Notices regarding the solicitation "NIJ FY23 Center for Enhancing Research Capacity (CERC) at Minority Serving Institutions (MSIs)"

November 13, 2023: NIJ has posted the [transcript and slide presentation](#) from a webinar discussing this opportunity.

October 17, 2023: The date by which grantees will be expected to have a formal agreement in place with partnering agencies has been changed from January 1, 2024, to September 1, 2024, on pages 7 and 9. The period of performance start date (see page 13) also has been changed from January 1, 2024, to September 1, 2024.

September 18, 2023: The email address on page 2 has been changed to "Cerc.MSI@usdoj.gov."

September 19, 2023: The deadline to submit questions in advance to be answered at the funding webinar has been changed from October 18 to October 13. See page 2.

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 Center for Enhancing Research Capacity (CERC) at Minority Serving Institutions (MSIs)

Assistance Listing Number #   16.560

Grants.gov Opportunity Number: O-NIJ-2023-171879

Solicitation Release Date: September 18, 2023 2:30 PM ET

Step 1: Application Grants.gov Deadline: December 4, 2023 11:59 PM ET

Step 2: Application JustGrants Deadline: December 18, 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 to host the Center to Enhance Research Capacity (CERC) at Minority Serving Institutions (MSIs). This program furthers the DOJ's mission by supporting the development of new knowledge and tools to address the challenges of crime and justice in the United States through fundamental research.

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:
For profit organizations other than small businesses, Independent school districts, Native American tribal governments (Federally recognized), Native American tribal organizations (other than Federally recognized tribal governments), Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education, Nonprofits that

do not have a 501(c)(3) status with the IRS, other than institutions of higher education, Private institutions of higher education, Public and State controlled institutions of higher education, Small businesses, Unrestricted (open to any type of entity above), subject to any clarification in text field entitled as Additional Information on Eligibility

An applicant entity may submit more than one application, if each application proposes a different project in response to the solicitation. Also, an entity may be proposed as a subrecipient (subgrantee) in more than one application.

NIJ will consider applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients (subgrantees). For additional information on subawards, see the OJP Grant Application Resource Guide.

NIJ may elect to fund applications submitted under this FY 2023 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

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 Wednesday, October 18, 2023 at 3:30 - 4:30pm EST. 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://ojpmeetings.webex.com/weblink/register/ rda3d71d7bbab852c490a33983f3d8070 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 October 13, 2023. Submit your questions to CERC.MSI@usdoj.gov with the subject as "Questions for *NIJ FY2023, Center for Enhancing Research Capacity (CERC) at Minority Serving Institutions (MSIs)* 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.

<u>Submission</u>: 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.** <u>If an applicant fails to submit in Grants.gov, they will be unable to apply in JustGrants.</u>

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.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.

Contents

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.

With this solicitation, NIJ seeks proposals for funding the development, operation, and management of the Center to Enhance Research Capacity (CERC) at Minority Serving Institutions (MSIs).[1]

Applications proposing partnerships with other entities should include a strong letter of support, signed by an appropriate decision-making authority from each proposed partner. As applicable, the letter of support should include the partnering entities' acknowledgment that de-identified data derived from, provided to, or obtained through an award funded by NIJ will be archived by the grant recipient with the National Archive of Criminal Justice Data (NACJD) at the conclusion of the award. Applicants and their potential partners are encouraged to review NIJ's data archiving guidance. If selected for an award, grantees will be expected to have a formal agreement in place with partnering agencies by September 1, 2024. As applicable, that formal agreement must include a provision to meet the data archiving requirements of the award.

In the case of partnerships that will involve the use of federal award funds by multiple partnering agencies to carry out the proposed project, only one entity/partnering agency may be the applicant (as is the case with any application submitted in response to this solicitation); any others must be proposed as subrecipients. The applicant is expected to conduct a majority of the work proposed.

Statutory Authority

Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (sections 201 and 202); the Homeland Security Act of 2002 (sections 231-233, 235); 28 U.S.C. 530C.

