

## **Notices regarding the solicitation “NIJ FY24 Domestic Radicalization and Violent Extremism Research Center of Excellence”**

January 18, 2024: The Period of Performance Start Date on page 14 has been changed from 7/1/2024 to 1/1/2025.

January 9, 2024: [Access the transcript and slides](#) from an NIJ-hosted webinar discussing this opportunity.

December 12, 2023: References to “New Investigator/Early Career Opportunity” have been removed from this solicitation.

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The original funding opportunity document begins on the next page.

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



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# NIJ FY24 Domestic Radicalization and Violent Extremism Research Center of Excellence

**Assistance Listing Number:** 16.560  
**Grants.gov Opportunity Number:** O-NIJ-2024-171923  
**Solicitation Release Date:** November 30, 2023  
**Step 1: Application Grants.gov Deadline:** 11:59 p.m. eastern time on February 15, 2024  
**Step 2: Application JustGrants Deadline:** 8:59 p.m. eastern time on February 29, 2024

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# Synopsis

## Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [National Institute of Justice](#) (NIJ) seeks applications for funding to establish a Center of Excellence (COE) for research on the domestic radicalization to violent extremism phenomenon in the United States. This Center will conduct (and/or support through sub-awards) rigorous research, evaluation and demonstration projects targeted toward developing a better understanding of the phenomenon, and advancing evidence-based strategies for effective intervention and prevention. 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.**

## Eligibility

- State governments
- Special district governments
- City or township governments
- Public and State controlled institutions of higher education
- County governments
- Public housing authorities/Indian housing authorities
- Native American tribal organizations (other than Federally recognized tribal governments)
- Native American tribal governments (Federally recognized)
- 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
- Unrestricted (open to any type of entity above), subject to any clarification in text field entitled as Additional Information on Eligibility
- Private institutions of higher education
- For profit organizations other than small businesses
- Independent school districts
- Small businesses

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 2024 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

## Agency Contact Description

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

For contact procedures related to unforeseen technical issues beyond the control of the applicant that impact submission by the deadlines, see the “How To Apply” section, [Experiencing Unforeseen Technical Issues](#).

For assistance with submitting the [Application for Federal Assistance standard form \(SF-424\)](#) and a [Disclosure of Lobbying Activities \(SF-LLL\)](#) 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](mailto:support@grants.gov). The Grants.gov Support Hotline is open 24 hours a day, 7 days a week, except on federal holidays.

For technical assistance with submitting the **full application** in JustGrants, contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov). The JustGrants Service Desk operates from 7:00 a.m. to 9:00 p.m. ET Monday-Friday and from 9:00 a.m. to 5:00 p.m. ET on Saturday, Sunday, and federal holidays.

## Pre-application Information Session

NIJ will hold a solicitation webinar on Monday, December 11, 2023 from 11:30 a.m. to 12:30 p.m. 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://ojpmeetings.webex.com/weblink/register/r3b134d85db9a981462a01e4612a434e0>

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 Wednesday, December 6, 2023. Submit your questions to [Rayna.Enriquez@usdoj.gov](mailto:Rayna.Enriquez@usdoj.gov) with the subject as “Questions for NIJ FY24 Domestic Radicalization and Violent Extremism Research Center of Excellence Webinar.”

## Application Submission Information

### Registration

Before submitting an application, an applicant must have a registration in the [System for Award Management \(SAM.gov\)](#).

### Submission

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants. See page 5 for the Grants.gov and JustGrants application deadlines.

**Step 1:** The applicant must register for this opportunity in Grants.gov at <https://grants.gov/register> and submit by the Grants.gov deadline the required [Application for Federal Assistance standard form \(SF-424\)](#) and a [Disclosure of Lobbying Activities \(SF-LLL\)](#). See solicitation cover page for application deadlines.

**Step 2:** The applicant must submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://justgrants.usdoj.gov) by the JustGrants application deadline. See solicitation cover page for application deadlines.

# Program Description

## Program Description Overview

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

With this solicitation, NIJ seeks proposals to establish a COE for research and evaluation on the domestic radicalization to violent extremism phenomenon. This Center will perform four core functions:

1. Conduct (and/or support through multiple sub-awards) rigorous research, evaluation, and demonstration projects targeted toward developing a better understanding of the phenomenon and advancing evidence-based strategies for effective intervention and prevention.
2. Assess the research needs of the field.
3. Translate and disseminate knowledge by developing a suite of evidence-driven best practices and guidelines for immediate reference by practitioners.
4. Supporting training, education, and professional development of practitioners engaged in extremism prevention and intervention using that suite of evidence-driven best practices and guidelines.

