

# NIJ FY25 Research and Evaluation on Youth Justice Topics

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Total Amount To Be Awarded Under This Funding Opportunity: \$4,000,000

Anticipated Award Ceiling: Maximum dollar amount for each award to be determined by the requirements of the research proposed in applications selected for award, up to the full dollar amount anticipated to be awarded under this NOFO.

Anticipated Period of Performance Duration: To be determined by the period of performance of awarded applications. Successful applicants will be expected to complete the work proposed within a five-year (60 Months) period of performance.

Funding Opportunity Number: O-NIJ-2025-172300

Deadline to submit SF-424 in Grants.gov: **March 20, 2025, by 11:59 p.m. Eastern Time**  
Deadline to submit application in JustGrants: **April 03, 2025, by 8:59 p.m. Eastern Time**



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## BASIC INFORMATION

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [National Institute of Justice](#) (NIJ) is accepting applications for funding in response to this notice of funding opportunity (NOFO).

OJP is committed to advancing work that promotes civil rights, 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. OJP's grant programs further DOJ's mission to uphold the rule of law, to keep our country safe, and to protect civil rights.

NIJ is the research, development, and evaluation agency of the U.S. Department of Justice, dedicated to improving knowledge and understanding of crime and justice issues through science.

<b>Agency Name</b>	U.S. Department of Justice Office of Justice Programs National Institute of Justice
<b>NOFO Title</b>	NIJ FY25 Research and Evaluation on Youth Justice Topics
<b>Announcement Type</b>	Initial
<b>Funding Opportunity Number</b>	O-NIJ-2025-172300
<b>Assistance Listing Number</b>	16.560

## Executive Summary

This funding opportunity seeks proposals for research and evaluation projects to inform policy and practice in the field of youth justice in the following four topics:

1. Research and Evaluation on Youth Justice System Prosecution
2. Research and Evaluation on Youth Justice Defense Delivery Systems
3. Evaluation of Youth Reentry Practices
4. Resubmissions of Youth Justice Reinvestment Studies

Prospective applicants for a grant under this funding opportunity are encouraged to review the information provided here [Guidance for Applicants and Awardees | National Institute of Justice \(ojp.gov\)](#).

## Key Dates

<b>Funding Opportunity Release Date</b>	January 03, 2025
<b>Pre-Application Webinar</b>	January 21, 2025
<b>SAM.gov Registration/Renewal</b>	Recommend beginning process by February 18, 2025, and no later than March 10, 2025
<b>Step 1: Grants.gov Application Deadline</b>	11:59 p.m. Eastern Time on March 20, 2025

<b>Step 2: JustGrants Application Deadline</b>	8:59 p.m. Eastern Time on April 03, 2025
<b>Award Notification Date</b>	Generally, by September 30

## Funding Details

**Total Amount To Be Awarded Under This Funding Opportunity:** \$4,000,000

**Anticipated Number of Awards:** To be determined by the number of applications received and their merit.

**Anticipated Award Ceiling:** To 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 NOFO.

**Note:** Applicants may propose a budget that is less than the anticipated award ceiling amount. The budget should be reasonable to conduct the proposed project and be within the applicant's capacity to manage.

**Anticipated Period of Performance Start Date:** January 1, 2026

**Anticipated Period of Performance Duration:** 60 months

## Availability of Funds

This funding opportunity, and awards under this funding opportunity, are subject to the availability of funding and any changes or additional requirements that may be imposed by the agency or by law. In addition, nothing in this NOFO 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 or its departments, agencies, entities, officers, employees, agents, or any other person.

## Statutory Authority

Any awards under this NOFO would be made under statutory authority provided by a full-year appropriations act for FY 2025. As of the writing of this NOFO, the Department of Justice is operating under a short-term "Continuing Resolution;" no full-year appropriation for the Department has been enacted for FY 2025.

## Agency Contact Information

For assistance with the requirements of this funding opportunity:

### **OJP Response Center**

Phone: 800-851-3420 or 301-240-6310 (TTY for hearing-impaired callers only)

Email: [grants@ncjrs.gov](mailto:grants@ncjrs.gov)

Hours of operation: 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 funding opportunity closing date.

For assistance with **SAM.gov** (registration/renewal):

### **SAM.gov Help Desk**

Phone: 866-606-8220

Web: [SAM.gov Help Desk \(Federal Service Desk\)](#)

Hours of operation: 8:00 a.m. to 8:00 p.m. ET Monday–Friday

For assistance with **Grants.gov** (registration, submission of the Application for Federal Assistance SF-424):

### **Grants.gov Customer Support Hotline**

Phone: 800-518-4726, 606-545-5035

Email: [support@grants.gov](mailto:support@grants.gov)

Web: [Grants.gov Customer Support](#)

Hours of operation: 24 hours a day, 7 days a week, except on federal holidays

For assistance with **JustGrants** (registration, submission of full application):

### **JustGrants Service Desk**

Phone: 833-872-5175

Email: [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov)

Hours of operation: 7:00 a.m. to 9:00 p.m. ET Monday–Friday and 9:00 a.m. to 5:00 p.m. ET on Saturday, Sunday, and federal holidays.

For procedures related to unforeseen technical issues beyond the control of the applicant that impact submission by the deadlines, see [Experiencing Technical Issues Preventing Submission of an Application \(Technical Waivers\)](#).

## Resources for Applying

**Pre-Application Webinar:** A webinar on this NOFO will be held on January 21, 2025, at 2:00 p.m. ET. Preregistration is required for all participants. Register by clicking on this [link](#). Submit any questions in advance to [Kaitlyn.sill@usdoj.gov](mailto:Kaitlyn.sill@usdoj.gov) no later than January 17, 2025. Submit questions with the subject “Questions for Research and Evaluation on Youth Justice Topics NOFO Webinar.”

**[OJP Grant Application Resource Guide](#):** Referred to as the Application Resource Guide throughout the NOFO, this resource provides guidance to help applicants for OJP funding prepare and submit their applications.

**[JustGrants Application Submission Training Webpage](#)**: Offers helpful information and resources on the grant application process.

**Note:** If this NOFO requires something different from any guidance provided in the [Application Resource Guide](#), the difference will be noted in this NOFO and the applicant should follow the guidance in this NOFO.



## ELIGIBILITY

### Eligible Applicants

The types of entities that are eligible to apply for this funding opportunity are listed below:

- **Government Entities**
  - State governments
  - County governments
  - City or township governments
  - Special district governments
  - Native American Tribal governments (federally recognized)
  - Native American Tribal governments (other than federally recognized)
- **Educational Organizations**
  - Independent school districts
  - Public and state-controlled institutions of higher education
  - Private institutions of higher education
- **Public Housing Organizations**
  - Public housing authorities
  - Indian housing authorities
- **Nonprofit Organizations**
  - Nonprofits having a 501(c)(3) status with the Internal Revenue Service (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
- **For-Profit Organizations**
  - Organizations other than small businesses
  - Small businesses
- **Other**
  - Federal Agencies
  - Other Units of Local Government

**State Government Entities:** For the purposes of this NOFO, “state” means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

**Other Units of Local Government:** For the purposes of this notice of funding opportunity, other units of local government include towns, boroughs, parishes, villages, or other general purpose political subdivisions of a state.

**Small Businesses:** Small business grants may be awarded to companies meeting the size standards established by the U.S. Small Business Administration (SBA) for most industries in the economy.

**Federal Agencies:** Federal agencies are eligible to apply. (Any award made to a federal agency will be made as an inter-agency reimbursable agreement.)

## **Limit on Number of Applications**

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

Applications under which two or more entities (project partners) would carry out the federal award will be considered. However, only one entity may be the applicant for the NOFO; any others must be proposed as subrecipients. See the [Application Resource Guide](#) for additional information on subawards. The applicant is expected to conduct the preponderance of the work proposed.

## **Cost Sharing/Match Requirement**

See “Cofunding” paragraph in the Program Description section.





