NIJ FY25 Graduate Research Fellowship

Total Amount To Be Awarded Under This Funding Opportunity: $2 million

Anticipated Award Ceiling: up to $180,000

Anticipated Period of Performance Duration: up to 60 months

Funding Opportunity Number: O-NIJ-2025-172312

Deadline to submit SF-424 in Grants.gov: **April 15, 2025, by 11:59 p.m. Eastern Time**

Deadline to submit application in JustGrants: **April 22, 2025, by 8:59 p.m. Eastern Time**

NIJ | NATIONAL INSTITUTE OF JUSTICE

ADVANCING JUSTICE THROUGH SCIENCE

CONTENTS

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.

Agency Name	U.S. Department of Justice Office of Justice Programs National Institute of Justice
NOFO Title	NIJ FY25 Graduate Research Fellowship
Announcement Type	Initial
Funding Opportunity Number	O-NIJ-2025-172312
Assistance Listing Number	16.560

Executive Summary

This funding opportunity seeks to support doctoral students whose dissertation research is relevant to preventing and controlling crime, advancing knowledge of victimization and effective victim services, or ensuring the fair and impartial administration of criminal or juvenile justice in the United States. This furthers the DOJ mission by increasing the pool of researchers who are engaged in providing science-based solutions to problems relevant to criminal and juvenile justice policy and practice in the United States. Please see the Eligible Applicants section for the eligibility criteria.

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

Funding Opportunity Release Date	January 07, 2025
Pre-Application Webinar	February 13, 2025
SAM.gov Registration/Renewal	Recommend beginning process by March 14, 2025, and no later than April 02, 2025
Step 1: Grants.gov Application Deadline	11:59 p.m. Eastern Time on April 15, 2025
Step 2: JustGrants Application Deadline	8:59 p.m. Eastern Time on April 22, 2025
Award Notification Date	Generally by September 30

Funding Details

Total Amount To Be Awarded Under This Funding Opportunity: $2 million

Anticipated Number of Awards: 20

Anticipated Award Ceiling: up to $180,000

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: up to 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
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
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
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 February 13, 2025 at 12:00 p.m. ET. Preregistration is required for all participants. Register by clicking on this link. Submit any questions in advance to grf@usdoj.gov no later than February 11, 2025. Submit questions with the subject "Questions for NIJ FY25 Graduate Research Fellowship 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:

- **Educational Organizations**
  - Public and state-controlled institutions of higher education
  - Private institutions of higher education

Additional Applicant Eligibility Factors

The applicant will be a degree-granting academic institution in the United States or its territories. To be eligible, the academic institution must be fully accredited by one of the regional institutional accreditation agencies recognized by the U.S. Secretary of Education.

Academic institutions are eligible to apply only if:

1. **The student is currently enrolled in a research doctorate[1] program at the eligible academic institution. Humanities and Visual and Performing Arts degree programs are not eligible.[2]**
2. **The student's proposed dissertation research has demonstrable relevance to preventing and controlling crime, advancing knowledge of victimization and effective victim services, or ensuring the fair and impartial administration of criminal or juvenile justice, in the United States.**

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

Applicants must propose a principal investigator with the following qualifications:

- The sponsored student should be listed as PI. If this is not permitted by university policy, the chair or advisor may be listed as PI and the student as co-PI.

Limit on Number of Applications

An applicant may submit more than one application, but each application must propose sponsoring a different student.

Cost Sharing/Match Requirement

See "Cofunding" paragraph in the "Program Description" section.

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[1] Research doctorate degrees as defined by the Survey of Earned Doctorates (SED) of the National Center for Science and Engineering Statistics (NCSES) https://ncses.nsf.gov/pubs/nsf24336/table/A-1.

[2] Degree program fields as classified by the NCSES SED Classification of Instructional Programs (CIP) taxonomy https://ncses.nsf.gov/pubs/nsf24336/table/A-4.

PROGRAM DESCRIPTION

General Purpose of the Funding

The Graduate Research Fellowship (GRF) program provides grants to accredited academic institutions to support outstanding doctoral students whose dissertation research has direct implications for preventing and controlling crime, advancing knowledge of victimization and effective victim services, or ensuring the fair and impartial administration of criminal or juvenile justice in the United States.