NIJ will give special consideration to proposals with methods that include meaningful engagement with those of lived experience regarding 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. Applicants are encouraged to propose multidisciplinary research teams to build on the complementary strengths of different methods and areas of subject matter expertise. NIJ also seeks proposals that include consideration and measurement of issues of diversity, discrimination, and bias across age, gender and gender identity, race, ethnicity, religion, and sexual orientation, as applicable.

Applications proposing research involving partnerships with criminal justice or other agencies should include a letter of support, signed by an appropriate decision-making authority from each proposed partnering agency. A letter of support should include the partnering agency's acknowledgement 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 January 1, 2025. That formal agreement must include a provision to meet the data archiving requirements of the award.

NIJ seeks proposals presenting robust, creative, and multi-pronged dissemination strategies which include strategic partnerships with organizations and associations that are best equipped to ensure that research findings lead to changes in policies and practices related to the subjects of study. Special consideration will be given to proposals that dedicate at least 15% of the



requested project award funding toward implementing such strategies, as demonstrated in the Budget Worksheet and Budget Narrative.

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 seeks proposals for the establishment of a COE for research on the domestic radicalization to violent extremism phenomenon in the United States.

## **Definitions and Scope**

NIJ's intent in releasing this solicitation is to establish a COE that will build knowledge about violent extremism, terrorism, and radicalization in the United States, regardless of specific grievance or ideology, in order to support the furtherance of criminal justice practice, policy, and research, and to foster the implementation of that knowledge into practice.

For the purposes of this solicitation, violent extremists are defined as those who advocate, encourage, condone, justify, or support the commission of a violent act to achieve terroristic goals. "Terrorism" is defined as ideologically motivated acts of violence to further political, social, or religious goals. The U.S. Code defines domestic terrorism as acts dangerous to human life, primarily within the territorial jurisdiction of the United States, that are a violation of the criminal laws of the United States or of any State, and appear to be intended to: 1) intimidate or coerce a civilian population; 2) influence the policy of a government by intimidation or coercion; or 3) affect the conduct of a government by mass destruction, assassination, or kidnapping (18 U.S.C. § 2331(5)). "Radicalization to violent extremism" is defined as the process by which individuals increasingly adopt a violent extremist or terrorist ideology. Note: an individual may be radicalized and adopt an extremist ideology without engaging in any acts of violence or terrorism. The distinction between violent and non-violent radicalization is an important one, and applicants should demonstrate awareness of this distinction in their proposals. Under this solicitation, applicants will be limited to focusing on the radicalization process as it occurs in the United States, regardless of the locale of any act of terrorism that may ensue from that process.

The COE will be expected to focus its research efforts on studying the most current and pervasive violent extremist threats facing the United States.

NIJ will be the final approving authority for activities under all Core Functions listed below.

## **Core Functions**

The core functions of the COE will include (but will not be limited to) the following:

1. **Conducting and Supporting Research and Evaluation:** The COE will conduct and/or solicit (through an open and competitive request for proposals) research on various topics as they relate to radicalization and violent extremism, including but not limited to:
  - Research to inform terrorism prevention efforts that build and improve upon existing research in the area of terrorism prevention, including research that improves program development, data sources, and methods.
  - Research on the role of communications in promoting and countering extremist content and information that aims to better understand the dynamic role of communications and media platforms in radicalization to violent extremist ideologies; identifies strategies and best-practices to bolster resistance to such material in both the on- and offline spaces; and informs effective messaging and counternarrative campaigns.
  - Research on disengagement, deradicalization, and reintegration into society of individuals incarcerated for terrorism related offenses (both within and outside of confinement settings), as well as how these processes relate to or differ from individuals incarcerated for other crimes (e.g., related to gangs).
  - Evaluations of programs and practices to prevent acts of terrorism (particularly impact and outcome evaluations). Formative evaluations and evaluability assessments are of interest, as are outcome evaluations.
  - Investigator-initiated research into domestic radicalization and violent extremism.

**Important Considerations:**

- Protecting civil rights and liberties must be prioritized at the forefront of any research design funded by the COE.
- The COE will not support research that solely examines the conventional political views of individuals or groups, including their participation in non-violent forms of political activism.
- Research designs supported through the COE shall not intentionally introduce, expose, or disseminate extremist materials and/or propaganda to study participants.
- Research designs supported through the COE must include a specific plan to anonymize data and personally identifiable information. Moreover, no identifiable research data will be shared with law enforcement or investigative agencies.
- Research designs supported through the COE cannot employ deceptive or non-privatized data collection practices.
- Research designs supported through the COE will ensure protection of human subjects and privacy in line with [NIJ Human Subjects and Privacy Protection policy](#).

