, and others will require uploading attached documents. Therefore, applicants will need to allow ample time before the JustGrants deadline to prepare each component. Applicants may save their progress in the system and revise the application as needed prior to hitting the Submit button at the end of the application in JustGrants.

For additional information, see the "How to Apply" section in the [OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

Submission Dates and Time

The **SF-424** and the **SF-LLL** must be submitted in Grants.gov by 11:59 p.m. eastern time on April 25, 2023.

The **full application** must be submitted in JustGrants by 8:59 p.m. eastern time on May 2, 2023.

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates with sufficient time to correct any errors and resubmit by the submission deadlines if a rejection

notification is received. To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline. Failure to begin the SAM.gov, Grants.gov, or JustGrants registration process in sufficient time (i.e., waiting until the date identified in this solicitation) is not an acceptable reason for late submission.

Experiencing Unforeseen Technical Issues Preventing Submission of an Application

OJP will only consider requests to submit an application after the deadline when the applicant can document that a technical issue with a government system prevented application submission.

If an applicant misses a deadline due to unforeseen technical issues with SAM.gov, Grants.gov, or JustGrants, the applicant may request a waiver to submit an application after the deadline. However, the waiver request will not be considered unless it includes a tracking number generated when the applicant contacts the applicable service desks to report technical difficulties. Tracking numbers are generated automatically when an applicant emails the applicable service desks; and for this reason applicants are encouraged to email the appropriate service desk, even if they also intend to call the service desk for phone support. Experiencing wait times for phone support does not relieve the applicant of the responsibility of getting a tracking number.

An applicant experiencing technical difficulties must contact the associated service desk indicated below to report the technical issue and receive a tracking number:

- SAM.gov - contact the [SAM Help Desk \(Federal Service Desk\)](#), Monday – Friday from 8 a.m. to 8 p.m. ET at 866-606-8220.
- Grants.gov - contact the [Grants.gov Customer Support Hotline](#), 24 hours a day, 7 days a week, except on federal holidays, at 800-518-4726, 606-545-5035, or support@grants.gov.
- JustGrants - contact the JustGrants Service Desk at JustGrants.Support@usdoj.gov or 833-872-5175, Monday – Friday from 7 a.m. to 9 p.m. ET and Saturday, Sunday, and Federal holidays from 9 a.m. to 5 p.m. ET.

If an applicant has technical issues with SAM.gov or Grants.gov, the applicant must contact the OJP Response Center at grants@ncjrs.gov within **24 hours of the Grants.gov deadline** to request approval to submit after the deadline.

If an applicant has technical issues with JustGrants that prevent application submission by the deadline, the applicant must contact the OJP Response Center at grants@ncjrs.gov within **24 hours of the JustGrants deadline** to request approval to submit after the deadline.

Waiver requests sent to the OJP Response Center must -

- describe the technical difficulties experienced,
- include a timeline of the applicant's submission efforts (e.g., date and time the error occurred, date and time of actions taken to resolve the issue and resubmit; and date and time support representatives responded),
- include an attachment of the complete grant application and all the required documentation and materials,
- include the applicant's Unique Entity Identifier (UEI), and
- include any SAM.gov, Grants.gov, and JustGrants Service Desk tracking numbers documenting the technical issue.

OJP will review each waiver request and the required supporting documentation and notify the applicant whether the request for late submission has been approved or denied. An applicant who does not provide documentation of a technical issue or who does not submit a waiver request within the required time period will be denied.

For more details on the waiver process, OJP encourages applicants to review the “Experiencing Unforeseen Technical Issues” section in the [OJP Grant Application Resource Guide](#).

Application Review Information

Review Criteria

Merit Review Criteria

Applications that meet the basic minimum requirements will be evaluated by peer reviewers on how the proposed project/program addresses the following criteria:

Statement of the Problem and its Significance (30%)

- Clarity of the problem statement and research questions.
- Demonstrated awareness of the state of current research.
- Connection between the problem and the proposed research.
- Demonstrated relevance of the proposed research to criminal and/or juvenile justice in the United States.
- Potential significance of the proposed research to the field of study.

Project Design and Implementation (40%)

- Detailed and complete discussion of proposed research methods.
- Soundness of the research methods and appropriateness to the proposed study.
- Feasibility of the proposed project, awareness of potential pitfalls, and proposed practical solutions.
- Strength of the proposed dissemination plan to produce scholarly products as well as to make summary information available to broader interested audiences, such as criminal and/or juvenile justice practitioners or policymakers.