Specific Information

NIJ is dedicated to building and enhancing research capacity across disciplines and encouraging research collaborations with scholars at MSIs. In the report "Engage to Excel: Producing One Million Additional College Graduates with Degrees in Science, Technology, Engineering, and Mathematics," the President's Council of Advisors on Science and Technology (PCAST) indicated that the United States needs to produce approximately one million college graduates with science, technology, engineering, and mathematics (STEM) backgrounds over the next decade, in order to retain its historical preeminence in science and technology. To do so, the United States needs to increase

the number of students who receive STEM degrees by about 34% annually.[2]

Subsequent to the PCAST report, the White House Office of Science and Technology (OSTP) and the National Science and Technology Council (NSTC) Committee on STEM Education (CoSTEM) provided a strategic plan for STEM education, entitled "Charting a Course for Success: America's Strategy for STEM Education."[3] Among the key takeaways, the Committee acknowledged the challenges that underrepresented groups face in order to participate in STEM educational activities and careers and the need to expand diversity, equity, and inclusion in STEM.

In 2021, Executive Orders 13985[4] and 14031[5] sought to advance equity, justice, and opportunity among underserved communities. Executive Orders 14041[6], 14045[7], 14049[8] and 14050[9] specifically address increasing educational and economic opportunities for Black Americans, Latino and Hispanic Americans, and Native Americans. Enhancing STEM participation by underrepresented groups is one way to ensure that these directives are implemented. To this end, NIJ seeks applications for the development, operation, and management of a Center to enhance STEM research capacity, including the social and behavioral sciences (SBS), in MSI in order to better address the challenges of promoting public safety and an equitable justice system for all.

Through training and technical assistance (TTA), the Center will:

1. Build and enhance research infrastructure across disciplines.
Under this aim, the Center is intended to assist MSIs in enhancing and developing infrastructure elements to support research. These elements may include: (1) assessing the infrastructure support (e.g., research capacity assessment), (2) planning the infrastructure support (e.g., strategic planning), (3) strengthening skills and readiness to apply for funding (e.g., faculty/student/staff training, curricula revision/sharing, and development designed to conduct research), and 4) research-grants administration.

2. Encourage research collaborations with scholars.
This aim is intended to help MSIs strengthen research capacity by developing interdisciplinary and long-term partnerships around SBS and other STEM criminal and juvenile justice research programs. This could include departmental collaborations within a single MSI or multiple MSIs and other research-intensive organizations. It may also involve initiating or fostering critical partnerships and alliances throughout the institutional research enterprise and between institutions and external stakeholders. Through the work of the Center, it is expected that MSIs will build or expand upon collaborations and activities which together or separately will build capacity to secure research and development funding.

3. Enable and support research and development.
This aim is intended to help MSIs establish a proficient and diverse workforce that

is well-resourced and trained to develop, implement, or expand active research programs. Activities under this aim may include strategic, proactive, and capacity-building activities designed to facilitate individual faculty members, teams of researchers, and central research administrations in attracting extramural research funding, creating relationships, and fostering approaches that increase institutional competitiveness, such as writing successful research proposals. With support from the Center, MSIs are expected to create dynamic services that span disciplinary and administrative components within their organizations and beyond.

4. Strengthen sustainability and continuity.
This aim is intended to help MSIs develop, enable, expand, and sustain a research and development enterprise. The Center is expected to deliver national-scale, high-quality TTA to increase research capacity at MSIs. The Center will provide training materials, including a video series, program guides, and toolkits for multiple audiences (faculty, students, administrators) in various modes. These materials should improve research productivity and outcomes at MSIs to support world-class research and enhance the University's capacity to engage with industry and build collaboration. Moreover, the Center is expected to develop and cultivate a program promoting mentorship and sponsorship that will result in a robust SBS and STEM workforce.

