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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [National Institute of Justice](#) (NIJ) is pleased to announce that it is seeking applications for funding for the 2011 Visiting Fellows Program. This program furthers the Department's mission by sponsoring research to provide objective, independent, evidence-based knowledge and tools to meet the challenges of crime and justice, particularly at the State and local levels.

## Solicitation: NIJ Visiting Fellows Program

### Eligibility

In general, NIJ is authorized to make grants to, or enter into contracts or cooperative agreements with, States (including territories), units of local government (including federally-recognized Indian tribal governments as determined by the Secretary of the Interior), nonprofit and for-profit organizations (including tribal nonprofit and profit organizations), institutions of higher education (including tribal institutions of higher education), and certain qualified individuals. For-profit organizations must agree to forgo any profit or management fee. Foreign governments, foreign organizations, and foreign institutions of higher education are not eligible to apply.

### Deadline

Registration with [Grants.gov](#) is required prior to application submission. (See "How to Apply," page 8.)

All applications are due by 11:59 p.m. eastern time on April 28, 2011. (See "Deadlines: Registration and Application," page 3.)

### Contact Information

For technical assistance with submitting the application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or via e-mail to [support@grants.gov](mailto:support@grants.gov).

**Note:** The [Grants.gov](#) Support Hotline hours of operation are 24 hours a day, 7 days a week, except Federal holidays.

For assistance with any other requirement of this solicitation, contact Thomas Feucht, NIJ Executive Senior Science Advisor, 202-307-2949 or by e-mail to [Thomas.Feucht@usdoj.gov](mailto:Thomas.Feucht@usdoj.gov).

Grants.gov number assigned to announcement: NIJ-2011-2829

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# CONTENTS

Overview.....	3
Deadlines: Registration and Application.....	3
Eligibility.....	3
Program-Specific Information.....	4
Performance Measures.....	7
Notice of New Post-Award Reporting Requirements.....	8
How to Apply.....	8
What an Application Should Include.....	10
Information to Complete the Application for Federal Assistance, Standard Form (SF) 424.....	11
Program Narrative.....	11
Budget Detail Worksheet and Budget Narrative.....	13
Indirect Cost Rate Agreement (if applicable).....	14
Tribal Authorizing Resolution (if applicable).....	14
Other Standard Forms.....	14
Selection Criteria.....	15
Review Process.....	17
Additional Requirements .....	17
Application Checklist.....	20

# NIJ Visiting Fellows Program (CFDA 16.560)

## Overview

With this solicitation, subject to funding availability, NIJ seeks proposals for important research work and scholarship as part of the **2011 NIJ Visiting Fellows Program**. Awards made under the NIJ Visiting Fellows Program will bring leading researchers and others into residency at NIJ to make important scholarly contributions in their chosen fields of criminology or criminal justice research and to work with the NIJ Director and staff to help shape the direction of NIJ's research programs. NIJ will recruit **Research Fellows**, who have worked mainly in academic or other research settings, and **Policy Fellows**, who have worked mainly in a criminal justice policy or practice setting. NIJ will also recruit **Partnership Fellows**—a Research Fellow and a Policy Fellow who will work together on a joint research project. During their Fellowship at NIJ, Visiting Fellows will work on a significant piece of scholarship that has the potential to significantly advance criminology or criminal justice research, such as a major “capstone” effort culminating a line of research or some work in a new area that has significant potential to transform our understanding of crime and justice in the United States.

**Authorizing Legislation:** Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (sections 201 and 202); Homeland Security Act (section 232).

## Deadlines: Registration and Application

Registration is required prior to submission. OJP strongly encourages registering with Grants.gov several weeks before the deadline for application submission. The deadline for applying for funding under this announcement is 11:59 p.m. eastern time on April 28, 2011. Please see the “How to Apply” section, page 8, for more details.

## Eligibility

Awards to NIJ Visiting Fellows may be made as grants or as Intergovernmental Personnel Act (IPA) appointments to be negotiated with an award recipient's home agency under the provisions of the IPA mobility program and applicable law.<sup>1</sup> Generally, university or college-based academic researchers and other researchers are eligible to apply to the Visiting Fellows Program. Professionals working in the criminal justice field, including individuals in criminal justice agencies and other applied settings, especially managers, executives, and others with policy responsibility and/or research experience, are also eligible to apply. Applicants must demonstrate the financial and administrative capacity to manage an agreement or award, as well as the knowledge and skills to successfully execute research activities. Applicants are advised to read the entire program solicitation carefully to ensure that the requirements are clearly understood. Eligibility will be determined only after review of a complete, submitted application.