Capabilities and Competencies (25%)

- Qualifications of the doctoral student, including:
 - a. Undergraduate record
 - b. Graduate coursework completed
 - c. Relevant work and/or research experience
 - d. Leadership roles
 - e. Publication record
- Academic environment and supporting resources of the applicant institution, degree program, and graduate advisor (if applicable).

Budget (5%)

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

- Appropriateness of requested research expenses and related costs to the proposed dissertation research.
- Use of existing resources to conserve costs.

Other Review Criteria/Factors

Other important considerations for NIJ include available funding, geographic diversity, strategic priorities, and the extent to which the Budget Web-Based Form accurately explains project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

Review Process

Applications submitted under this solicitation that meet the basic minimum requirements will be evaluated for technical merit by a peer review panel(s) in accordance with OJP peer review policy and procedures using the review criteria listed above.

OJP screens applications to ensure they meet the basic minimum requirements prior to conducting the peer review. Although specific requirements may vary, the following are common requirements applicable to all OJP solicitations:

- The application must be submitted by an eligible type of applicant.
- The application must request funding within programmatic funding constraints (if applicable).
- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant entity. Among other things to help assess whether an applicant with one or more prior federal awards has a satisfactory record of performance, integrity, and business ethics, OJP checks whether the applicant entity is listed in SAM as excluded from receiving a federal award.

Important Note on FAPIIS: An applicant may review and comment on any information about its organization that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant entity.

All final award decisions will be made by the Director of the National Institute of Justice (NIJ), who may take into account not only peer review ratings and NIJ recommendations, but also other factors as indicated in this section.

Federal Award Administration Information**Federal Award Notices**

Generally, award notifications are made by the end of the current Federal fiscal year, September 30th. See the [OJP Grant Application Resource Guide](#) for information on award notifications and instructions.

Administrative, National Policy, and Other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions and all applicable requirements of federal statutes and regulations, including the applicable requirements referred to in the assurances and certifications executed in connection with award acceptance. For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [OJP Grant Application Resource Guide](#).

Information Technology (IT) Security Clauses

An application in response to this solicitation may require inclusion of information related to information technology security. See the [OJP Grant Application Resource Guide](#) for more information.

General Information about Post-Federal Award Reporting Requirements

In addition to the deliverables described in the “Program Description” section, all award recipients under this solicitation will be required to submit certain reports and data.

Required reports. Award recipients typically must submit quarterly financial reports, annual performance reports, final financial and performance reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.

See the [OJP Grant Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measure data.

Federal Awarding Agency Contact(s)

For questions directed to the Federal Awarding Agency, see OJP Response Center contact information on cover page.

For OJP contact(s), contact information for Grants.gov, and contact information for JustGrants, see the solicitation cover page.

Other Information

Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)

See the [OJP Grant Application Resource Guide](#) for information on the Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a).

Provide Feedback to OJP

See the [OJP Grant Application Resource Guide](#) for information on how to provide feedback to OJP.

Performance Measures

Objective	Performance Measure(s)	Data Recipient Provides
<p>Conduct dissertation research having clear implications for criminal and/or juvenile justice policy and practice in the United States.</p>	<p>Quality of the research as demonstrated by the scholarly products that result in whole or in part from work funded under the NIJ award, such as published, peer-reviewed, scientific journal articles, and/or (as appropriate for the funded project) law review journal articles, book chapter(s) or book(s) in the academic press, technological prototypes, patented inventions, or similar scientific products.</p>	<ol style="list-style-type: none"> 1. A copy of the doctoral student's successfully defended and accepted final dissertation. 2. List of citation(s) to all scholarly products that resulted in whole or in part from work funded under the NIJ award. 3. Quarterly financial reports, annual and final performance reports. If applicable, an annual audit report.

Application Checklist

NIJ FY23 Graduate Research Fellowship

This application checklist has been created as an aid in developing an application. For more information, reference [the OJP Application Submission Steps in the OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

Pre-Application

Before Registering in Grants.gov:

- Acquire or renew your Entity's [System Award Management \(SAM\) Registration Information](#) (see [OJP Grant Application Resource Guide](#))

Register in Grants.gov

- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password (see [OJP Grant Application Resource Guide](#))
- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see [OJP Grant Application Resource Guide](#))

Find the Funding Opportunity

- Search for the funding opportunity in Grants.gov using the opportunity number, assistance listing number, or keyword(s)
- Access the funding opportunity and application package (see Step 7 in the [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting available at <https://www.ojp.gov/funding/financialguidedo/iii-postaward-requirements#6g3y8> (see [OJP Grant Application Resource Guide](#))

Review the Overview of Post-Award Legal Requirements

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2023 Awards](#)" in the [OJP Funding Resource Center](#).