Ideally, the applicant funded under this solicitation would be an MSI that has an established record of working with other MSIs or communities that are historically underserved, including communities of color. However, proposals that consist of collaborations with one or more organizations that have experience working with MSIs or underrepresented communities will be considered. Applications involving partnerships should include a strong letter of support, signed (hard/wet, electronic, digital signature) by an appropriate decision-making authority from each proposed partnering agency. If selected for an award, grantees will be expected to have a formal agreement in place with partnering agencies by September 1, 2024.

NIJ intends for the CERC at MSIs to be a multi-year initiative, with an initial investment of up to $1 million, and potential supplements during the period of performance. Subsequent funding would be contingent upon appropriated funds, any modifications or additional requirements that may be imposed by the agency or by law, and the progress the grantee makes in establishing the Center.

Goals, Objectives, and Deliverables

Goals
The primary goals of this solicitation are to (1) enhance the competitiveness of MSI research institutions and organizations, (2) increase the probability of long-term growth of research funding to investigators at MSIs, and (3) increase the pool of MSI researchers and graduates who are engaged in providing science-based solutions to problems

relevant to criminal and juvenile justice policy and practice in the United States.

Objectives

This solicitation seeks to fund a Center that will serve as a national resource to enhance research capacity at MSIs. The Center will strengthen science and advance justice by providing high-quality TTA that increases knowledge building. The Center will also expand infrastructure, resources, and service delivery to secure, manage, and execute research grants, cooperative agreements, and contracts. Similarly, the Center will offer consultation, promote peer-to-peer learning opportunities, and facilitate outreach within and among MSIs. Ultimately, the Center will help to grow scholars engaged in crime and justice research at MSIs.

Deliverables

Interim Deliverables

Under this award, which NIJ intends to make as a grant, NIJ expects the award recipient to provide the interim deliverables indicated below.

1. Project startup meeting. NIJ will host a virtual meeting for the awardee to present an overview of their proposed project for discussion to review the tasks, timeline, partners, and other final protocol decisions. Draft presentation materials (PowerPoint slides and/or handouts) from the awardee are suggested.

2. Monthly meetings. The awardee will host monthly meetings with NIJ to discuss the status of the Center, progress to date, any challenges encountered, and how those issues were/are being addressed.

3. An outreach plan that provides insight from a diversity of MSIs on challenges and barriers to securing research funding from federal, state, and non-governmental organizations. This could include information gathered from site visits and listening sessions with MSIs and other relevant stakeholders.

The award recipient will deliver a final, approved electronic outreach plan to NIJ six months from the cooperative agreement award date. The plan will be a living document and updated by the grantee throughout the period of performance. At the project's end date, a detailed listing of all outreach activities and the fully executed and approved outreach plan must be submitted as a final deliverable.

4. Needs assessments of participating MSIs that address the four primary aims of the solicitation.

- Build and enhance research infrastructure across disciplines.
- Encourage research collaborations with scholars.
- Enable and support research and development.

- Strengthen elements of sustainability and continuity.
- The award recipient will electronically deliver all needs assessments conducted under the award as a final deliverable at the end of the performance period.

5. TTA capacity building strategy. The award recipient will deliver a draft TTA capacity building strategy at the end of Year 1. The strategy, developed in consultation with the MSIs who will receive TTA, will be a living document and updated by the grantee throughout the period of performance. At the project's end date, the fully executed and approved TTA capacity building strategy must be submitted as a final deliverable.

6. TTA delivery and performance measures. The award recipient will deliver a draft TTA delivery plan with performance measures no later than 18 months post award. The TTA plan with performance measures will be a living document and updated by the award recipient throughout the period of performance. At the project's end date, the approved and fully executed TTA plan with performance measures must be submitted as a final deliverable.

<u>Final Report</u>. Any recipient of an award under this solicitation will be expected to submit a final report on the program, service delivery, participant feedback, lessons learned, etc., to meet the solicitation goals and objectives. A detailed outline of the report will be developed in consultation with NIJ.

<u>Required Data Sets and Associated Files and Documentation</u>. Any recipient of an award under this solicitation will be expected to submit to the National Archive of Criminal Justice Data (NACJD) all data sets that result in whole or in part from the work funded by the award, along with associated files and any documentation necessary for future efforts by others to reproduce the project's findings and/or to extend the scientific value of the data set through secondary analysis.