- Research supported through the COE will be peer reviewed and made publicly available. Data sets supported through the COE will be archived with the National Archive of Criminal Justice Data (NACJD) at the conclusion of the award.

- 2. Assessing the Research Needs of the Field:** Prevention and intervention efforts related to radicalization to violent extremism requires a “whole of society” approach. Under this core function, the COE will continually identify and assess the highest priority research and evaluation needs of radicalization and violent extremism prevention and intervention communities, along with potential solutions to those needs. A secondary goal of this core function is to enhance communication and information-sharing within and across public and private sectors at local, state, and national levels on the highest priority needs of prevention and intervention practitioners. This may include: (1) standalone and/or recurring convening with, or briefings to, multiple stakeholder groups, including the federal interagency, to share findings and improve research rigor, or similar activities; and/or (2) periodically recurring convenings (program status meetings, workshops) of current and former NIJ award recipients of the Domestic Radicalization and Violent Extremism research portfolio to share findings and actionable next steps to improve rigor in research and enhance the evidence base.
- 3. Translating and Disseminating Knowledge:** The COE will translate knowledge for practice purposes and promote this information through targeted dissemination efforts. The COE will conduct periodic literature reviews and synthesis exercises of both COE and non-COE-funded research, which will be combined with the updated needs of the field (see Core Function #1) to develop and disseminate a suite of best practice tools and guidelines for immediate reference by practitioners. The tools will describe research findings in accessible and actionable ways. The COE will continuously disseminate tools to a multitude of audiences through a variety of platforms or mechanisms.
- 4. Providing Opportunities for Training, Education, and Professional Development:** The COE will develop and offer training courses for practitioners working in the field of extremism prevention and intervention on the suite of best practice tools and guidelines developed under function #3 to foster adoption and evidence-to-action. Graduates of the training program will be encouraged to engage in their own research endeavors and publish their findings, thus melding the strengths of rigorous data collection and analysis with the insights gained when research is conducted by individuals with direct experience in the field. Further, this core function of the COE will serve as a mechanism for empowering local communities to familiarize themselves with the local social and political contexts where they live, what ideologies or grievances are most prevalent there, and to map out services and resources in the local communities to build multidisciplinary initiatives for extremism prevention and intervention. This core function may be carried out through several means, including (but not limited to):
  - a. Regular engagement and symposia with frontline practitioners (social workers, mental health and related service providers, educators, non-profit organizations, violence prevention and intervention specialists, relevant law enforcement practitioners or liaisons, etc.).
  - b. Facilitated workshops between researchers and practitioners to share findings, identify needs and obstacles, and agreed-upon recommendations on how to overcome the identified challenges.

- c. Participation in relevant practitioner conferences.

**Additional Considerations:** The applicant must demonstrate an understanding of the following considerations:

- **Using Existing Infrastructures:**

As much as possible, applicants will be required to use existing programming, policies, and infrastructure in place to execute the mission of the COE. These efforts may present themselves in the form of partnerships (subawards) or expert advice (consultants), among others. Applicants who do not propose to subcontract with other agencies/organizations/partners in these capacities (i.e., who propose to do the work themselves as the sole recipient of these funds) will not be considered for funding.

- **Applying a Justice Lens:**

Applicants should take great care to ensure that the work proposed in the application does not duplicate efforts already underway (e.g., the Department of Homeland Security's National Counterterrorism Innovation, Technology, and Education Center ([NCITE](#))). Applicants should ensure that the focus of the application is not on applied research, technology, or workforce development that has a homeland security lens. Rather, applicants should highlight how the proposed effort supports the furtherance of criminal justice practice, policy, and research. Specifically, proposals should advance OJP's mission by focusing on providing resources, leadership, and solutions to advance community safety, build community trust, and strengthen the community's role as co-producer of safety and justice.

- **Maintenance and Longevity of the COE:**

Supplemental funding will be based on, among other factors, availability of federal funds, NIJ priorities, and successful execution of the functions of the current COE. In their applications, applicants should propose a plan for sustaining the COE absent supplemental funding from NIJ.