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<sup>1</sup> See the Office of Personnel Management Web site at [www.opm.gov/programs/ipa/mobility.asp](http://www.opm.gov/programs/ipa/mobility.asp) for information about IPAs, including eligibility requirements specific to the IPA program.

(Applicants who may be eligible for an IPA agreement and who wish to explore this avenue for funding should submit a grant application through the grant submission process described below and should include specific language regarding interest in an IPA agreement as part of their budget information. See instructions regarding budget information, below.)

## Program-Specific Information—NIJ Visiting Fellows Program

Subject to funding availability, NIJ announces plans to support important research work and scholarship through the **NIJ Visiting Fellows Program**. Awards made under the NIJ Visiting Fellows Program will bring leading researchers into residency at NIJ to make important scholarly contributions in a specific area of criminology or criminal justice research and to work with the NIJ Director and staff to help shape the direction of NIJ's research programs. NIJ will recruit **Research Fellows**, who have worked mainly in academic or other research settings, and **Policy Fellows**, who have worked mainly in a criminal justice policy or practice setting. NIJ will also seek **Partnership Fellows**—a Research Fellow and a Policy Fellow working together on a joint project.

NIJ Fellows will be accomplished researchers and others with credentials and experience that demonstrate significant achievements in—and a continuing commitment to—advancing through research our ability to solve the persistent challenges of crime and justice in the United States.

Applicants in all areas of criminal justice scholarship pertinent to NIJ's broad research mission—including the social sciences, forensic sciences, and criminal justice technology—are eligible for funding under these programs. NIJ seeks applications that would be an asset to the work of any of the agency's three research offices: the Office of Investigative and Forensic Sciences, the Office of Science and Technology, and the Office of Research and Evaluation. NIJ encourages researchers from a broad range of disciplines to consider how their work in areas related to crime and justice might be supported through the NIJ Visiting Fellows Program.

The 2010 report, *Strengthening the National Institute of Justice*, by the National Academy of Sciences, recommended that NIJ make a concerted effort to more actively bolster the infrastructure of the criminal justice research field, and suggested that NIJ “should undertake efforts to nurture and grow the pool of researchers involved in criminal justice research as well as activities that support the research endeavor itself.”<sup>2</sup> In the spirit of that recommendation, and as one part of NIJ's renewed efforts to bolster the infrastructure of the criminal justice research field, NIJ is pleased to present funding opportunities through the NIJ Visiting Fellows Program.

The Visiting Fellows Program is designed to bring accomplished researchers into close working contact with the Director and staff of the NIJ. A centerpiece of the Visiting Fellows Program is a term of residency at NIJ. The Visiting Fellows Program is designed to support important foundational scholarship, “capstone” research, or other important work in an established line of research. Alternately, it may support scholarship in an important and innovative research field that has the potential to establish a new area of criminal justice research.

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<sup>2</sup> The National Research Council. 2010. *Strengthening the National Institute of Justice*. Washington, DC: The National Academies Press, p. 6.

Though research through original data collection can be supported through the Visiting Fellows Program, the program is designed to support scholarship—research, writing, and dissemination—that is not typically supported through NIJ’s other research grant programs.

NIJ anticipates that most awards for the NIJ Visiting Fellows Program will support a single individual; however, NIJ also encourages applications for Partnership awards, in which a researcher will work in residency at NIJ in partnership with a policymaker or practitioner on a joint project.

The Visiting Fellows Program will provide support for research and scholarship that will benefit from the unique environment of NIJ, the nation’s leading criminal justice research agency, located in Washington, DC. Generally, Visiting Fellows will be established researchers or others with credentials and research accomplishments that will provide a high likelihood of significant scholarship as an NIJ Fellow.