In addition to these deliverables (and the required reports and data on performance measures), NIJ expects scholarly products to result from each award under this solicitation, taking the form of one or more published, peer-reviewed, scientific journal articles, and/or (if appropriate) law review journal articles, book chapter(s) or book(s) in the academic press, technological prototypes, patented inventions, or similar scientific products. NIJ expects that there will be an equal effort to make the research findings accessible to practitioner and policymaker audiences.

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

The Department of Justice 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.

1. Priority Considerations Supporting Executive Order 13985, *Advancing Racial Equity and Support for Underserved Communities Through the Federal Government*

In support of Executive Order 13985, OJP will give priority consideration to:

Applicants that demonstrate that their capabilities and competencies for implementing their proposed project(s) are enhanced because they (or at least one proposed subrecipient that will receive **at least 40%** of the requested award funding, as demonstrated in the Budget Web-Based Form) identify as a *culturally specific organization*. To receive this additional priority consideration, applicants must describe how being a culturally specific organization (or funding the culturally specific subrecipient organization(s)) will enhance their ability to implement the proposed project(s) and should also specify which populations are intended or expected to be served or to have their needs addressed under the proposed project (s).

Culturally specific organizations are defined for the purposes of this solicitation as private nonprofit or tribal organizations whose primary purpose as a whole is to provide culturally specific services to racial and ethnic groups, including, among others, Black people, Hispanic and Latino people, Native American and other Indigenous peoples of North America (including Alaska Native, Eskimo, and Aleut), Asian Americans, Native Hawaiians, and/or Pacific Islanders.

2. NIJ will give special consideration in award decisions to proposals for which a Minority Serving Institution (MSI) is the lead applicant.

Minority-Serving Institutions 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 determined to be minority-serving is based on the original purpose of its establishment or its current enrollment thresholds and is designated as such by the federal government. For more information, please see the U.S.

Department of Education's [definitions](#) and [lists of eligible post-secondary 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
1

Anticipated Maximum Dollar Amount of Awards
$1,000,000.00

Period of Performance Start Date	**Period of Performance Duration (Months)**
9/1/24	60

Anticipated Total Amount to be Awarded Under Solicitation
$1,000,000.00

Additional Information
Please see Anticipated Number of Awards, Anticipated Maximum Dollar Amount of Awards, and Period of Performance Duration sections below.

Continuation Funding Intent

NIJ may, in certain cases, provide additional funding in future years to awards made under this solicitation through continuation awards. NIJ will consider, among other factors, NIJ's strategic priorities, a recipient's overall management of the award, and the award-funded work's progress, when making continuation award decisions.

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 of Internal 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 should identify within their budget which items, services, etc., will/would be covered by matching sources and explain what type of match will be provided.

Cost Sharing or Matching Requirement

See "Cofunding" paragraph under "Budget and Associated Documentation" in the "Application and Submission Information" section.

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.

Anticipated Number of Awards

The total number of awards NIJ expects to make will be determined by the number of applications received and their merit as well as the availability of funding.

Anticipated Maximum Dollar Amount of Awards

The maximum dollar amount for each award will be determined by the requirements of the research proposed in grants selected for award. Applicants are encouraged to propose budgets that match the research activities proposed, up to the full dollar amount anticipated to be awarded under this solicitation.

Period of Performance Duration

Successful applicants will be expected to complete the work proposed within a five-year period of performance.

Additional Budget and Funding Consideration

If an applicant is not an MSI, applicants that demonstrate that their capabilities and competencies for implementing the proposed Center are enhanced because they (or at least one proposed subrecipient that will receive **at least 40%** of the requested award funding, as demonstrated in the Budget Web-Based Form) identify as an MSI will receive special consideration.

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.

Eligibility Information

For eligibility information, see the solicitation cover page.