## PROGRAM DESCRIPTION

### General Purpose of the Funding

Rigorous research and evaluations are needed to guide continued improvements to the youth justice system to ensure youth who are processed by juvenile courts are held accountable, treated in a developmentally appropriate manner, supported during their justice system involvement, and set up to successfully return to the community after out-of-home placement as well as to understand youth justice system reforms and reinvestment efforts.

With this NOFO, NIJ, in collaboration with the Office of Juvenile Justice and Delinquency Prevention (OJJDP), seeks applications for research and evaluation projects to inform policy and practice in the field of youth justice in the following four topics:

1. Research and Evaluation on Youth Justice System Prosecution
2. Research and Evaluation on Youth Justice Defense Delivery Systems
3. Evaluations of Youth Reentry Practices
4. Resubmissions of Youth Justice Reinvestment Studies

#### Topic 1: Research and Evaluation on Youth Justice System Prosecution

Youth justice prosecutors make important decisions about juvenile court case processing, with varying levels of independence, including decisions concerning charging and alternatives to prosecution (e.g., diversion), transfers and waivers to criminal court, plea agreements, and recommendations for detention and disposition.<sup>1</sup> They also serve important functions within the youth justice system by working closely with survivors, witnesses, and members of law enforcement, engaging with communities and community partners, and collaborating across systems.<sup>2</sup>

Research and evaluations are needed to understand prosecutorial activities and their impacts on youth and communities, and to identify promising practices to inform system improvement.

Under this topic, NIJ seeks applications to conduct research and evaluations on youth justice system prosecution, specifically:

- Research to understand prosecutorial decision making. NIJ is particularly interested in research that improves understanding of charging/diversion decisions, plea agreements, and detention and disposition recommendations.
- Evaluations, including formative evaluations, of innovative prosecutorial trainings and strategies to improve outcomes for youth and public safety.

<sup>1</sup> National District Attorneys Association. n.d. Juvenile Justice. Retrieved October 10, 2024.

<https://ndaa.org/programs/juvenile-justice/#:~:text=Juvenile%20prosecutors%20play%20a%20key,outcomes%20in%20the%20court%20system.>

<sup>2</sup> National District Attorneys Association. n.d.

## Topic 2: Research and Evaluation on Youth Defense Delivery Systems

Youth defense counsel play a critical role in ensuring fairness and equity for youth who are processed in the juvenile court system,<sup>3</sup> and they are expected to “zealously advocate” on behalf of their client. The National Juvenile Defense Standards identify the essential functions of zealous advocacy as independent investigation, review of discovery, legal research, visits to clients, motion practice, engagement of experts, adversarial testing of evidence, and development of alternative dispositional plans.<sup>4</sup>

Youth defense delivery systems are established within each state to provide youth access to counsel, but substantial variations in the process for providing counsel (e.g., methods, duration, waiver, indigency determination), structures (e.g., level of centralization and independence), and resources (e.g., specialization, training provision, funding amounts, caseloads, supervision and oversight) affect the nature and quality of representation.<sup>5</sup>

To advance understanding on youth defense delivery systems, in FY 2022 NIJ, in collaboration with OJJDP, funded a rigorous, multi-method, multi-site analysis of youth defense delivery systems, practices, and associated outcomes.<sup>6</sup> Additional research is still needed to understand youth defense delivery systems and their impacts on youth and system outcomes, and to identify promising practices to inform system improvement.

Under this topic, NIJ seeks applications to conduct research and evaluation on youth defense delivery systems, specifically:

- Research to advance understanding of youth defense delivery systems and data practices.
- Evaluations, including formative evaluations, of innovative youth defense delivery practices to improve advocacy, including development of alternative dispositional plans (e.g., diversion, restorative practices), and youth and system outcomes.

NIJ is particularly interested in research and evaluations that improve understanding of the impact of when defense support is available, including post-disposition; indigency determination practices; qualifications and training of youth defense counsel; and workload, supervision, and oversight of counsel on youth, case outcomes, and the quality of youth defense advocacy.

## Topic 3: Evaluation of Youth Reentry Practices

Youth reentry is the process of reintegrating youth into their communities after a period of placement in residential facilities (i.e., detention, residential treatment, long-term secure) due to youth justice system involvement. Youth reentry involves a continuum of services which start at

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<sup>3</sup> Office of Juvenile Justice and Delinquency Prevention. 2000. Improving Youth Defense. Retrieved October 24, 2024. <https://ojjdp.ojp.gov/programs/improving-youth-defense>.

<sup>4</sup> The Gault Center. 2024. *National Youth Defense Standards*. <https://www.defendyouthrights.org/wp-content/uploads/National-Youth-Defense-System-Standards.pdf>.

<sup>5</sup> The Gault Center, 2024.

<sup>6</sup> For the grant award information see <https://nij.ojp.gov/funding/awards/15pnij-22-gg-03056-titl>.

facility admission and continue through post-release and reintegration.<sup>7</sup> More research is needed to understand the treatments and services and case management and coordination practices that facilitate successful reentry, and the contextual and mitigating factors that influence effectiveness.

Under this topic, NIJ seeks applications to conduct rigorous outcome evaluations of facility-, community- and faith-based youth reentry efforts across the continuum of service.

NIJ will prioritize evaluations of reentry efforts that:

- Begin upon facility admission, focus on continuity of services, and engage youths' families;
- Focus on youth with histories of homelessness, substance misuse, or mental health problems and older youth (15–17) and young adults (18–24); and/or
- Propose to partner with one or more OJJDP-funded Second Chance Act residential placement facility sites to evaluate their efforts in implementing youth reentry program(s), practice(s), or strategies.<sup>8</sup>

Proposals should include examination of reoffending outcomes and positive youth outcomes (e.g., academic progress, vocational progress, improved pro-social skills).

#### **Topic 4: Resubmissions of Youth Justice Reinvestment Studies**

In FY 2024, the NIJ Research and Evaluation on Youth Justice Topics NOFO sought proposals for rigorous outcome evaluation projects on Youth Justice Reinvestment which evaluate the effectiveness and cost-effectiveness of youth justice system reforms and reinvestment into evidence-based programs serving youth in their communities (prioritizing collaborative partnerships between community-based organizations and youth justice systems).<sup>9</sup>

Under this topic, NIJ is inviting resubmissions of applications submitted to the [FY 2024 Research and Evaluation on Youth Justice Topics under Category 1: Youth Justice Reinvestment Studies](#). Applicants should clearly address weaknesses raised in the provided peer review panel assessment in their resubmission.

#### **Additional Information**

Applicants may propose to conduct formative evaluations in addition to outcome/impact evaluations under Topic 1 and Topic 2.

##### *a. Formative or process evaluations*

NIJ recognizes that many innovative prosecutorial trainings and strategies and youth defense delivery practices may not be ready to support rigorous outcome evaluations, and

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<sup>7</sup> National Institute of Justice. 2023. Five Things About Reentry. Washington, DC: U.S. Department of Justice, Office of Justice Programs, National Institute of Justice. NCJ 306482.

<sup>8</sup> Through the Second Chance Act, OJJDP has provided funding to counties, states, Tribes and community- and faith-based organizations to create programs to provide comprehensive reentry services before, during, and after release from confinement; and support transitional services to assist youth's successful reentry into the community, promote positive youth outcomes, and increase public safety by reducing reoffending. See <https://ojjdp.ojp.gov/funding/opportunities/o-ojdp-2024-172017>; <https://ojjdp.ojp.gov/funding/opportunities/o-ojdp-2023-171707>; <https://ojjdp.ojp.gov/funding/opportunities/o-ojdp-2022-171234>.

<sup>9</sup> See <https://nij.ojp.gov/funding/opportunities/o-nij-2024-172022>.

formative evaluations may be necessary to determine whether an outcome evaluation is possible. Applicants may propose a range of formative and/or process evaluation activities such as:

- Descriptive research of the effort(s) leading to the development of a logic model(s).
- Evaluability, feasibility, and research capacity assessments of programs to be studied, including but not limited to access to data and samples, consent procedures, and agency burdens.
- Development of an implementation guide for specific efforts.
- Development of instruments or measures to test the fidelity of effort(s).
- Description of the process used to design and implement the effort(s).
- Description of operations, including any changes.
- Identification and description of intervening events that may have affected implementation and outcomes.
- Development and conduct of structured observations, questionnaires, semi-structured interviews, focus groups, and logs for the current and future evaluation efforts.