For 2011, NIJ invites applications for two kinds of Visiting Fellows. **Research Fellows** will be researchers who are based in academic institutions or other research settings and whose record of scholarship has prepared them to make a significant contribution to criminology or criminal justice research through the NIJ Fellows Program. **Policy Fellows** will be individuals who have gained extensive familiarity with criminal justice research while working in a policy or applied criminal justice setting, such as a law enforcement or corrections agency or an agency or office with responsibility for criminal justice and public policy (such as a governor’s office, mayor’s office, or other important policy setting pertinent to criminal justice). Like Research Fellows, Policy Fellows will be expected to complete a major piece of scholarship during their Fellowship at NIJ. This effort may involve research that makes an important contribution to existing policy strategies or research that may help to develop new policy strategies.

NIJ also hopes to fund at least one Research and Policy Partners Visiting Fellowship. This award will comprise two Visiting Fellow awards—one to a Research Visiting Fellow and a second to a partner Policy Visiting Fellow, who have outlined a research effort that will be pursued jointly as Visiting Fellows.

NIJ Fellows are expected to work full-time as a Fellow for a period of at least 12 months, with at least 6 months spent in residency at NIJ.

2011 Visiting Fellows are expected to begin after October 1, 2011 and before June 30, 2012. Ideally, the period of residency (6–12 months in length) will begin by June 30, 2012.

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

Each Visiting Fellow will be expected to complete a major piece of scholarship during their Fellowship at NIJ. This may be a “capstone” effort, culminating an important research effort conducted over a longer period of time; or it could be an important new piece of scholarship that has the potential to establish a new direction for criminology or criminal justice research.

In addition to their own scholarship, Visiting Fellows will be expected to participate in a wide range of collegial work with the NIJ Director and the NIJ staff. Much of this collegial work—expected to comprise about 20 percent of the Fellow’s time while in residency at NIJ—will be designed to shape and inform the core knowledge-building work of NIJ. NIJ is especially interested in funding Fellows who can make significant contributions toward building a cumulative body of research knowledge in a given area. Applicants to NIJ’s 2011 Visiting

Fellows Program are encouraged to read the report on NIJ by the National Academy of Sciences, *Strengthening the National Institute of Justice*, available online at

[www.nap.edu/catalog.php?record\\_id=12929](http://www.nap.edu/catalog.php?record_id=12929), particularly the sections regarding the need to “build a body of cumulative knowledge” that will inform criminal justice practice and policy.

**Amount and length of awards:** NIJ anticipates that \$2 million will be available for up to six awards made through this solicitation. **All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.** The funding level for each Visiting Fellowship will be largely determined by the salary requirements of the applicant, which must be fully documented in the budget and budget narrative.

Applicants should be aware that most fellowships will include a 6–18 month term of residency at NIJ and ordinarily will not exceed a total period of 2 years. (A shorter residency, while not preferable, may be considered.)

**Please note:** All applicants under this solicitation must comply with Department of Justice regulations on confidentiality and human subjects’ protection. See “Other Requirements for OJP Applications” at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

#### **What will not be funded:**

1. Provision of training or direct service.
2. Proposals primarily to purchase equipment, materials, or supplies. (The budget may include these items if they are necessary to conduct applied research, development, demonstration, evaluation, or analysis.)
3. Work that will be funded under another specific solicitation.
4. Proposals that do not contain a research component or do not respond to the specific goals of this solicitation.

#### **Budget Information**

**Eligibility for an IPA Agreement:** Some Fellowship applicants may be eligible to be funded through an IPA agreement, a funding mechanism that may be preferable to a grant award. All applicants, including those who wish to explore the feasibility of an IPA agreement, should submit a grant application through the grant application procedures described below; budget information submitted in the grant application should clearly state an interest in the feasibility of an IPA agreement as an alternate funding mechanism.

**Limitation on Use of Award Funds for Employee Compensation; Waiver:** With respect to any award of more than \$250,000 made under this solicitation, Federal funds may not be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% 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. (The 2011 salary table for SES employees is available at [www.opm.gov/oca/11tables/indexSES.asp](http://www.opm.gov/oca/11tables/indexSES.asp).) Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-Federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Director of the National Institute of Justice. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit its budget.

The justification should include: the particular qualifications and expertise of the individual, the uniqueness of the service being provided, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work that is to be done.