To learn more about the program, including answers to Frequently Asked Questions, go to https://www.nij.ojp.gov/GRF.

Each fellowship provides up to three years of support usable within a five-year period. For each year of support, NIJ provides:

- $41,000 for Salary and Fringe.
- Up to $16,000 in Cost of Education Allowance.
- Up to $3,000 in Research Expenses (see Federal Award Information section).

The award will be made for the total fellowship amount (up to three years of funding). Although the award is made for the full amount, after the first year each annual funding increment is withheld pending annual demonstration of continued enrollment and adequate progress towards the degree.

Successful applicants must demonstrate clearly how the proposed dissertation research will advance criminal or juvenile justice practice and/or policy in the United States.

Applicants contemplating research relevant to the forensic sciences may consider the problem areas highlighted by NIJ's Forensic Science Technology Working Group (TWG), which identifies current technology challenges encountered in operational forensic science laboratories, as well as NIJ's Forensic Science Strategic Research Plan. Additional research needs of the forensic science community can be found at the Organization of Scientific Area Committees (OSAC) website.

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

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

Student Eligibility Requirements

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

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

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

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

Even though an award may be made, access to award funds will be withheld until the required documentation is received and approved by NIJ. The applicant academic institution and the doctoral student are cautioned not to anticipate the availability of fellowship funds for meeting any necessary or required expenses until the requirements stipulated above have been met in full.

Awarded applicants may receive fellowship funding only while the student is actively enrolled in the doctoral degree program and is carrying out research for the dissertation identified in the applicant's funding application.

Dissertation Committee Chair Requirements

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

The statement of support should:

- Describe the current status of the proposed work.
- Outline any pending milestones—academic or otherwise—toward completion of the degree.
- Acknowledge availability to assist the student in complying with Human Subjects Protection and Privacy requirements (if applicable).
- Describe the committee chair's role in monitoring the project and verify that the committee chair will review all performance reports prior to submission to NIJ.

An application that does not include the statement of support from (1) the dissertation committee chair or (2) the doctoral student's faculty advisor, department chair, departmental director of graduate studies, or individual with similar responsibilities, will be removed from consideration.

For information on application elements designated as critical by NIJ under this funding opportunity, see Responsiveness (Basic Minimum Requirements) Review.

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.[3] 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.[4]

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

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 give special consideration in award decisions to proposals from:

- Historically Black Colleges and Universities (HBCU)
- Predominantly Black Institutions (PBI)

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

Note: This is one of many factors that NIJ considers in making funding decisions. Receiving priority consideration does not guarantee award funding.

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[3] 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).

[4] Core Components Approaches to Building Evidence of Program Effectiveness | ASPE (hhs.gov); 2020 meeting summary formatted to OPRE_508 JC.pdf (hhs.gov).

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:
1. Develop, demonstrate, and evaluate programs and practices relevant to criminal justice, juvenile justice, and crime victims' services outcomes.
2. Identify and analyze the causes and correlates of crime.
3. Improve the functioning of the criminal and juvenile justice systems.
4. Develop new methods for the prevention and reduction of crime.
5. Develop new methods to detect, investigate, and prosecute crime.
6. Enhance the justice research infrastructure.

How Awards Will Contribute to Program Goals/Objectives

Goal: To increase the pool of researchers engaged in solving problems relevant to criminal and/or juvenile justice policy and practice in the United States.

Objective: Support doctoral students engaged in research relevant to NIJ's mission to the successful completion of their degree programs.

The fellowship stipend, cost of education allowance, and research expenses allowance are intended to provide the financial resources to allow supported students to devote maximum effort to the completion of their degrees.

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 put 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 includes 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).

Dissertation: The final deliverable for a Graduate Research Fellowship award is a copy of the student's dissertation, defended and accepted by the dissertation committee. Additional information is found here Post-Award Requirements for Research, Development, and Evaluation Grants | National Institute of Justice (ojp.gov).

Performance Measures

Performance measures are data that show a recipient's progress in implementing their project. NIJ will require each award recipient to submit annual 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 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 dissertation research that has clear implications for crime, victimization, or 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.	A copy of the student's successfully defended and accepted final dissertation. 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. Quarterly financial reports, annual and final performance reports. If applicable, an annual audit report.