### **Diversity of Perspectives**

NIJ is interested in increasing diversity and promoting greater inclusion in extremism research. NIJ encourages diversity of perspectives among applicants to add to the broader scientific understanding of radicalization to violent extremism. Applications are encouraged from researchers of all backgrounds, and research partnerships should demonstrate how the researchers and/or practitioners involved in any proposal promote inclusivity and opportunities to be more closely involved in the field of violent extremism prevention.

## **Goals, Objectives, and Deliverables**

### **Goals**

The goal of this solicitation is to develop knowledge and evidence that has practical utility in developing evidence-driven strategies to prevent radicalization to violent extremism and the commission of acts of terrorism. The goal of this solicitation is also to support the translation of that evidence into action and practice.

## Objectives

An applicant should address the objectives that are relevant to their proposed program/project in the Goals, Objectives, Deliverables, and Timeline web-based form.

## Deliverables

Final Research Report. Any recipient of an award under this solicitation will be expected to submit a final research report. Additional information on the final research report requirement for the solicitation is posted on NIJ's [webpage](#). Final reports submitted by the COE to NIJ should include detailed information on activities completed by the COE and any/all subawardees, including a full listing of all accompanying scholarly products.

Required Data Sets and Associated Files and Documentation. 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

In order to further OJP's mission, OJP will provide priority consideration when making award decisions to the following:

**1A.** Applications that propose project(s) that are designed to meaningfully advance equity and remove barriers to accessing services and opportunities for communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization.

To receive this consideration, the applicant must describe how the proposed project(s) will address identified inequities **and** contribute to greater access to services and opportunities for communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization. Project activities under this consideration may include, but are not limited to the following: improving victim services, justice responses, prevention initiatives, reentry services and other parts of an organization's or community's efforts to advance public safety. Applicants should propose activities that address the cultural (and linguistic, if appropriate) needs of communities, outline how the proposed activities will be informed by these communities, and implement culturally responsive and inclusive outreach and engagement.

**1B.** 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) are a *population specific organization* that serves communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization.

For purposes of this solicitation, population specific organizations are nonprofit, nongovernmental, or tribal organizations that primarily serve members of a specific underserved population and have demonstrated experience and expertise providing targeted services to members of that specific underserved population.

To receive this additional priority consideration, applicants must describe how being a population specific organization (or funding the population specific subrecipient organization(s)) will enhance their ability to implement the proposed project(s) and should also specify which historically underserved populations are intended or expected to be served or have their needs addressed under the proposed project(s).

**2.** 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 these priority areas is one of many factors that NIJ considers in making funding decisions. Receiving priority consideration for one or more priority areas does not guarantee an award.

## **Federal Award Information**

### **Awards, Amounts, and Durations**

Anticipated Number of Awards: NIJ expects to make one (1) award as a cooperative agreement.

Anticipated Maximum Dollar Amount of Awards: Up to \$7 million for one (1) award. Applicants are encouraged to submit budgets that match the research activities offered, up to the total dollar amount anticipated to be awarded under this solicitation.

Period of Performance Start Date: 0/01/202□

Period of Performance Duration (Months): Applicants are encouraged to submit timelines that match the research activities proposed, up to a maximum five-year (60 months) period of performance.

Anticipated Total Amount to be Awarded Under Solicitation: \$7 million

## **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 one award under this solicitation as a cooperative agreement. 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**

If the applicant is proposing a project that reasonably could be conducted in discrete phases, with each phase resulting in completion of one or more significant, defined milestones, then NIJ strongly recommends that the applicant structure the application — specifically including the narrative, expected scholarly products, timelines/milestones, and budget detail worksheet and

budget narrative — to clearly define each phase. (This is particularly the case if the applicant proposes a project that will exceed — in cost or the length of the period of performance — the amount or length of time anticipated for an individual award (or awards) under this solicitation.) Given limitations on the availability to NIJ of funds for awards for research, development, and evaluation, this information will assist NIJ in considering whether partial funding of applications would be productive. (If, in FY 2024, NIJ elects to fund only certain phases of a proposed project, the expected scholarly products from the partial-funding award may, in some cases, vary from those described above.)

NIJ may elect to fund applications submitted under this FY 2024 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

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 that are not responsive to the purposes of this specific solicitation.
- Applications that intentionally introduce, expose, or disseminate extremist materials and propaganda to study participants.
- Applications that do not include an explicit plan to anonymize data and personally identifiable information.
- Applications that employ deceptive or non-privatized data collection practices.
- Applications that provide identifiable research data to law enforcement or investigative agencies.