Applicants proposing formative evaluations must detail how the research methods and findings will enable relevant practitioners to make refinements and improvements based on action research principles.

#### *b. Outcome/Impact Evaluations*

In cases where programs have achieved a suitable level of development, NIJ encourages applicants to propose outcome or impact evaluations using the most rigorous and appropriate design, with a comparison and treatment group, to produce high-quality causal evidence and provide justification that the proposed design is the most rigorous and appropriate. For these applications, NIJ will only fund projects that evaluate well-developed programs. Applications should include, and append, supplementary materials as necessary to describe the level of program development. Supplemental materials may include copies or links to logic models, program guides and materials, policies and procedures, manuals, prior evaluation findings, program staffing, and funding information.

### **Evaluation Research**

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

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

Applications that propose evaluation research should include discussion of independence and safeguarding integrity. If an application proposes an evaluation involving program staff, the applicant must demonstrate research/evaluation independence and provide a description of and justification for the roles of program staff as distinct from evaluation activities, a discussion of potential risks (if any) to independence and integrity, and a description of the safeguards that will be employed to ensure research independence.

NIJ also encourages applicants to consider the feasibility of including:

- Cost/benefit and cost effectiveness analyses. In cases where evaluations find that interventions have produced the intended benefit, cost/benefit or cost effectiveness analyses provide valuable and practical information for practitioners and policymakers that aids decision-making.
- Field-initiated action research. These are research partnership proposals that meet the needs and missions of local justice and service provider entities. These partnerships should apply a data driven, problem-solving approach to challenges prioritized by agency partners; identify actionable and measurable responses; implement changes; and employ an action research evaluation approach to assessing the impact of interventions on desired outcomes that emphasizes scientific rigor and meaningful stakeholder engagement; as well as include a statement of institutional partnership.
- Implementation science. Research that leverages implementation science knowledge and promotes evidence-based policy and practice — most directly by developing, supporting, and evaluating efforts to improve research evidence use by policymakers, agency leaders, intermediaries, and other decision-makers who shape justice outcomes. A multitude of theories, models, and frameworks (TMFs) — mostly developed in other disciplines — exist to facilitate the implementation of evidence-based programs and practices.<sup>10</sup> NIJ is interested in evaluating the impact of the application of existing TMFs to criminal and juvenile justice settings.
- Core components research. Core program components are defined as essential functions and principles underlying the program design that are necessary to produce outcomes in a typical service setting and include parts, features, attributes, or characteristics that influence a program's success. Examples of how core program components can be identified include through systematic reviews, meta-analyses, or multisite evaluations.<sup>11</sup>

Evaluation research projects may address a wide range of research questions beyond those focused on the effectiveness or impact of an intervention. Different research designs may be more appropriate for different research questions and at different stages of program development. The intervention strategies, setting, other contextual factors, and resources should be considered when selecting an evaluation design.

In all cases, applications are expected to propose the most rigorous evaluation design appropriate for the research questions to be addressed. Applicants are encouraged to review

<sup>10</sup> Fixsen, D. L., Naoom, S. F., Blasé, K. A., Friedman, R. M., & Wallace F. (2005). *Implementation Research: A Synthesis of the Literature*. Tampa, FL: University of South Florida, Louis de la Parte Florida Mental Health Institute, the National Implementation Research Network ([FMHI Publication #231](#)).

<sup>11</sup> [Core Components Approaches to Building Evidence of Program Effectiveness | ASPE \(hhs.gov\); 2020 meeting summary formatted to OPRE\\_508 JC.pdf \(hhs.gov\)](#).

evidence-rating criteria at [How We Rate Programs | CrimeSolutions, National Institute of Justice \(ojp.gov\)](#) for further information on high-quality evaluation design elements.

### Additional Considerations

**New Investigator/Early Career:** NIJ is interested in supporting researchers who are early in their careers and new to NIJ's research grant portfolios, specifically non-tenured assistant professors, or equivalent full-time staff scientist positions in a research institution, who propose research on topics relevant to NIJ. To that end, NIJ may, in appropriate circumstances, give special consideration in award decisions to applications proposing such researchers as principal investigators (PIs). To qualify, the proposed PI must, at the time of application submission:

- Hold an assistant professor appointment at an accredited institution of higher education in the United States or an equivalent full-time staff scientist position at a research institution in the United States.
- Have completed a terminal degree or post-graduate clinical training within the six (6) years prior to September 30, 2025.
- Have never previously received NIJ funding as a PI or Co-PI on a research project with the exception of Graduate Research Fellows.

**If seeking to be considered for the New Investigator/Early Career Opportunity, the applicant should identify that it is submitting a New Investigator/Early Career proposal on the title page of the application.**

Applicants should refer to [Application Contents, Submission Requirements, and Deadlines: Budget Detail Form](#) for information on allowable and unallowable costs that may inform the development of their project design.

### Agency Funding Priorities

NIJ will provide priority consideration when making award decisions to applications addressing the following research priorities:

- 1. Fostering Rigorous and Inclusive Research:** Applications proposing methods that include meaningful engagement with the people closest to the subject of study — for example, criminal justice practitioners, community members, business owners, crime survivors, and people who have experienced incarceration — to guide data collection, help interpret findings, and identify implications of research findings for policy and practice.
- 2. Infusing Evaluation Research with a Strong Implementation Fidelity Component:** Applications proposing evaluations of an intervention's implementation in the field and identifying both their impacts and unintended consequences.
- 3. Encouraging Interdisciplinary Research:** Applications proposing multidisciplinary research teams to build on the complementary strengths of different methods and areas of subject matter expertise.
- 4. Ensuring Research Evidence is Translated into Actionable Information to Promote Change in the Field:** Applications proposing robust, creative, and multi-pronged dissemination strategies that include strategic partnerships with organizations and associations that are best equipped to ensure that research findings lead to changes in



policies and practices; with at least 15% of the requested project award funding toward implementing such strategies, as demonstrated in the “Budget Detail Form”.

**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 award funding.

## Program Goals and Objectives

**Program Goal:** The National Institute of Justice Research, Evaluation, and Development Project Grants program (16.560) fosters the development of new knowledge and tools that can be applied to reduce crime and advance justice, particularly at the state and local level.

### Program Objectives:

- Develop, demonstrate, and evaluate programs and practices relevant to criminal justice, juvenile justice, and crime victims’ services outcomes.
- Identify and analyze the causes and correlates of crime.
- Improve the functioning of the criminal and juvenile justice systems.
- Develop new methods for the prevention and reduction of crime.
- Develop new methods to detect, investigate, and prosecute crime.
- Enhance the justice research infrastructure.

## How Awards Will Contribute to Program Goals/Objectives

The goal of this program is to inform policy and practice in the field of youth justice. The primary objectives are to: (1) conduct research and evaluations on youth justice system prosecution; (2) conduct research and evaluations on youth justice defense delivery systems; (3) conduct evaluations of youth reentry practices; (4) conduct evaluations of youth justice reinvestments.

## Expected Outcomes: Deliverables and Performance Measures

To achieve the goals and objectives of this funding opportunity, NIJ has identified expected deliverables that must be produced by a recipient. NIJ has also identified performance measures (pieces of data) that will indicate how a recipient is achieving the performance goals and objectives previously identified. Recipients will need to collect and report this performance measure data to NIJ.

### Deliverables

Deliverables are what the applicant will create or produce under the award. The term “deliverables” as used here refers to discrete products under an award. An award may support activities (e.g., personnel time for award activities) that are part of recipient performance but are not considered deliverables). Award recipients will be expected to develop the deliverables listed below in the course of implementing their proposed project.

**Scholarly Products:** NIJ expects scholarly products to result from each award under this NOFO, 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 the dissemination of such products throughout the period of performance to the extent possible. Development and delivery of interim products should be built into the Project Timeline.