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

For the purposes of this solicitation, "state" means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

Foreign governments, foreign organizations, and foreign colleges and universities are not eligible to apply. Federal agencies are eligible to apply. (Any award made to a federal agency will be made as an inter-agency reimbursable agreement.)

Notice regarding law enforcement agencies: State, local, and university or college law enforcement agencies must be certified by an approved independent credentialing body or have started the certification process to be eligible for FY 2023 DOJ discretionary grant funding. To become certified, the law enforcement agency must meet two mandatory conditions: (1) the agency's use-of-force policies adhere to all applicable federal, state, and local laws, and (2) the agency's use-of-force policies prohibit chokeholds except in situations where use of deadly force is allowed by law. The certification requirement also applies to law enforcement agencies receiving DOJ discretionary grant funding through a subaward. For detailed information on this certification requirement, please visit https://cops.usdoj.gov/SafePolicingEO to access the Standards for Certification on Safe Policing for Safe Communities, the Implementation Fact Sheet, and the List of Designated Independent Credentialing Bodies.

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:

- Proposal Narrative

- Budget Web-Based Form (The web-based form includes the budget details and the budget narrative.)

- Curriculum Vitae/Resumes for Key Personnel. (For purposes of this solicitation, "key personnel" means the principal investigator, and any and all co-principal investigators.)

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, expected outcomes, the service area, intended beneficiaries, and subrecipients (if known) — 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 attached document should be double-spaced, using a standard 12-point font; have no less than 1-inch margins; and should not exceed 20 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.

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.
> Principal Investigator (and any co-principal investigators).
> Unique author identifier (e.g., ORCID, ResearcherID, Scopus Author ID), if available.

Requests for consideration under "priority area of research".
Key words, including science focus areas.
Contact information (that is, name, address, telephone number, and e-mail address) for both the applicant and the principal investigator and any co-principal or co-investigators.

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

1. Statement of the Problem

- Describe the MSIs to be served including which institutions, racial and ethnic composition, and geographical location.
- Describe the process for facilitating intentional, coordinated, and mission-driven efforts to improve research infrastructure and research and development at MSIs.
- Describe the challenges and barriers in filling these gaps.
- Describe how the Center will alleviate the problem or barriers.

2. Project Design and Implementation

The applicant must demonstrate a clear link between the proposed activities and the need identified in the "Statement of the Problem" section above. This section must include:

- The methods the applicant proposes to use to accomplish each of the objectives and tasks outlined in the solicitation.
- The technical approach for working with MSIs, key partners, and stakeholders who will assist in implementing this project.
- A complete description of all required and proposed deliverables and the methods for their distribution.
- An inventory of TTA modes of delivery, such as teleconferences, webinars, peer-to-peer consultations, and onsite and offsite technical assistance (phone, email, and publications).
- A plan to assess and deliver TTA.

Applicants may propose other items/deliverables in addition to the ones listed in the solicitation and should provide detailed information on those items, if applicable.

3. Potential Impact

Applicants should describe the potential impact of the Center and how it may inform or improve criminal or juvenile justice-related policy, practice, or theory in the United States. The applicant should include a discussion of the proposed dissemination plan to produce products and to make information available to MSIs and broader interested audiences, such as criminal justice practitioners or policymakers.

4. Capabilities and Competencies

This section must include:

- A list of key personnel responsible for managing and implementing the Center that contains a timeline and project task plan that identifies:
  - Major tasks and deliverables.
  - Who is responsible for each activity.
  - Substantive expertise and experience in performing the duties assigned.
- Job descriptions and copies of CVs or resumes for proposed key staff positions who will manage or otherwise be involved in the project should be included as a separate attachment, not subject to the program narrative page limitation.
- Detailed accounting of the applicant organization's ability to perform the work on a national scale.

Applicants should also outline the management plan and organization that connects to the goals and objectives of the project. Among other factors, that plan should include a description of the anticipated level of effort of key personnel.

If the applicant is seeking priority consideration under Priority 1, it should describe within this section how being a culturally specific organization (or funding a culturally specific subrecipient organization **at a minimum of 40% of the project budget**) will enhance its ability to implement the proposed project(s) and which culturally specific populations <u>are intended or expected to be the subject and/or beneficiary of the research conducted</u> under the proposed project(s).