**Match Requirement:** See "Cofunding" paragraph under "What an Application Should Include" (below).

## Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), Public Law 103-62, applicants that receive funding under this solicitation must provide data that measure the results of their work. Any award recipient will be required, post award, to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
Develop and analyze information and data that have clear implications for criminal justice policy and practice in the United States.	<ol style="list-style-type: none"> <li>1. Relevance to the needs of the field as measured by whether the grantee's substantive scope did not deviate from the funded proposal or any subsequent agency modifications to the scope.</li> <li>2. Quality of the research as assessed by peer reviewers.</li> <li>3. Quality of management as measured by whether significant interim project milestones were achieved, final deadlines were met, and costs remained within approved limits.</li> <li>4. If applicable, number of NIJ final grant reports, NIJ research documents, and grantee research documents published.</li> </ol>	<ol style="list-style-type: none"> <li>1. A final report providing a comprehensive overview of the project and a detailed description of the project design, data, and methods; a full presentation of scientific findings; and a thorough discussion of the implications of the project findings for criminal justice practice and policy in the United States.</li> <li>2. Quarterly financial reports, semi-annual progress reports, and a final progress report.</li> <li>3. If applicable, each data set that was collected, acquired, or modified in conjunction with the project.</li> <li>4. If applicable, citation to report(s)/document(s).</li> </ol>

Submission of performance measures data is not required for the application. Instead, applicants should discuss in their applications their proposed methods for collecting data for performance measures. Please refer to the section “What an Application Should Include” (below) for additional information.

**Note on project evaluations:** Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human subjects protections. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP’s performance measure data reporting requirements, likely do not constitute “research.” Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as, “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge.” 28 C.F.R. § 46.102(d). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the “Research and the Protection of Human Subjects” section of the OJP “Other Requirements for OJP Applications” Web page ([www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm)). Applicants whose proposals may involve a research or statistical component also should review the “Confidentiality” section on that Web page.

## Notice of New Post-Award Reporting Requirements

Applicants should anticipate that all recipients (other than individuals) of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), will be required to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding. Reports regarding subawards will be made through the FFATA Subaward Reporting System (FSRS), found at [www.fsrs.gov](http://www.fsrs.gov).

Please note also that applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

## How to Apply

Applications will be submitted through Grants.gov. Grants.gov is a “one-stop storefront” that provides a unified process for all customers of Federal awards to find funding opportunities and apply for funding. Complete instructions on how to register and submit an application can be found at [www.Grants.gov](http://www.Grants.gov). If the applicant experiences technical difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **800-518-4726**, 24 hours a day, 7 days a week, except Federal holidays. Registering with Grants.gov is a one-time

process; however, **processing delays may occur, and it can take up to several weeks** for first-time registrants to receive confirmation and a user password. OJP highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the specified application deadline.

All applicants are required to complete the following steps:

1. **Acquire a DUNS number.** A DUNS number is required for [Grants.gov](http://Grants.gov) registration. In general, the Office of Management and Budget requires that all applicants (other than individuals) for Federal funds include a DUNS (Data Universal Numbering System) number in their applications for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for Federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling Dun and Bradstreet at 866-705-5711 or by applying online at [www.dnb.com](http://www.dnb.com). Individuals are exempt from this requirement.
2. **Acquire or renew registration with the Central Contractor Registration (CCR) database.** OJP requires that all applicants (other than individuals) for Federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. An applicant must be registered in the CCR to successfully register in Grants.gov. The CCR database is the repository for standard information about Federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must **update or renew their CCR registration annually** to maintain an active status. Information about CCR registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).
3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS Number must be used to complete this step. For more information about the registration process, go to [www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp).
4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. Please note that there can be more than one AOR for the organization.
5. **Search for the funding opportunity on Grants.gov.** Please use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.560, titled "National Institute of Justice Research, Evaluation, and Development Project Grants," and the funding opportunity number is NIJ-2011-2829.
6. **Submit an application consistent with this solicitation by following the directions in Grants.gov.** Within 24-48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The validation

message will state whether the application has been received and validated, or rejected, with an explanation. **Important:** Applicants are urged to submit applications **at least 72 hours prior** to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.

**Note: Grants.gov will forward the application to OJP’s Grants Management System (GMS). GMS does not accept executable file types as application attachments.** These disallowed file types include, but are not limited to, the following extensions: “.com,” “.bat,” “.exe,” “.vbs,” “.cfg,” “.dat,” “.db,” “.dbf,” “.dll,” “.ini,” “.log,” “.ora,” “.sys,” and “.zip.”