NIJ expects awardees to deposit author accepted manuscripts for peer reviewed publications derived from research funded by the award in a publication repository designated by NIJ.

Ensuring Research Evidence is Translated into Actionable Information to Promote Change in the Field: In addition to scholarly products, NIJ expects that grantees will be an equal effort to development of dissemination products to make the research findings accessible to practitioner and policymaker audiences.

Required Data Sets and Associated Files and Documentation. NIJ requires grant recipients to archive each data set resulting in whole or in part from their funded research. This ensures the preservation, availability, and transparency of data collected through its grant funded research projects. It also supports the discovery, reuse, reproduction, replication, and extension of funded studies by other scientists.

At the end of the award period, grant recipients must archive data according to the Data Management, Sharing and Archiving Plan (DMSAP) approved by NIJ; in a manner that is consistent with the applicable human subjects protection and privacy regulations. Archiving data derived from an NIJ funded grant is mandatory. That requirement may not be unilaterally modified or waived. (Grant recipients are strongly encouraged to submit data sets no later than 90 days prior to the end of the award period of performance.) For interim publications, the subset of data used to create the findings must be deposited in an appropriate repository at the time of publication.

NIJ's principal data repository is the [National Archive of Criminal Justice Data](#) (NACJD). NIJ recognizes that data from research in the natural sciences and engineering may not be appropriate in file type or field of study for archiving at NACJD. To fulfill their data archiving requirement and maximize the visibility of this data to the relevant communities, NIJ encourages these grantees to archive their data at a repository appropriate to their field of study. Regardless of the primary data repository used, *all NIJ-funded* projects must provide study-level information to NACJD. That information will include a project abstract and link to the publicly accessible data location. More information on NIJ's data archiving requirements is found here [Data Archiving | National Institute of Justice \(ojp.gov\)](#).

Final Research Report. Any recipient of an award under this NOFO will be expected to submit a Final Research Report by the end of the award period of performance. Recipients will also be required to deliver a draft of their Final Research Report no later than 90 days prior to the end of the award period of performance. Additional information on NIJ's final research report requirements is found here [Post-Award Requirements for Research, Development, and Evaluation Grants | National Institute of Justice \(ojp.gov\)](#).

Technology Exemplars. In select circumstances recipients funded to develop algorithms, methods, software, hardware, or other technologies may be required to deliver exemplars along with detailed implementation instructions for third-party evaluation.

## Performance Measures

Performance measures are data that show a recipient's progress in implementing their project, such as the number of people served or number of trainings conducted. NIJ will require each award recipient to submit regular performance reports that communicate progress toward achieving the goals and objectives identified in [Program Goals and Objectives](#). Applicants can



visit [OJP's performance measurement page](#) at [ojp.gov/performance](http://ojp.gov/performance) for more information on performance measurement activities.

A list of performance measure questions for this funding opportunity can be found below.

Objective	Performance Measure	Data Recipient Provides
Conduct research in social and behavioral sciences that has clear implications for criminal justice policy and practice in the United States.	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.	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.
Conduct research in science, technology, engineering, and/or mathematics that has clear implications for criminal or juvenile justice policy and practice in the United States.	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.	Author accepted manuscripts for peer reviewed publications deposited in an NIJ designated repository.  List of citation(s) to all scholarly products that resulted, in whole or in part, from work funded under the NIJ award.  If applicable, each data set that resulted, in whole or in part, from work funded under the NIJ award.
	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.	Quarterly financial reports, semi-annual and final performance reports.

## Funding Instrument

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

## Cost Sharing/Match Requirements

The following paragraph (on "Cofunding") expressly modifies the "[Cost Sharing or Matching Requirement](#)" provisions in the 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 NOFO 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. 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.



## APPLICATION CONTENTS, SUBMISSION REQUIREMENTS, AND DEADLINES

This NOFO contains all the information needed to apply for this funding opportunity. The application for this funding opportunity is submitted through web-based forms and attachments in Grants.gov and JustGrants through the steps that follow.

### Unique Entity Identifier (UEI) and SAM.gov Registration

To submit an application, an applicant must have an active registration in the [System for Award Management \(SAM.gov\)](#). SAM.gov assigns entities a unique entity identifier (UEI) that is required for the entity to apply for federal funding. Applicants will enter their UEI with their application. Award recipients must then maintain an active UEI for the duration of their award's period of performance.

**First-time Registration:** Entities registering in SAM.gov for the first time will submit information about their entity type and structure, financial information (such as dates of the fiscal year, banking information, and executive compensation), entity points of contact, and other information. The information is reviewed and verified by SAM.gov, and then a UEI is issued. This process may take several weeks, so entities considering applying for funding should begin the registration process as soon as possible.

**Renewing an Existing Registration:** Entities must renew their SAM.gov registration every 12 months to keep it active. If an entity does not renew their SAM.gov registration, it will expire. An expired registration can delay or prevent the submission of an application for funding in Grants.gov and JustGrants.

Applicants are encouraged to start the SAM.gov registration or renewal process **at least 30 days prior to the application's Grants.gov deadline**. Applicants who fail to begin the registration or renewal process at least 10 business days prior to the Grants.gov deadline may not be able to complete the process in time and will not be considered for a technical waiver that allows for late submission.

**For Small Businesses:** In addition to SAM.gov registration, a small business applicant may need to obtain an Employer Identification Number (EIN) from the Internal Revenue Service (IRS). The person applying for an award should submit the EIN value as the Tax Identification Number (TIN) during the SAM.gov registration process. The applicant should not submit their Social Security Number. For additional information, including the steps to obtain an EIN, see the IRS [Apply for an Employer Identification Number \(EIN\) online](#) webpage.

### Submission Instructions: Summary

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants. See [Basic Information: Key Dates](#) for the Grants.gov and JustGrants application deadlines.

- **Step 1:** The applicant must submit the required [Application for Federal Assistance SF-424](#) by the Grants.gov deadline.
- **Step 2:** The applicant must submit the full application, including attachments, through JustGrants by the deadline (see [JusticeGrants.usdoj.gov](#)).

## Submission Step 1: Grants.gov Submission of SF-424

### Access/Registration

If the applicant does not already have a Grants.gov account, they will need to register for this opportunity in Grants.gov. Applicants should follow the Grants.gov [Quick Start Guide for Applicants](#) to register, create a workspace, assign roles, submit an application, and troubleshoot issues.

### Submission of the SF-424

Applicants will begin the application process in Grants.gov with the submission of the SF-424, which collects the applicant's name, address, and UEI; the funding opportunity number; and proposed project title, among other information. The SF-424 must be signed by the Grants.gov Authorized Organizational Representative for the applicant.

See the [Application Resource Guide](#) for additional information on completing the SF-424.

**Section 8F – Applicant Point of Contact:** Please include the name and contact information of the individual **who will complete the application in JustGrants**. JustGrants will use this information (*i.e.*, email address) to assign the application to this user in JustGrants.

**Section 19 – Intergovernmental Review:** This funding opportunity is not subject to [Executive Order \(E.O.\) 12372](#) (Intergovernmental Review). Applicants should answer section 19 by selecting, "Program is not covered by E.O. 12372."

**An applicant should submit the SF-424 as early as possible and recommended not later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit the SF-424 in Grants.gov by the deadline, they will be unable to submit their application in JustGrants.

Once the first part of the application has been successfully submitted in Grants.gov, the Grants.gov Workspace status will change from "In Progress" to "Submitted." Applicants will also receive a series of four Grants.gov email notifications. Refer to the [DOJ Application Submission Checklist](#) for additional details.

If an applicant needs to update information in the SF-424 after it is submitted in Grants.gov, they can update the information as part of their JustGrants submission (see [Application Contents, Submission Requirements, and Deadlines: Standard Applicant Information](#)). They do not need to submit an update in Grants.gov.

## Submission Step 2: JustGrants Submission of Full Application

### Access/Registration

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 email address 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 confirmation from Grants.gov of the SF-424 submission.