5. Appendices (not counted against the proposal narrative page limit) include:

- If the application (including the budget) identifies any proposed non-competitive agreements that are or may be considered procurement "contracts" (rather than subawards), for purposes of federal grants

administrative requirements the applicant also must list the entities with which the applicant proposes to contract.

- List of other agencies, organizations, or funding sources to which this application has been submitted (if applicable).

6. Plan for Collecting the Data Required for this Solicitation's Performance Measures

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 completed work's results. The performance data directly relate to the goals, objectives, and deliverables identified in the "Goals, Objectives, and Deliverables" discussion. Applicants can visit OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

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

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

Goal, Objective and Deliverables

The applicant will submit the project's goals, objectives, deliverables and timeline in the JustGrants web-based form. The applicant will also enter the projected fiscal year and quarter that each objective and deliverable will be completed. Please refer to the Application Submission Job Aid for step-by-step directions.

Goals. The applicant should describe the project's intent to change, reduce, or eliminate the problem noted in the previous section and outline the project's goals.

Program Objectives. The applicant should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They should be measurable and clearly linked to the goal.

Deliverables. Project deliverables refer to outputs—tangible or intangible—that are submitted within the scope of a project.

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 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.

If the applicant is seeking priority consideration under Priority 1 based on the identification of at least one proposed subrecipient as a culturally specific organization, the proposed funding for the subrecipient in the web-based budget form **must reflect a minimum of 40% of award funding.** The budget narrative must also describe how the activities that will be funded with the (minimum) 40% of award funding provided to the subrecipient **specifically relate to the priority consideration requested** and described in the Capabilities and Competencies section of the application.

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.

Limitation on 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.

Curriculum Vitae or Resumes

Provide curriculum vitae or resume of the principal investigator and any and all co-principal investigators. In addition, curriculum vitae, resume, or biographical sketches of all other individuals (regardless of "investigator" status) who will be significantly involved in substantive aspects of the proposed project (including, for example, individuals such as statisticians used to conduct proposed data analysis).

Tribal Authorizing Resolution

An application in response to this solicitation may require inclusion of tribal authorizing documentation as an attachment. If applicable, the applicant will upload the tribal authorizing documentation as an attachment in JustGrants. See the OJP Grant Application Resource Guide for information on tribal authorizing resolutions.

Timeline Form

Proposed project timeline and expected milestones.

Letters of Support

Letters of cooperation/support[10] 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/Charts/Graphs, or Maps

Any tools/instruments, questionnaires, tables/charts/graphs, or maps pertaining to the proposed project that are supplemental to such items included in the main body of the narrative.

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 research, development, or evaluation project. 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.

Consortium/Contractual Arrangements

Explain the programmatic, fiscal, and administrative arrangements to be made between the applicant organization and the consortium organization(s).

Data Archiving Plan

Applicants should anticipate that NIJ will require, through special award conditions, that data sets resulting in whole or in part from projects funded under this solicitation be submitted for archiving with the NACJD. See https://nij.ojp.gov/funding/data-archiving.

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

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

Note that recipients are strongly encouraged to submit required data sets at least 90 days before the end of the period of performance.

Disclosures and Assurances

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; Drug-Free Workplace Requirements; Law Enforcement and Community Policing

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 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 DDIAMD-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 December 4, 2023.

The **full application** must be submitted in JustGrants by 8:59 p.m. eastern time on December 18, 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 that does not provide documentation of a technical issue or that 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 (understanding of the problem) (20%)

- Demonstrated understanding of the problem(s).

- Documented the importance of goals and objectives, including alignment with the aims of the solicitation.

- Exhibited comprehension of the population and communities to be served.

- Responsiveness to the solicitation.

Project Design and Implementation (quality and technical merit) (45%)

- Feasibility of proposed project.

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

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

- Feasibility of completing the deliverables noted in the solicitation.