## **Experiencing Unforeseen Grants.gov Technical Issues**

If an applicant experiences unforeseen Grants.gov technical issues beyond the applicant’s control that prevent submission of its application by the deadline, the applicant must contact NIJ staff **within 24 hours after the deadline** and request approval to submit its application. At that time, NIJ staff will instruct the applicant to submit specific information detailing the technical difficulties. The applicant must e-mail: a description of the technical difficulties, a timeline of submission efforts, the complete grant application, the applicant DUNS number, and Grants.gov Help Desk tracking number(s) received. After the program office reviews all of the information submitted, and contacts the Grants.gov Help Desk to validate the technical issues reported, OJP will contact the applicant to either approve or deny the request to submit a late application. If the technical issues reported cannot be validated, the application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time, (2) failure to follow Grants.gov instructions on how to register and apply as posted on its Web site, (3) failure to follow all of the instructions in the OJP solicitation, and (4) technical issues experienced with the applicant’s computer or information technology (IT) environment.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding Web page, [www.ojp.usdoj.gov/funding/solicitations.htm](http://www.ojp.usdoj.gov/funding/solicitations.htm).

## **What an Application Should Include**

This section describes what an application should include and sets out a number of elements. Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that some application elements are so critical that applications unresponsive to the scope of the solicitation, or that do not include a program narrative, budget detail worksheet including a budget narrative, and resumes/curriculum vitae of key personnel will neither proceed to peer review nor receive further consideration.

OJP strongly recommends use of appropriately descriptive file names (e.g., “Program Narrative,” “Budget Detail Worksheet and Budget Narrative,” “Timelines,” “Memoranda of Understanding,” “Resumes”) for all attachments. OJP recommends that resumes be included in a single file.

1. **Information to complete the Application for Federal Assistance (SF-424)**

The SF-424 is a standard form required for use as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and GMS take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, please select "For-Profit Organization" or "Small Business" (as applicable).

2. **Program Narrative**

The program narrative section of the application should not exceed 15 double-spaced pages in 12-point font with 1-inch margins. Abstract, table of contents, charts, figures, appendices, and government forms do not count toward the 15-page limit for the narrative section.

If the program narrative fails to comply with these length-related restrictions, noncompliance may be considered in peer review and in final award decisions.

Program Narrative Guidelines:

- a. **Title Page** (not counted against the 15-page program narrative limit).  
The title page should include the title of the project, submission date, funding opportunity number, and the applicant's name and complete contact information (i.e., name, address, telephone number, and e-mail address).
- b. **Project Abstract** (not counted against the 15-page program narrative limit).  
The 400 to 600-word abstract should state the problem under investigation (including research goals and objectives) and the anticipated relevance of the project to criminal justice public policy, practice, or theory. It should describe the proposed method and/or research design, including data to be used in addressing research questions, data collection procedures and instrumentation, access to data, and other methods or procedures of the proposed study. It should also describe procedures for data analysis and all expected products, including interim and final reports, instrumentation, and devices. If applicable, it should describe the subjects who will be involved in the proposed project, including the number of participants; participants' age, gender, and race/ethnicity; and other pertinent characteristics, such as methods used to gain access to subjects.
- c. **Resubmit Response** (if applicable) (not counted against the 15-page program narrative limit). If an applicant is resubmitting a proposal that was 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 proposal, and (2) a brief summary of revisions to the proposal. This document should be inserted after the abstract.
- d. **Table of Contents and Figures** (not counted against the 15-page program narrative limit).
- e. **Main body.** The main body of the program narrative should describe the project in depth. The following sections should be included as part of the program narrative:

- Statement of the Problem.
- Project/Program Design and Implementation.
- Capabilities/Competencies.
- Impact/Outcomes and Evaluation.
- Plan for Collecting the Data Required for This Solicitation's Performance Measures. **Note:** Submission of performance measures data is not required for the application. Performance measures are included as an alert that successful applicants will be required to submit specific data to NIJ as part of their reporting requirements. For the application, the applicant should indicate an understanding of these requirements and discuss how the applicant will gather the required data, should the applicant receive funding.
- Dissemination Strategy.