Creating and setting up a JustGrants account consists of three steps:

1. Follow the instructions in the email to first confirm who will be the Entity Administrator (the person who manages which staff can access JustGrants on behalf of the applicant).
2. Log in to JustGrants and confirm the information in the Entity Profile.

3. Invite other individuals who will serve as the Application Submitter and the Authorized Representative for the applicant to register for JustGrants.

These steps should be completed in JustGrants as early as possible and recommended not later than 48 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. Applicants can find additional information on JustGrants registration in the [DOJ Grant Application Submission Checklist](#).

### Preparing for Submission

Some of the required sections of the application will be entered directly into JustGrants, and other sections will require documents to be uploaded and attached. Therefore, applicants should allow enough time before the JustGrants deadline to prepare, enter, and upload all the requirements of the application.

Applicants may save their application in the system and add to or change the application as needed prior to hitting the “Submit” button at the end of the application in JustGrants. After the application deadline, no changes or additions can be made to the application. **OJP recommends that applicants submit the complete application package in JustGrants at least 48 hours prior to the JustGrants deadline.**

For additional information, including file name and type requirements, see the “How To Apply” section in the [Application Resource Guide](#).

### Standard Applicant 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 can make whatever edits are needed. Within this section, the applicant will need to add ZIP codes for areas affected by the project; confirm their Authorized Representative; and confirm the organization’s unique entity identifier, legal name, and address.

### Proposal Abstract

A proposal abstract (no more than 2,000 characters) summarizing the proposed project must be completed in the JustGrants web-based form. The text from abstracts will be made publicly available on the OJP.gov and USASpending.gov websites if the project is awarded, so this section of the application should not contain any personally identifiable information (e.g., the name of the project director).

The abstract should be in paragraph form without bullets or tables and written in the third person (e.g., they, the community, their, themselves, rather than I or we). The abstract should include the following information:

- The goals, objectives, and research questions to be addressed.
- The research design and methods.
- Work products to be produced and a plan for disseminating those products.

## Data Requested With Application

### Priority Consideration Inventory

Applicants seeking priority consideration related to NIJ research priorities should download, fill in and include in the application as an Additional Application Component the [Responsiveness of Fundable Applications to NIJ Priorities](#) table.

### 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 what financial management and internal control systems the applicant has in place, whether these systems would be sufficient to maintain a funding award, 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 form in JustGrants. See the [Application Resource Guide: Financial Management and System of Internal Controls Questionnaire \(including Applicant Disclosure of High-Risk Status\)](#) for additional guidance on how to complete the questionnaire.

### Proposal Narrative

**Format of the Proposal Narrative:** The Proposal Narrative will be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point size font; have no less than 1-inch margins; have numbered pages; and should not exceed 30 pages. If the Proposal Narrative does not comply with these restrictions, NIJ may consider such noncompliance in peer review and in final award decisions. Tables, charts, and graphs can be created in legible font smaller than 12-point. They will count toward the 30-page limit if embedded in the text of the Proposal Narrative as opposed to being attached in an appendix. Applicants should carefully weigh the comparative benefit of embedding a table, chart, or graph in the narrative as opposed to attaching it as an appendix, in helping a reviewer understand the proposal.

**Sections of the Proposal Narrative:** The Proposal Narrative must 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, Researcher ID, Scopus Author ID), if available.
- Requests for consideration under “new investigator” and/or “research priorities”.
- 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. 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**

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 NOFO. 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.

**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. This should include the applicant's intentions as it regards dissemination of interim findings and other knowledge products.

**4. Capabilities and Competencies**

This section should describe the experience and capabilities 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.

**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).
- Any table/charts/graphs supporting the program narrative.

**6. Plan for Collecting the Data Required for This NOFO's Performance Measures**

Note: An applicant is **not** required to submit performance data with the application. Rather, performance measure information is included to provide notice that award recipients will be required to submit performance data as part of each award's reporting requirements.

NIJ will require award recipients to submit performance measure data in quarterly financial reports, semi-annual and final performance reports, and the final research report in JustGrants. For more information on NIJ post award reporting requirements please see [Post-Award Requirements for Research, Development, and Evaluation Grants | National Institute of Justice \(ojp.gov\)](#).

### **Budget and Associated Documentation: Budget Detail Form**

The applicant will complete the JustGrants budget detail form. The form collects the individual costs under each cost category needed to implement the proposed project. Applicants should ensure that the name/description of each cost is clear and provide the detailed calculation (e.g., cost per unit and number of units) for the total cost. Applicants should enter additional narrative, as needed, to fully describe the cost calculations and connection to the project goals and objectives.

Budget proposals/narratives should include the funding needed to implement the proposed activities. In preparing their budget proposals, applicants should consider what types of costs are allowable, if awarded funding. Costs are allowable when they are reasonable, allocable to, and necessary for the performance of the project funded under the federal award and when they comply with the funding statute and agency requirements, including the conditions of the award and the cost principles set out in [2 C.F.R. Part 200, Subpart E](#) and the [DOJ Grants Financial Guide](#).

**Costs Associated With a Conference/Meeting/Training:** An applicant that proposes to use award funds for activities related to a conference, meeting, training, or similar event should



review the [Application Resource Guide](#) for information on prior approval, planning, and reporting costs for a conference/meeting/training.

**Costs Associated With Language Assistance and Access:** If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable in specific grant programs. Costs to provide reasonable accommodation and facilitate language access for individuals who are deaf or hard of hearing may also be allowable in specific grant programs. See the [Application Resource Guide](#) for information on costs associated with language assistance.

For additional information about how to prepare a budget for federal funding, see the [Application Resource Guide](#) section on “[Budget Preparation and Submission Information](#)” and the technical steps to complete the budget form in JustGrants in the [Complete the Application in JustGrants: Budget](#) training.

### **Budget and Associated Documentation: Budget/Financial Attachments**

**Indirect Cost Rate Agreement (if applicable):** An applicant with a current, federally approved indirect cost rate agreement should upload it as an attachment in JustGrants.

Indirect costs are costs of an organization that are not readily assignable to a particular project but are necessary for the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for operation and maintenance of offices or workspaces and salaries of administrative or support staff. The requirements for the development and submission of indirect cost proposals and cost allocation plans are listed in Appendices III–VII of 2 C.F.R. Part 200. A non-federal applicant should follow the guidelines applicable to its type of organization. See the [DOJ Grants Financial Guide](#) and the [OJP Grant Application Resource Guide](#) for additional information on indirect cost rate agreements.

**Consultant Rate (if applicable):** OJP has established maximum rates for consultants; see the “Listing of Costs Requiring Prior Approval” section of the [DOJ Grants Financial Guide](#) for more information. If an applicant proposes a rate for a consultant on their project that is higher than the established maximum rate and receives an award, then the award recipient must submit a document requesting approval for the rate and cannot incur costs at the higher rate without prior OJP approval. The award recipient must provide justification for why the proposed rate is higher than the established maximum rate, such as why the rate is reasonable and consistent with that paid for similar services in the marketplace.

### **Limitation on Use of Award Funds for Employee Compensation for Awards Over \$250,000; Waiver (if applicable):**

If an applicant proposes to hire employees with federal award funds, for any award of more than \$250,000, the recipient may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the federal government’s Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. Applicants may request a waiver from this requirement by submitting the appropriate form. See the [Application Resource Guide](#) for information on the “Limitation on Use of Award Funds for Employee Compensation for Awards over \$250,000; Waiver.”

**Disclosure of Process Related to Executive Compensation (if applicable):** An applicant that is a nonprofit organization may be required to make certain disclosures relating to the processes it uses to determine the compensation of its officers, directors, trustees, and key employees. If applicable, the applicant will upload a description of the process used to determine executive compensation as an attachment in JustGrants. See the [Application Resource Guide](#) for information.

### **Additional Application Components**

The applicant will attach the additional requested documentation in JustGrants.

**Curriculum Vitae or Resumes:** Provide curriculum vitae or resume for all investigators regardless of status (*i.e.*, PI, subaward PI, Co-PI, subaward Co-PI, co-investigator Co-I, subaward Co-I, I, and subaward-I) and project directors.