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.

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) 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 <u>at least 48 hours</u> 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.

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

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 document should not exceed 10 pages. If included in the main body of the proposal narrative, any tables, charts, figures, and other illustrations <u>do</u> count toward the 10-page limit. Title page, resubmit response (if applicable), table of contents, and any appendices do <u>not</u> count toward the page limit.

Proposals will be reviewed by panels of experts appropriate to the field of study. **Clearly indicating the student's degree program on the proposal narrative cover page will facilitate assignment to appropriate reviewers.**

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

Sections of the Proposal Narrative: The Proposal Narrative should include the following sections.

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

The title page should include:

- o Project title.
- o Submission date.
- o Funding opportunity number.
- o Contact information (name, address, phone, and email) for the sponsored doctoral student.
- o Unique author identifier (*e.g.,* ORCID, Researcher ID, Scopus Author ID).
- o Name of the enrolled doctoral program (degree field).
- o Key words.

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

If an applicant is resubmitting an application presented previously to NIJ, but not funded, the applicant should indicate this. A statement should be provided, no more than two pages, addressing: (1) the title, submission date, and NIJ-assigned application number of the previous application, and (2) a brief summary of revisions to the application, including responses to previous feedback received from NIJ.

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

d. **Main Body**

1. **Statement of the Problem and Research Questions**

The statement of the problem should address the need for research in the area of study. Applicants should discuss current gaps in data, research, and knowledge, including those for particular justice sectors, for certain populations, and to answer questions relevant to current policy and practice needs and public interests. As part of

this discussion, applicants should present a review of previous literature and discuss previous research related to these problems.

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

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.

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

3. **Capabilities and Competencies**

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

Applicants should address:

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

Applicants should also outline a management plan. This should identify the people involved in the execution of the project, their specific roles, and any framework to be used for ensuring that their tasks are fulfilled. If applicable, it should include a plan and timeline for gaining Institutional Review Board (IRB) approval for Human Subjects research, as well as satisfying NIJ award conditions related to Human Subjects Protection and Privacy.

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

4. **Appendices (not counted against the proposal narrative page limit) may include:**

   o Bibliography/references. Provide a bibliography of any references cited in the Proposal Narrative.
   o Any tables/charts/graphs, questionnaires, or maps pertaining to the proposed project that are supplemental to such items included in the main body of the narrative. (Tables, charts, graphs, or other relevant illustrations that are essential for comprehension of the project design should be included in the main body of the narrative.)
   o Project Timeline and Expected Milestones. This should detail student progress milestones, including: advancement to candidacy (if applicable), the writing of the dissertation, major events in the dissemination plan, and expected dissertation defense date. Any steps that are specifically required by the sponsoring institution for successful completion of the degree program should be noted.

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.

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

Each year of support includes:

- $41,000 Salary and Fringe Benefits.
- Up to $16,000 Cost of Education Allowance.
- Up to $3,000 Research Expenses.

The $41,000 Salary and Fringe Benefits budget category may include fringe benefits (if applicable) and health insurance, at the applicant institution's discretion. Where possible, in accordance with institutional policy, academic institutions should account for the full amount of $41,000 when justifying the personnel expenses of the doctoral student. The Salary and Fringe category may not include support for any person other than the doctoral student.

The $16,000 Cost of Education Allowance may include any combination of the doctoral student's tuition, student fees, or university administrative or indirect costs. If the university

elects not to use the entire $16,000 Cost of Education Allowance for tuition, fees, or administrative or indirect costs, the remaining portion may be used to supplement allowable expenses under the Research Expenses category.

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

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

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

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

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

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

What will not be funded:

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

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.

Disclosure of Process Related to Executive Compensation: This notice of funding opportunity expressly modifies the Application Resource Guide by not incorporating its "Disclosure of Process Related to Executive Compensation" provisions. Applicants to this funding opportunity are not required to provide this disclosure.

Additional Application Components

The applicant will attach the additional requested documentation in JustGrants.

Verification of Current Enrollment (REQUIRED): Verification of current enrollment in a qualifying doctoral program at the time of application.

Undergraduate and Graduate Transcripts (REQUIRED): Official or unofficial.