**Note:** Within these sections, the narrative should address:

- Purpose, goals, and objectives.
- Review of relevant literature.
- Detailed description of research design and methods to include: research questions, hypotheses, description of sample, analysis plan, etc.
- Implications for criminal justice policy and practice in the United States, including impact of the Visiting Fellowship on NIJ staff and on the organization.
- Management plan and organization.

f. **Appendices** (not counted against the 15-page program narrative limit) include:

- Bibliography/references.
- Any tools/instruments, questionnaires, tables/charts/graphs, or maps pertaining to the proposed study.
- Curriculum vitae, resumes or biographical sketches of key personnel.
- Project timeline and research calendar with expected milestones.
- Research independence and integrity (see "Selection Criteria," below).
- Human Subjects Protection Paperwork including Institutional Review Board (IRB) documentation and forms (see [www.ojp.gov/nij/funding/humansubjects/human-subjects.htm](http://www.ojp.gov/nij/funding/humansubjects/human-subjects.htm)).
- Privacy Certificate (for further guidance go to [www.ojp.gov/nij/funding/humansubjects/privacy-certificate-guidance.htm](http://www.ojp.gov/nij/funding/humansubjects/privacy-certificate-guidance.htm)).
- List of previous and current NIJ awards to applicant organization and investigator(s).
- Letters of cooperation/support or administrative agreements from organizations collaborating in the project, such as law enforcement and correctional agencies (if applicable).
- List of other agencies, organizations, or funding sources to which this proposal has been submitted (if applicable).
- Other materials specified by the solicitation.
- Data Archiving Strategy (see descriptive paragraph below).

**Data Archiving Strategy:** NIJ requires that each data set resulting from funded research be submitted as a grant product or deliverable for archiving with the National Archive of Criminal Justice Data. (Data sets are to be submitted 90 days before the end of the project period.) Applicants for NIJ research grants are strongly encouraged to include a brief (one- or two-page) data archiving strategy. For purposes of research replication and extension, the inclusion of only the final data set often prevents other researchers from replicating or extending the study because there are no original data, intermediate data, or documentation detailing how the data changed throughout the project. This data archiving strategy therefore should briefly describe the—

- Anticipated manipulations of original, intermediate, and final data sets (as applicable).
- Methods of documentation of such manipulations.
- Preparation of original, intermediate, and final data sets for archive submission.

The data archiving strategy should be submitted as an appendix to the application and will not count toward the 15-page limit. Please label this appendix “Data Archiving Strategy.”

### 3. Budget Detail Worksheet and Budget Narrative

#### a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at [www.ojp.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.gov/funding/forms/budget_detail.pdf). If the budget is submitted in a different format, the budget categories listed in the sample budget worksheet should be included.

For questions pertaining to budget and examples of allowable and unallowable costs, please see the OJP Financial Guide at [www.ojp.usdoj.gov/financialguide/index.htm](http://www.ojp.usdoj.gov/financialguide/index.htm).

#### b. Budget Narrative

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how all costs were estimated and calculated and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

**Information regarding IPA Agreements:** Some Visiting Fellowship applicants may be eligible to be funded through an IPA agreement, a funding mechanism that may be preferable to a grant award. Applicants who wish to be considered for IPA agreements should include the following statement as part of their budget narrative: **“The applicant agency, [name of applicant agency], is interested in exploring the feasibility of funding this fellowship application through an**

**Intergovernmental Personnel Act Agreement.**” Depending on individual circumstances, a Visiting Fellowship may provide funding to cover costs associated with residency in Washington, DC, during the period of residency at NIJ. These costs may be included as part of the proposed budget. Note: Applicants considering an IPA agreement are encouraged to review the IPA program requirements at [www.opm.gov/pprograms/ipa/mobility.asp](http://www.opm.gov/pprograms/ipa/mobility.asp) for information about relocation expenses under IPA agreements. However, an applicant should note that the overall cost of each Fellowship application, relative to its perceived benefits, is part of the criteria by which an application is evaluated (described below). Applicants are encouraged to present a budget request that represents high value to NIJ while limiting costs.

**Cofunding:** A grant made by NIJ under this solicitation may account for up to 100 percent of the total cost of the project. The application should indicate whether it is feasible for the applicant to contribute cash, facilities, or services as non-Federal support for the project. The application should identify generally any such contributions that the applicant expects to make and the proposed budget should indicate in detail which items, if any, will be supported with non-Federal contributions.