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.

## **Eligibility Information**

For eligibility information, see the solicitation page 4.

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 [Executive Order on Safe Policing for Safe Communities page](#) 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 and Available Surveys**

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.”)

### **Entity and User Verification (First Time Applicant)**

For first time JustGrants applicants, once the application is received from Grants.gov, DOJ will send an email (from [DIAMD-NoReply@usdoj.gov](mailto:DIAMD-NoReply@usdoj.gov)) to the individual listed in Section 8F of the SF-424 with instructions on how to create a JustGrants account. This email should arrive within 24 hours after this individual receives confirmation from Grants.gov of their SF-424 and SF-LLL submissions. Register the Entity Administrator (the person who manages who can access JustGrants on behalf of the applicant), the Application Submitter, and Authorized Representative for the applicant with JustGrants as early as possible and (recommended) not later than 48-72 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive a link in an email to complete the rest of the application in JustGrants. Find additional information on JustGrants Application Submission in the [Application Resource Guide](#).

### **Standard Applicant Information (JustGrants SF-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 30 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.
- 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.

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

- c. Main Body

1. Statement of the Problem

The statement of the problem should address the need for research in this area. Applicants should discuss current gaps in data, research, and knowledge, including those for particular justice sectors, for certain populations, and to answer questions relevant to current policy and practice needs and public interests. It is not uncommon for multiple problems to exist simultaneously (for example, there may be a criminal justice problem affecting public safety, a current technical challenge/need identified by forensic practitioners, as well as a scientific/technology gap between the current state of the art and a desired solution) and applicants should discuss each of these clearly and justify the importance of the separate issues. As part of this discussion, applicants should

present a review of previous literature and discuss previous research related to these problems.

## 2. Project Design and Implementation

Applicants should provide a detailed description of the strategies to implement this research project and address the research questions. Design elements should follow directly from the research project's goals and objectives and address the program-specific information noted in the solicitation. Applicants should describe the research methodology and analysis plan in detail and demonstrate the validity and usefulness of the data they will collect. Applicants should consider the rigor and soundness of the methodology and analytical and technical approaches for the proposed research and address the feasibility of the proposed project and potential challenges or problems in carrying out the activities.

If an applicant is seeking consideration under Priority 1A, it should explain in this section how the proposed project(s) will meaningfully address identified inequities **and** contribute to greater access to services and opportunities for communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization. The applicant should also identify how the project design and implementation will specifically incorporate the input and/or participation of these communities.

## 3. Potential Impact

Applicants should describe the potential impact of the research 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 scholarly products and to make information available to broader interested audiences, such as criminal justice practitioners or policymakers.

## 4. Capabilities and Competencies

This section should describe the experience and capability of the applicant organization, key staff, and any proposed subgrantees (including consultants) that the applicant will use to implement and manage this effort and the federal funds under this award, highlighting any previous experience implementing projects of similar scope, design, and magnitude. Applicants should address:

- Experience and capacity to work with the proposed data sources in the conduct of similar research efforts.
- Experience and capacity to design and implement rigorous research and data analysis projects.
- Experience producing and disseminating meaningful deliverables.

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 1B, it should: (1) describe within this section how being a population specific organization (or funding a population

specific subrecipient organization at a minimum of 40% of the project budget) will enhance its capabilities and competencies to implement the proposed project; (2) specify which populations are intended or expected to be served, have their needs addressed, and/or be affected by the proposed project; and (3) include information to confirm that the population specific organization is specifically designed to serve communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization (examples of such information include, but are not limited to, the website address, charter, mission statement, or operating principles of the population specific organization).

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

- The project management plan.
- 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](http://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 report and separately submit a semi-annual performance report in JustGrants. NIJ will provide further guidance on the post-award submission process, if the applicant is selected for award.

## **Goals, Objectives, Deliverables, and Timeline**

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 and measurable.

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

## Budget and Associated Documentation

### Budget 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% 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 1A and has proposed activities to incorporate the input and participation of communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence and victimization, financial support for the identified activities and participation must be reflected in the web-based budget form.

If the applicant is seeking priority consideration under Priority 1B based on the identification of a proposed subrecipient as a population specific organization, the proposed funding for the subrecipient must **reflect a minimum of 40% of the total award funding** within the web-based budget form. 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 proposed project** that will meaningfully address identified inequities and contribute to

greater access to services and opportunities for communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization.

### **Pre-Agreement Cost**

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 additional information on indirect costs.