Capabilities and Competencies (capabilities, demonstrated productivity, and experience of the applicant organization and proposed project staff) (20%)

- Detailed listings of the qualifications, expertise, and experience of proposed project staff (i.e., all investigators, regardless of status, senior staff, and other staff [or organization] with 50% or more project commitment) who will be significantly involved in substantive aspects of the proposed project. This includes documenting the relationship between the capabilities/competencies of the proposed project staff (including the applicant organization[s]) and the scope and strategies of the proposed project.

- Thorough management plan or organizational chart showing the roles and responsibilities of proposed staff, including how tasks will be subdivided and supervised.

- Illustrative documentation of the applicant organization's capabilities and strategies to manage and support the effort.

- Executed letters of agreement, support, or commitment that detail terms of collaboration, level of responsibility, and type of support or resources to be provided.

Potential Impact (10%)

- Potential for significantly expanding and diversifying the SBS and STEM workforce, leading to better criminal and juvenile justice research.

- Potential for significantly improving MSIs' research enterprise infrastructure to secure, manage, and execute research grants, cooperative agreements, and contracts.

- Potential for innovative solutions to address MSIs' challenges and barriers to conducting research and development on criminal and juvenile justice issues.

- Strength and feasibility of the proposed dissemination plan to produce products for MSIs, such as training materials, guides, toolkits, and published peer-reviewed journal articles, databases, or similar scientific products.

- Capability of project activities translating into actionable information to promote change in the field.

Budget (5%)
In addition, peer reviewers will consider and may comment on the following additional items in the context of scientific and technical merit:

- Alignment of the proposed budget with proposed project activities.

- Appropriateness of the budget relative to the level of effort.

- Use of existing resources to conserve costs.

Other Review Criteria/Factors
Other important considerations for NIJ include geographic diversity, strategic priorities (specifically including, but not limited to, those priority areas already mentioned, if applicable), available funding, past performance, 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.

In addition, if OJP anticipates that an award will exceed $250,000 in federal funds, OJP also must review and consider any information about the applicant entity that appears in the non-public segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

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 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, semi-annual research performance progress reports, final financial and research 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
Establish a Center that serves as a national resource to enhance research capacity at MSIs that will strengthen science and advance justice in the United States.	1. Relevance to the needs of the field as measured by whether the project's substantive scope did not deviate from the funded project or any subsequent agency-approved modifications to the scope. 2. Provision of high-quality TTA that increases knowledge building. Expansion of infrastructure, resources, and service delivery to secure, manage, and execute research grants, cooperative agreements, and contracts. Conduct consultation, promote peer-to-peer learning opportunities and	1. Quarterly financial reports, semi-annual and final performance reports, and products of the work performed under the NIJ award (including, at minimum, a final research report). If applicable, an annual audit report. 2. List of deliverables and citation(s) to products that resulted, in whole or in part, from work funded under the NIJ award. 3. If applicable, each data set that resulted, in whole or in part, from work funded under the NIJ award.

| | facilitate outreach within and among MSIs. Tracking and evaluating delivered TTA. Increase scholars engaged in crime and justice research at MSIs.

3. Quality of management as measured by such factors as whether significant project milestones were achieved, reporting and other deadlines were met, and costs remained within approved limits. | |
|---|---|---|

Application Checklist

NIJ FY23 Center for Enhancing Research Capacity (CERC) at Minority Serving Institutions (MSIs)

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/financialguidedoj/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 $1,000,000.