**Tribal Authorizing Resolution (if applicable):** An application in response to this NOFO 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 [Application Resource Guide](#) for information on Tribal authorizing resolutions.

**Research and Evaluation Independence and Integrity Statement (if applicable):** 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 [Application Resource Guide](#).

**Letters of Support (if applicable):** Applications proposing research involving partnerships with juvenile justice, criminal justice or other agencies or community organizations should include a strong 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 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), or other data repository (for grants funding research in the natural sciences and engineering) at the conclusion of the award. (NIJ understands data to include qualitative data, for example derived from interviews, as well as quantitative data.) 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, 2026. That formal agreement must include a provision to meet the data archiving requirements of the award.

Letters of support should be signed and submitted as one separate attachment to the application in JustGrants.

**Bibliography/References:** Provide a bibliography of any references cited in the Proposal Narrative.

**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 NIJ 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:** All recipients of NIJ funds are required to comply with Department of Justice regulations at 28 CFR Part 46 (Protection of Human Subjects). Applicants should submit the [Protection of Human Subjects Assurance form](#) (or IRB determination letter, if obtained) as a separate attachment. For further guidance, go to [Human Subjects Protection | National Institute of Justice](#). Note: Final Institutional Review Board (IRB) approval is not required at the time an application is submitted.

**Privacy Certificate:** Applicants for NIJ funding must submit a Privacy Certificate regardless of whether the project involves the collection of identifiable data. It should be submitted as a separate attachment. For further guidance, go to [Confidentiality and Privacy Protections | National Institute of Justice \(ojp.gov\)](#) and [Privacy Certificate Guidance | National Institute of Justice](#).

**Request To Use Incentives or Stipends:** Applicants proposing to use incentives, or stipend payments, as part of their research project design must submit an approval request as a separate attachment. The requirements are described at [Participant Support Costs and Incentives | National Institute of Justice](#).

**Project Management Plan and Timeline:** Applicants should also outline the management plan and organization that connects to the goals and objectives of the project, including the project management structure, approach, and strategies. Among other factors, that plan should include a description of the anticipated level of effort of key personnel. In addition, applicants should include a project management timeline documenting the timing for project tasks, management, milestones, and deliverables, to include interim deliverables.

**Documentation of “New Investigator” status (if applicable):** Applicants who seek a “New Investigator” designation are required to provide documentation of the status that should include when the investigator completed their academic [or research] doctorate terminal degree or post-graduate clinical training; a statement corroborating that they have not received previous NIJ funding as a PI on a research award (except for GRF grantees); verification that the investigator currently holds a non-tenured assistant professor appointment at an accredited institution of higher education in the United States or an equivalent full-time staff scientist position at a research institution in the United States.

**Consortium/Contractual Agreements:** Explain the programmatic, fiscal, and administrative arrangements to be made between the applicant organization and the consortium organization(s).

**Data Management, Sharing, and Archiving Plan (DMSAP):** Applications must include a plan describing how they will comply with NIJ data archiving requirements. The plan should be no more than two pages in length. It should be attached as a separate attachment and labeled “Data Management, Sharing, and Archiving Plan (DMSAP)”.

The DMSAP should identify how the applicant will document and manage study data and prepare it for archiving. It should include the applicant's approach to making the subset of data associated with interim scholarly products available at the time of publication. Additionally, it should describe the expected level of effort required to meet archiving requirements.

The plan should describe the:

- Types of data expected (both qualitative and quantitative); including any associated metadata and data standards to be used.
- Management of data during the project; including data security and integrity.
- Plans to prepare files and documentation necessary for others to use for secondary analysis and to review and reproduce the project's findings after the project's completion.
- Location where pertinent data files and documentation will be archived.

All plans must be consistent with OJP confidentiality and privacy requirements of 34 U.S.C. § 10231(a) and 28 CFR Part 22. See [Confidentiality and Privacy Protections](#).

Recipients are strongly encouraged to provide full-project data sets at least 90 days before the end of the performance period to NIJ through NACJD.

## Disclosures and Assurances

The applicant will address the following disclosures and assurances.

**Disclosure of Lobbying Activities:** JustGrants will prompt each applicant to indicate if it is required to complete and submit a lobbying disclosure under 31 U.S.C. § 1352.

The applicant is required by law to complete and submit a lobbying disclosure form (Standard Form/SF-LLL) if it has paid or will pay any person to lobby in connection with the award for which it is applying AND this application is for an award in excess of \$100,000. This disclosure requirement is not applicable to such payments by an Indian Tribe, Tribal organization, or any other Indian organization that are permitted by other federal law.

Lobbying means (for this requirement) influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress. See 31 U.S.C. § 1352; 28 C.F.R. part 69. Note: Most applicants do not engage in activities that trigger this disclosure requirement.

An applicant that is not required by law (31 U.S.C. § 1352) to complete and submit a lobbying disclosure, should enter "No." By doing so, the applicant is affirmatively asserting (under applicable penalties) that it has nothing to disclose under 31 U.S.C. § 1352 with regard to the application for the award at issue.

**Disclosure of Duplication in Cost Items:** To ensure funding coordination across grantmaking agencies, and to avoid unnecessary or inappropriate duplication of grant funding, the applicant must disclose if it has any pending applications for federal funding, including pending applications for subawards of federal funds, for the same project and the same budget items included in this proposal. Complete the JustGrants Applicant Disclosure of Duplication in Cost Items form. See the [Application Resource Guide](#) for additional information.

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

**DOJ Certifications:** Review the DOJ document [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Coordination with Affected Agencies](#). An applicant must review and sign the certification document in JustGrants. See the [Application Resource Guide](#) for more information.

**Applicant Disclosure and Justification – DOJ High-Risk Grantees (if applicable):** If applicable, submit the DOJ High-Risk Disclosure and Justification as an attachment in JustGrants. A DOJ high-risk recipient 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 that is otherwise not responsible. See the [Application Resource Guide](#) for additional information.

## Submission Dates & Times

Refer to [Basic Information: Key Dates](#) for the submission dates and times.

Applicants should submit their applications as early as possible and recommended not later than 48 hours before the deadlines. To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline. Applicants will use the Certify and Submit feature in JustGrants to confirm that all required application components have been entered, which includes identifying the Authorized Representative for the applicant. Once the application is submitted, the Application Submitter, Authorized Representative, and Entity Administrator receive a confirmation email.

An applicant will receive emails after successfully submitting application components in Grants.gov and JustGrants and should retain all emails and other confirmations received from the SAM.gov, Grants.gov, and JustGrants systems.

## Experiencing Technical Issues Preventing Submission of an Application (Technical Waivers)

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. OJP will only consider requests to submit an application via alternative methods or after the deadline when the applicant can document that there is a technical issue with a government system that was beyond their control and that prevents submission of the application via the standard process prior to the deadlines. Issues resulting from circumstances within the applicant's control, such as failure to begin the SAM.gov, Grants.gov, or JustGrants registration and application process in sufficient time, will not be considered.

Requests and documentation must be sent to the OJP Response Center at [grants@ncjrs.gov](mailto:grants@ncjrs.gov). Applicants should follow these steps if they experience a technical issue:

- 1. Contact the relevant help desk to report the issue and receive a tracking number.**

See [Basic Information: Contact Information](#) for the phone numbers, email addresses, and operating hours of the SAM.gov, Grants.gov, and JustGrants help desks. Reports of technical issues to the help desk must occur **before** the application deadline.

If an applicant calls the help desk and experiences a long wait time, they can also email the help desk to obtain a tracking number. Tracking numbers are generated automatically when an applicant emails the applicable service desk, and for this reason, long call wait times for support do not relieve the applicant of the responsibility of getting a tracking number.



**2. 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. The applicant's request will need to include:**

- A description of the technical difficulties experienced (provide screenshots if applicable).
- 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).
- An attachment of the complete grant application and all the required documentation and materials (this serves as a "manual" submission of the application).
- The applicant's unique entity identifier (UEI).
- Any SAM.gov, Grants.gov, and JustGrants Service Desk tracking/ticket numbers documenting the technical issue.