### **Consultant Rate**

See the [DOJ Grants Financial Guide](#) for information on the consultant rates that 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 Financial Management and System of Internal Controls Questionnaire helps OJP assess the financial management and internal control systems, and the associated potential risks of an applicant as part of the pre-award risk assessment process. Every OJP applicant (other than an individual applying in their personal capacity, not representing an applicant organization) is required to complete the web-based Questionnaire form in JustGrants. See the [Application Resource Guide: Financial Management and System of Internal Controls Questionnaire \(including Applicant Disclosure of High Risk Status\)](#) for the questions and additional guidance on how to complete the form.

### **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, Disclosures and Assurances**

### **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 (if applicable)**

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

## **Research and Evaluation Independence and Integrity**

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.

## 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 Certified Standard Assurances

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

## DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; and Law Enforcement and Community Policing

Review and accept in JustGrants the DOJ 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, Submission Date and Time, and Add Sections

### 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://grants.gov/register> 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://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](mailto: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 [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. ET on February 15, 2024.

The **full application** must be submitted in JustGrants by 8:59 p.m. ET on February 29, 2024.

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.gov Help Desk \(Federal Service Desk\)](#), Monday-Friday from 8:00 a.m. to 8:00 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](mailto:support@grants.gov).
- JustGrants: contact the JustGrants Service Desk at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175, Monday-Friday from 7:00 a.m. to 9:00 p.m. ET and Saturday, Sunday, and federal holidays from 9:00 a.m. to 5:00 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](mailto: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](mailto: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 (provide screenshots if applicable).
- 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).
- 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 (including all information listed above), 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 [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) (15%)

- Demonstrated understanding of the problem.
- Demonstrated importance of research questions, goals and objectives, including alignment with the aims of the solicitation.
- Demonstrated awareness of the state of current research.

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) (15%)

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

Potential Impact (20%)

- Potential for a significant scientific or technical advance(s) that will improve criminal/juvenile justice in the United States.
- Potential for significantly improved understanding of the stated criminal/juvenile justice problem.
- Potential for innovative solution to address (all or a significant part of) the stated criminal/juvenile justice problem.
- Strength and feasibility of the proposed dissemination plan to produce scholarly products (such as published, peer-reviewed, scientific journal articles, book chapter(s) or book(s) in the academic press, technological prototypes, patented inventions, databases, standards or similar scientific products) as well as make summary information available to broader interested audiences, such as criminal justice practitioners or policymakers.

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 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 OJP contact(s), contact information for Grants.gov, and contact information for JustGrants, see page 5.

## Other Information

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

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

### Provide Feedback to OJP

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

## Performance Measures

Objective	Performance Measure(s)	Data Recipient Provides
Conduct research in social and behavioral sciences having clear implications for criminal justice policy and practice 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.	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. 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.	2. List of citation(s) to all scholarly products that resulted, in whole or in part, from work funded under the NIJ award.
	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.	3. If applicable, each data set that resulted, in whole or in part, from work funded under the NIJ award.



# Application Checklist

## NIJ FY24 Domestic Radicalization and Violent Extremism Research Center of Excellence

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:***

- Confirm your entity's registration in the [System Award Management \(SAM.gov\)](#). Registration is active through the solicitation period; submit a new or renewal registration in SAM.gov if needed (see [Application Resource Guide](#)).

#### ***Register in Grants.gov***

- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password (see [Application Resource Guide](#)).
- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see [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 [Application Resource Guide](#)).
- Sign up for Grants.gov email [notifications](#) (optional) (see [Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#) (about [browser compatibility and special characters in file names](#)).
- Read OJP policy and guidance on conference approval, planning, and reporting available at <https://www.ojp.gov/funding/financialguidedo/iii-postaward-requirements#6g3y8> (see [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 \$7 million.

#### ***Review Eligibility Requirement:***

- Review the Eligibility section on page 4.
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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 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**

- Entity and User Verification (First Time Applicant).
- Standard Applicant information (SF-424 information from Grants.gov).
- Proposal Abstract.
- **Proposal Narrative.\***

### **Budget and Associated Documentation**

- **Budget Web-Based form.\***
- Financial Management and System of Internal Controls Questionnaire (see [Application Resource Guide](#)).
- Indirect Cost Rate Agreement (if applicable) (see [Application Resource Guide](#)).
- Disclosure of Process related to Executive Compensation (see [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 Plan.

### **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; Drug-Free Workplace Requirements; and Law Enforcement and Community Policing (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](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 resources 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.