Statement of Support (REQUIRED): Statement of support from the dissertation committee chair or the doctoral student's faculty advisor, department chair, departmental director of graduate studies, or individual with similar responsibilities, as applicable.

Biosketches, Curriculum Vitae, or Resumes (REQUIRED): Biosketches, curriculum vitae, or resumes for the student and the person providing the Statement of Support. NIJ encourages use of the SciENcv standard format biosketch (https://www.ncbi.nlm.nih.gov/sciencv/), and in particular the "NIH Fellowship Biosketch" format for the student fellow.

Personal Statement: Personal statement from the student discussing their academic background, research experience, career goals, and the anticipated role of the fellowship in their professional trajectory, not to exceed one page. If using the "NIH Fellowship Biosketch"

format SciENcv biosketch, this can be included in the "Personal Statement" field rather than attached as a separate document.

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 project. **This should include the student and the student's dissertation committee (if known). The dissertation chair should be clearly identified**. Applicants should use the "Proposed Project Staff, Affiliation, and Roles" form available on the NIJ webpage to prepare this list.

Current and Pending (Other) Support: A list of currently active grants or fellowships supporting the student, as well as a list of all pending grant or fellowship proposals the student has submitted and the dates that funding would be active (if applicable). NIJ encourages use of the SciENcv "NSF Current and Pending (Other) Support" standard format (https://www.ncbi.nlm.nih.gov/sciencv/).

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

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.

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.

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.

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)
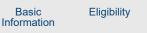
If an applicant misses a deadline due to unforeseen technical issues with SAM.gov, Grants.gov, or JustGrants, the applicant may request a waiver to submit an application after the deadline. OJP will only consider requests to submit an application via alternative methods or after the deadline when the 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. 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 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 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)
  - Verification of Current Enrollment in a qualifying degree program
  - Undergraduate and Graduate Transcripts (official or unofficial)
  - Statement of Support from the dissertation committee chair (or, if the student does not yet have a committee, the student's faculty advisor, department chair, departmental director of graduate studies, or an individual with similar responsibilities)
  - Biosketches, Curriculum Vitae, or Resumes for Key Personnel (For purposes of this funding opportunity, "key personnel" means the student and the person providing the Statement of Support.)

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 and its Significance (25%):**
  - Clarity of the problem statement and research questions.
  - Demonstrated awareness of the state of current research.
  - Connection between the problem and the proposed research.
  - Demonstrated relevance of the proposed research to crime, victimization, or criminal or juvenile justice in the United States.
  - Potential significance of the proposed research to the field of study.

- **Project Design and Implementation (40%):**
  - Detailed and complete discussion of proposed research methods.

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

- **Capabilities and Competencies (30%):**
  - o Qualifications of the student, including:
    - Undergraduate record
    - Graduate coursework completed
    - Relevant work and/or research experience
    - Leadership roles
    - Publication record
  - o Academic environment and supporting resources of the applicant institution, degree program, and graduate advisor (if applicable).

- **Budget (5%):**
  - o Comprehensive breakdown of all costs with justification or rationale.
  - o Appropriateness of requested research expenses and related costs to the proposed dissertation research.

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. NIJ also provides unsuccessful applicants with a summary of peer reviewer comments.

Future Funding Opportunities

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. Continuation funding is not available for this program.

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.
- Annual and final performance reports.
- 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 submit performance reports in JustGrants on an annual basis. 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 Graduate Research Fellowship

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

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 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
  - 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 Verification of Current Enrollment. *
- Upload Undergraduate <u>and</u> Graduate Transcripts. *
- Upload Statement of Support. *
- Upload Biosketches, Curriculum Vitae or Resumes. *
- Upload other budget/financial attachments, as applicable.
- Upload additional application components, as applicable.
  - Personal Statement
  - List of Individuals in the Application
  - Current and Pending (Other) Support
  - Research and Evaluation Independence and Integrity Statement
  - Human Subjects Protection.
  - Privacy Certificate.
  - Request to Use Incentives or Stipends.
  - Data Management, Sharing, and Archiving Plan (DMSAP).
  - Letters of Support.
- 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 regarding technical difficulties. See the Application Resource Guide for additional information.