**3. 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. See step 2 for the list of information the applicant must provide as part of its request.**

As a reminder: the waiver request will not be considered unless it includes documentation of attempts to receive technical assistance to resolve the issue prior to the application deadline. 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 previously listed), 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 Technical Issues" section in the [Application Resource Guide](#).



## APPLICATION REVIEW

### Responsiveness (Basic Minimum Requirements) Review

NIJ screens applications to ensure they meet the basic minimum requirements (BMR) prior to conducting the merit review. Following are the basic minimum requirements for this funding opportunity. If NIJ determines that an application does not include these elements, it will not proceed to merit review and will not receive any further consideration.

- The application is submitted by an eligible applicant.
- The application is responsive to the scope of the NOFO, in that the proposal aligns with NIJ's expectations regarding what award recipients will achieve and how those achievements will contribute to the program goals and objectives as articulated in the How Awards Will Contribute to Program Goals/Objectives section of this NOFO.
- The following application elements are included:
  - SF-424 (Grants.gov)
  - Proposal Narrative (JustGrants)
  - Budget detail form, which includes the budget items, their calculations, and must include the explanation/narrative (JustGrants)
  - Curriculum Vitae or Resumes for all investigators regardless of status (*i.e.*, PI, subaward PI, Co-PI, subaward Co-PI, co-investigator Co-I, subaward Co-I, I, and subaward-I) and project directors.

Applicants whose application fails to meet the BMR are provided notice (including an appropriate point of contact for questions) within a few weeks after the submission due date.

### Merit Review Criteria

#### Peer Review Criteria

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

- **Statement of the Problem (15%):**
  - Responsiveness to the funding opportunity goals and objectives.
  - Demonstrated understanding of the problem(s).
  - Exhibited comprehension of the population and region under investigation.
  - Illustrative awareness of the state of current research.
  - Presentation of a valid theoretical framework justifying the study and directing research questions and design.
  - Documented importance of research questions or hypotheses and project goals and objectives.
- **Project Design and Implementation (50%):**
  - Thoroughness and completeness of the discussion of the study's research design (*e.g.*, type[s] of research methods to be employed, research setting, sampling methods, research protocols, operationalization and measurement, data collection processes and techniques, data strategy, and analysis plan, power analysis).



- Soundness of methods and analytic and technical approaches to address the proposed project's stated aim(s), answer research questions, or test hypotheses.
  - Awareness and responsiveness to human subjects' privacy, protection, and confidentiality issues.
  - Attentiveness of potential pitfalls of proposed project design and feasibility of proposed actions to minimize and mitigate them.
  - Feasibility of the proposed project as designed.
- **Capabilities and Competencies (15%):**
    - Detailed listing of the qualifications, expertise, and experience of proposed project staff (*i.e.*, all investigators, regardless of status, senior staff, and other staff [or organization]) who will be significantly involved in substantive aspects of the proposed project to include percent of time devoted to the project. The listing should document the relationship between the capabilities and competencies of the proposed project staff (including the applicant organization[s]) and the scope and strategies of the proposed project.
    - Presentation of a thorough management plan 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, including a description of the scientific environment (*e.g.*, institutional support, equipment, other physical resources, or collaborative arrangements) where the work will be done.
    - Documented history of translating scientific knowledge successfully into effective and sustainable practices, systems, and policies.
    - Executed letters of agreement, support, or commitment that detail terms of collaboration, level of responsibility, and type of support or resources to be provided.
    - Discussion of research/evaluation independence and integrity, including potential risks (if any) and appropriate safeguards to be used.
  - **Potential Impact (15%):**
    - Potential for significantly improving understanding of the stated justice system problem.
    - Possibility for innovative solutions to address (all or a significant part of) the stated justice system problem.
    - Likelihood of accomplishing all deliverables.
    - Strength and feasibility of the proposed dissemination plan to produce products, as well as make summary information available to broader interested and relevant audiences, such as practitioners or policymakers.
    - Probability project findings will translate into actionable information to promote change in the field.
  - **Budget (5%):**
    - Comprehensive breakdown of all costs (including subgrantees/recipients) with justification or rationale.
    - Alignment of the proposed budget with proposed project activities. For example, if in the Proposal Narrative the applicant claims that 15% of its budget is going

toward implementing a robust, creative, and multi-pronged dissemination strategy, the budget description should support that claim in detail.

- Appropriateness of the budget relative to the level of effort.
- Use of existing resources to conserve costs.
- Total cost of the project relative to the perceived benefit (cost-effectiveness).

## Programmatic and Financial Review Criteria

After the peer review, applications undergo additional programmatic and financial reviews. NIJ staff may reach out to applicants during the programmatic or financial review if a submitted form is incomplete or needs to be updated. Note that NIJ staff are not authorized to provide information on peer review scores or comment on programmatic, risk, or budget/financial reviews while the merit review is in progress.

In addition to BMR and peer review criteria, other important considerations for NIJ include geographic diversity (including, but not limited to, remote and geographically isolated communities, such as Alaska Native villages), strategic priorities (including, but not limited to, the priority areas already mentioned, if applicable), available funding, past performance, and the extent to which the budget detail form accurately explains project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles. If cost sharing/match is not required for this opportunity, applicants will not receive higher consideration by proposing a voluntary match contribution in their budget.

## Risk Review

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to applicant risk. OJP assesses whether an applicant with one or more prior federal awards has a satisfactory record of performance, integrity, and business ethics, including by (among other things) checking whether the applicant is listed in SAM.gov as excluded from receiving a federal award.

Depending on the severity and nature of the risk factors, the risk assessment may result in the removal of an applicant from consideration or selection for award, or it may result in additional post-award conditions and oversight for an awarded applicant.

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 that appears in the non-public segment of the integrity and performance system accessible through SAM.gov.

**Important Note on Responsibility/Qualification Data (formerly FAPIIS):** An applicant may review and comment on any information about its organization that currently appears in SAM.gov and was entered by a federal awarding agency. OJP will consider such comments by the applicant, in addition to the other information in SAM.gov, in its assessment of the risk posed by the applicant.

## Selection Process

Applications submitted under this NOFO 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. 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 staff recommendations, but also other factors as indicated in

the above section. For additional information on the application review process, see the Application Resource Guide.



## AWARD NOTICES

### Federal Award Notices

Award notifications are usually sent by September 30 (the end of the current federal fiscal year). For successful applicants, JustGrants will send a system-generated email to the Application Submitter, Authorized Representative, and Entity Administrator with information on accessing their official award package in JustGrants. The award package will include key information (such as funding amount and period of performance) as well as award conditions that must be followed. The Authorized Representative for the entity should accept or decline the award within 45 days of the notification. See the [Application Resource Guide](#) for information on award notifications and instructions.

Applicants not selected for award will receive notification after all award recipients have been notified. OJP also provides unsuccessful applicants with a summary of peer reviewer comments.

### Future Funding Opportunities

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

Applications submitted under this FY 2025 funding opportunity may be funded in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.



## POST-AWARD REQUIREMENTS AND ADMINISTRATION

### Reporting

All award recipients under this funding opportunity will be required to submit the following reports and data:

- Quarterly financial reports.
- Semi-annual and final performance reports.
- A draft final research report and final research report.
- Data sets and associated files and documentation derived from the award.
- Final financial and performance reports.
- If applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions.

See the [Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measure data and the method for submitting reports in OJP's online systems. Also see [Post-Award Requirements for Research, Development, and Evaluation Grants | National Institute of Justice \(ojp.gov\)](#). Future awards and fund drawdowns may be withheld if reports are delinquent, and in appropriate cases, OJP may require additional reports.

### Performance Measure Reporting

Award recipients will report performance measure data in their quarterly financial reports, semi-annual and final performance reports submitted in JustGrants. Applicants selected for an award will receive further guidance on post-award reporting processes.