Review the Scope Requirement

- The federal amount requested is within the allowable limit(s) of \$166,500.

Review Eligibility Requirement:

- Review the Eligibility section on the cover page and Eligibility Information section in the solicitation.

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##### **Application Step 1**

Submit the **SF-424** and **SF-LLL** in Grants.gov

- In Section 8F of the SF-424, include the name and contact information of the individual **who will complete the application in JustGrants and the SF-LLL in Grants.gov**

Within 48 hours after the SF-424 and SF-LLL submission in Grants.gov, receive four (4) Grants.gov email notifications:

- a submission receipt
- a validation receipt
- a grantor agency retrieval receipt
- an agency tracking number assignment

If no Grants.gov receipt and validation email is received, or if error notifications are received:

- Contact OJP Response Center at [grants@ncjrs.gov](mailto:grants@ncjrs.gov) or 800-851-3420 or TTY: 301-240-6310 (hearing impaired only) or Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov customer support](#), or [support@grants.gov](mailto:support@grants.gov) regarding technical difficulties (see [OJP Grant Application Resource Guide](#))

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from JustGrants with login instructions.

- Proceed to Application Step 2 and complete application in JustGrants

## **Application Step 2**

Submit the following information in JustGrants:

Application Components

- Standard Applicant information (SF-424 information from Grants.gov)
- Proposal Abstract
- **Proposal Narrative\***

Budget and Associated Documentation

- **Budget Web-Based form\***
- Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
- Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))

Additional Application Components

- Letters of Support
- Research and Evaluation Independence and Integrity Statement
- Bibliography/reference
- Any tools/instruments, questionnaires, tables/chart/graphs, or maps
- List of Individuals in the Application
- Human Subjects Protection
- Privacy Certificate
- Request to Use Incentives or Stipends
- **Verification of Current Enrollment\***
- **Undergraduate and Graduate Transcripts\***

- **Statement of Support\***
- **Curriculum Vitae, Resumes, or Biosketches\***
- Personal Statement
- Project Timeline and Expected Milestones
- Current and Pending (Other) Support
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))

#### Disclosures and Assurances

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (see [OJP Grant Application Resource Guide](#))
- DOJ Certified Standard Assurances (see [OJP Grant Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))

***\*Note: Items designated with an asterisk must be submitted for an application to meet the basic minimum requirements review. If OJP determines that an application does not include these designated items, it will neither proceed to peer review, nor receive further consideration.***

#### Review, Certify and Submit Application in JustGrants

- Any validation errors will immediately display on screen after submission.
- Correct validation errors, if necessary, and then return to the “Certify and Submit” screen to submit the application. Access the [Application Submission Validation Errors Quick Reference Guide](#) for step-by-step instructions to resolve errors prior to submission.
- Once the application is submitted and validated, a confirmation message will appear at the top of the page. Users will also receive a notification in the “bell” alerts confirming submission.

*If no JustGrants application submission confirmation email or validation is received, or if error notification is received:*

- Contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) regarding technical difficulties. See the [OJP Grant Application Resource Guide](#) for additional information.

### **Standard Solicitation Resources**

[OJP Grant Application Resource Guide](#) provides guidance to assist OJP grant applicants in preparing and submitting applications for OJP funding.

[DOJ Grants Financial Guide](#) serves as the primary reference manual to assist award recipients in fulfilling their fiduciary responsibility to safeguard grant funds and to ensure funds are used for the purposes for which they were awarded. It compiles a variety of laws, rules and regulations that affect the financial and administrative management of DOJ awards. This guide serves as a starting point for all award recipients and subrecipients of DOJ grants and cooperative agreements in ensuring the effective day-to-day management of awards.

[JustGrants Resources Website](#) is an entryway into information about JustGrants and the grants management system itself. Through this portal both award recipients and applicants can access training resource and user support options, find frequently asked questions and sign-up for the [JustGrants Update e-newsletter](#).

[JustGrants Application Submission Training Page](#) offers helpful information and resources on the application process. This training page includes e-learning videos, reference guides, checklists and other resources to help applicants complete an application.

[Virtual Q&A Sessions](#) are advertised here and provide opportunities for users to receive topic-specific training, direct technical assistance and support on JustGrants system functionality.