Review Eligibility Requirement:

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

~~~~

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 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 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)

- Disclosure of Process related to Executive Compensation (see OJP Grant Application Resource Guide)

Additional Application Components

- Tribal Authorizing Resolution (if applicable) (see OJP Grant Application Resource Guide)

- Research and Evaluation Independence and Integrity (see OJP Grant Application Resource Guide

- Request and Justification for Employee Compensation; Waiver (if applicable) (see OJP Grant Application Resource Guide)

- **Curriculum Vitae or Resumes***

- Timeline Form

- Letters of Support

- Bibliography/reference

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

- List of Individuals

- Human Subjects

- Privacy Certificate

- Request to Use Incentives or Stipends

- Consortium/Contractual Arrangements

- Data Archiving

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 the 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 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.

Endnotes

[1] For a list of MSIs, see the U.S. Department of Education's index and hyperlinks of higher education institutions enrolling populations with significant percentages of undergraduate minority students or that serve specific populations of minority students under various programs created by Congress at [https://www2.ed.gov/about/offices/list/ ocr/edlite-minorityinst.html](https://www2.ed.gov/about/offices/list/ocr/edlite-minorityinst.html).

[2] On February 7, 2012, the President's Council of Advisors on Science and Technology (PCAST) released its report "Engage to Excel: Producing One Million Additional College Graduates with Degrees in Science, Technology, Engineering, and Mathematics." The report provides a strategy for improving STEM education, particularly during the first two years of college. To encourage students to pursue STEM degrees, PCAST recommends strengthening partnerships between high school and college, between two- and four-year colleges, and partnerships involving minority-serving institutions. Many in the private sector actively support STEM efforts in high schools, colleges, and universities, and strengthening these partnerships would greatly affect student learning.

[3] In December 2018, the OSTP, NSTC's CoSTEM, released a document representing the Federal Government's five-year strategic plan for STEM education. Beyond guiding Federal activities and investments, it was intended to serve as a guide for the broader community to help achieve the goals, pathways, and objectives within this plan.

[4] Released on January 20, 2021, Executive Order 13985: Advancing Racial Equity and Support for Underserved Communities Through the Federal Government directs federal agencies to evaluate whether their policies produce racially inequitable results when implemented and to make the necessary changes to ensure underserved communities are properly supported.

[5] Released on May 28, 2021, Executive Order 14031: Advancing Equity, Justice, and Opportunity for Asian Americans, Native Hawaiians, and Pacific Islanders establish a White House Initiative on Asian Americans, Native Hawaiians, and Pacific Islanders, as well as a Presidential Advisory Commission, both of which aim to advance equity, justice, and opportunity among these groups.

[6] Released on September 3, 2021, Executive Order 14041: White House Initiative on Advancing Educational Equity, Excellence, and Economic Opportunity Through Historically Black Colleges and Universities was established to advance equity in economic and educational opportunities for all Americans, including Black Americans,

strengthen the capacity of Historically Black Colleges and Universities (HBCUs) to provide the highest-quality education, increase opportunities for these institutions to participate in and benefit from Federal programs, and ensure that HBCUs can continue to be engines of opportunity.

[7] Released on September 13, 2021, Executive Order 14045: White House Initiative on Advancing Educational Equity, Excellence, and Economic Opportunity for Hispanics will enable Hispanic and Latino students to reach their highest potential through the Nation's schools and institutions of higher education and ensure long-term success of Hispanic and Latino communities.

[8] Released on October 11, 2021, Executive Order 14049: White House Initiative on Advancing Educational Equity, Excellence, and Economic Opportunity for Native Americans and Strengthening Tribal Colleges and Universities aims to advance equity, excellence, and justice in the Nation's education system and to further Tribal self-governance, by supporting activities that expand educational opportunities and improve educational outcomes for all Native American students. The Initiative will help to increase opportunities for Native American students to learn their Native languages, histories, and cultural practices; promote indigenous learning using traditional ecological knowledge; and enhance access to complete and competitive educations that prepare Native American students for college, careers, and productive lives. This includes supporting educational opportunities for students attending Tribal Colleges and Universities.

[9] Released on October 19, 2021, Executive Order 14050: White House Initiative on Advancing Educational Equity, Excellence, and Economic Opportunity for Black Americans aims to eliminate disparities within the Nation's education system that preclude Black students from achieving their full potential, and to prevent workplace inequities that hinder Black Americans from obtaining good jobs, living wages, promotions, and impedes their financial advancement.

[10] Letters require a wet signature, e-signature, or digital signature. Letters submitted without a valid signature will be considered invalid.