### Program- and Award-Specific Award Conditions

OJP includes various conditions on its awards. These may include program-specific conditions, which typically apply to all recipients of a funding opportunity, and award-specific conditions, which are included to address recipient-specific issues (e.g., programmatic, or financial risk). Recipients may view all conditions, and actions required to satisfy those conditions, in the award package in JustGrants.

### 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 [Application Resource Guide](#).

### Civil Rights Compliance

If a successful applicant accepts funding from OJP—as a recipient of OJP funding—that award recipient must comply with certain federal civil rights laws that prohibit the award recipient from discriminating on the basis of race, color, national origin, sex, religion, or disability in how it delivers its program's services or benefits and in its employment practices. The civil rights laws that may be applicable to the award include, but are not limited to, Title VI of the Civil Rights Act

of 1964, the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act of 1968, and Section 504 of the Rehabilitation Act of 1973. These and other federal civil rights laws are discussed in greater detail on OJP's [Legal Overview—FY 2025 Awards](#) webpage under the “Civil Rights Requirements” section. Additional resources are available from the [OJP Office for Civil Rights](#).

Complying with civil rights laws that prohibit national origin discrimination includes the requirement that recipients and subrecipients take reasonable steps to ensure that people with limited English proficiency (LEP) have meaningful access to a recipient's programs and activities. An individual with LEP is one whose first language is not English and who has a limited ability to read, write, speak, or understand English. DOJ offers resources to help recipients meet this requirement, including [Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons](#); a [language access assessment and planning tool](#) with [commonly asked questions](#); and additional resources on [the Office of Justice Programs' Office for Civil Rights website](#).

Faith-based organizations may apply for this award on the same basis as any other organization subject to the protections and requirements of 28 C.F.R. Part 38 and any applicable constitutional and statutory requirements, including 42 U.S.C. 2000bb et seq. The Department of Justice will not, in the selection of recipients, discriminate for or against an organization on the basis of the organization's religious character, motives, or affiliation, or lack thereof, or on the basis of conduct that would not be considered grounds to favor or disfavor a similarly situated secular organization. A faith-based organization that participates in this funded program will retain its independence from the Government and may continue to carry out its mission consistent with religious freedom and conscience protections in Federal law. An organization may not use direct Federal financial assistance from the Department of Justice to support or engage in any explicitly religious activities except when consistent with the Establishment Clause of the First Amendment and any other applicable requirements. An organization receiving Federal financial assistance also may not, in providing services funded by the Department of Justice, or in their outreach activities related to such services, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice.

### **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 set out at 2 C.F.R. § 200.303, comply with standards for financial and program management. See the [Application Resource Guide](#) for additional information.

### **Information Technology Security Clauses**

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

### **Other Reporting Requirements**

Applicants and recipients are required to notify OJP if you know that you or any of your organization's principals for the award transaction are presently excluded or disqualified (*i.e.*, debarred or suspended) or otherwise meet any of the criteria in 2 C.F.R. § 180.335. Recipients

must comply with requirements in 2 C.F.R. Part 180, as implemented by DOJ in 2 C.F.R. Part 2867, which, among other things, require recipients to check certain information sources and, in some cases, notify the federal awarding agency prior to the agency awarding federal funds via contracts or subawards.

If a recipient's award includes a federal share of more than \$500,000 over the period of performance of the award, then the award (per 2 C.F.R. § 200.113) will include a condition that may require the recipient to report and maintain certain information (relating to certain criminal, civil, and administrative proceedings) in SAM.gov. See <https://www.ojp.gov/funding/explore/legaloverview2025/otherrequirements> for more information.



## OTHER INFORMATION

### Information Regarding Potential Evaluation of Programs and Activities

OJP may conduct or support an evaluation of the projects and activities funded under this NOFO. For additional information on what should be included in the application, see the [Application Resource Guide](#) section “Information Regarding Potential Evaluation of Programs and Activities.”

### Freedom of Information and Privacy Act

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

Applicants are advised not to include any unnecessary personally identifiable information, sensitive law enforcement information, or confidential financial information with the application.

### Provide Feedback to OJP

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





# APPLICATION CHECKLIST

## NIJ FY25 Research and Evaluation on Youth Justice Topics

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](#).

### SAM.gov Registration/Renewal

- Confirm that your entity’s registration in the System for Award Management (SAM.gov) is active through the NOFO period. Submit a new or renewal registration in SAM.gov, if needed (see [Application Resource Guide](#)).

### Grants.gov Registration

- 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](#)).

### Grants.gov Opportunity Search

- 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 under [“OJP Application Submission Steps”](#) in the [Application Resource Guide](#)).
- Sign up for Grants.gov email notifications (optional) (see [Application Resource Guide](#)).

### Funding Opportunity Review and Project Planning

- Review all sections of the NOFO.
- Confirm your entity is eligible to receive funding (see [Eligibility: Eligible Applicants](#)).
- Confirm your proposed budget is within the allowable limits (see [Basic Information: Funding Details](#)), includes only allowable costs (see [Application Contents, Submission Requirements, and Deadlines: Budget Detail Form](#)), and includes cost sharing if applicable (see [Program Description: Cost Sharing/Match Requirements](#)).
- Review the performance measures for this funding opportunity and confirm you will be prepared to collect and report on this data (see [Program Description: Performance Measures](#)).
- Review the [“Legal Overview—FY 2025 Awards”](#) in the [OJP Funding Resource Center](#) and confirm you are prepared to follow the requirements.
- Read OJP policy and guidance on conference approval, planning, and reporting under [“Listing of Costs Requiring Prior Approval”](#) in the [DOJ Grants Financial Guide](#) or see the [Application Resource Guide](#).

### Submission Step 1: Grants.gov

After registering with SAM.gov submit the SF-424 in Grants.gov.

- Complete and submit the SF-424 by the deadline.
- Confirm Section 8F of the SF-424 lists the name and contact information of the individual **who will complete the application in JustGrants.**

- Confirm that, within 48 hours of your submission in Grants.gov, you 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 the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, or [support@grants.gov](mailto:support@grants.gov) regarding technical difficulties (see the [Application Resource Guide](#) section on “[Experiencing Unforeseen Technical Issues](#)”).
- Confirm that, within 24 hours after receipt of confirmation emails from Grants.gov, the individual listed in Section 8F of the SF-424 receives an email from JustGrants with login instructions.

### Submission Step 2: JustGrants

- Complete the following information:
  - Entity and User Verification (first-time applicants)
  - Standard Applicant Information
  - Proposal Abstract
  - Priority Consideration Inventory
  - Financial Management and System of Internal Controls Questionnaire (see [Application Resource Guide](#))
- Upload the Proposal Narrative. \*
- Complete the budget detail form with narrative fully describing the cost calculations and connection to the project goals and objectives. \*
- Upload Curriculum Vitae or Resumes. \*
- Upload other budget/financial attachments, as applicable.
- Upload additional application components, as applicable.
  - Tribal Authorizing Resolution (if applicable).
  - Letters of Support.
  - Research and Evaluation Independence and Integrity Statement
  - Bibliography/References.
  - Tools/Instruments, Questionnaires, Tables/Charts/Graphs, or Maps.
  - List of Individuals in the Application.
  - Human Subjects Protection.
  - Privacy Certificate.
  - Request to Use Incentives or Stipends.
  - Documentation of “New Investigator” Status (if applicable).
  - Consortium/Contractual Arrangements.
  - Data Management, Sharing, and Archiving Plan (DMSAP).
  - Project Management Plan and Timeline.
- Complete the required disclosures and assurances:
  - Disclosure of Lobbying Activities and submission of SF-LLL, if prompted by the system
  - Disclosure of Duplication in Cost Items
  - DOJ Certified Standard Assurances

- Applicant Disclosure and Justification – DOJ High-Risk Grantees
- Complete the required DOJ Certification on Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Coordination with Affected Agencies.

***\*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.***

### **JustGrants Review, Certification, and Application Submission**

- Address any validation errors displayed on screen after attempted submission, then return to the “Certify and Submit” screen to submit the application.
- Note the confirmation message 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 an 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 [Application Resource Guide](#) for additional information.