4. **Indirect Cost Rate Agreement** (if applicable)

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) A copy of the rate approval should be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant’s cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization or, if the applicant’s accounting system permits, costs may be allocated in the direct cost categories. If DOJ is the cognizant Federal agency, obtain information needed to submit an indirect cost rate proposal at: [www.ojp.usdoj.gov/financialguide/part3/part3chap17.htm](http://www.ojp.usdoj.gov/financialguide/part3/part3chap17.htm).

5. **Tribal Authorizing Resolution** (if applicable)

If an application is being submitted by either (1) a tribe or tribal organization or (2) a third party proposing to provide direct services or assistance to residents on tribal lands, then a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal organization and its membership should be included with the application. In those instances when an organization or consortium of tribes proposes to apply for a grant on behalf of a tribe or multiple specific tribes, then the application should include a resolution from all tribes that will be included as a part of the services/assistance provided under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without authorizing resolution or other enactment of each tribal governing body) may submit a copy of its consortium bylaws with the application in lieu of tribal resolutions.

6. **Other Standard Forms**

Additional forms that may be required in connection with an award are available on OJP’s funding page at [www.ojp.usdoj.gov/funding/forms.htm](http://www.ojp.usdoj.gov/funding/forms.htm). For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Please note in particular the following forms.

- a. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#) (required to be submitted in GMS prior to the receipt of any award funds).
- b. [Disclosure of Lobbying Activities](#) (required for any applicant that expends any funds for lobbying activities; this form must be downloaded, completed, and then uploaded).
- c. [Accounting System and Financial Capability Questionnaire](#) (required for any applicant other than an individual that is a non-governmental entity and that has not received any award from OJP within the past 3 years; this form must be downloaded, completed, and then uploaded).
- d. [Standard Assurances](#) (required to be submitted in GMS prior to the receipt of any award funds).

## Selection Criteria

**Statement of the Problem** (Understanding of the problem and its importance)—5%

**Project/Program Design and Implementation** (Quality and technical merit)—15%

1. Awareness of the state of current research.
2. Soundness of methods and analytic and technical approach.
3. Feasibility of proposed project and awareness of pitfalls.
4. Innovation and creativity (when appropriate).

**Capabilities/Competencies** (Capabilities, demonstrated productivity, and experience of applicants)—35%

1. Qualifications and experience of proposed staff.
2. Demonstrated ability of proposed staff and organization to manage the effort.
3. Adequacy of the plan to manage the project, including how various tasks are subdivided and resources are used.
4. Successful past performance on NIJ grants and contracts (when applicable).

**Budget**—10%

1. Total cost of the project relative to the perceived benefit.
2. Appropriateness of the budget relative to the level of effort.
3. Use of existing resources to conserve costs.

**Impact/Outcomes and Evaluation** (Relevance to policy and practice)—30%

1. Potential for significant advances in scientific or technical understanding of the problem.
2. Potential for significant advances in the field.
3. Relevance for improving the policy and practice of criminal justice and related agencies in the United States and improving public safety, security, and quality of life.
4. Affordability and cost-effectiveness of proposed products, when applicable (e.g., purchase price and maintenance costs for a new technology or cost of training to use the technology).

### **Relevance of the project for policy and practice in the United States**

Higher quality applications clearly explain the practical implications of the project. They connect technical expertise with criminal justice policy and practice. To ensure that the project has strong relevance for policy and practice, some researchers and technologists collaborate with practitioners and policymakers. The application may include letters showing support from practitioners, but they carry less weight than clear evidence of the applicant's understanding of how policymakers and practitioners can best use and benefit from the proposed work. While a partnership may affect State or local activities, it should also have broader implications for other communities nationwide.

Visiting Fellowship applications should also clearly explain the implications of the Fellowship for the staff and organization of NIJ, providing detailed information about the contributions the Fellow would make to the intellectual life and broad range of research activities of NIJ.

### **Dissemination Strategy—5%**

1. Well-defined plan for the grant recipient to disseminate results to appropriate audiences, including researchers, practitioners, and policymakers.
2. Suggestions for print and electronic products that NIJ should consider developing for practitioners and policymakers.
3. If applicable, a clear strategy leading to the adoption into practice of any equipment or software.

### **Research Independence and Integrity**

Regardless of a proposal's rating under the criteria outlined above, in order to receive funds, the applicant's proposal must demonstrate research independence, including appropriate safeguards to ensure research objectivity and integrity.

For purposes of this solicitation, research independence and integrity pertains only to ensuring that the design, conduct, or reporting of research funded by NIJ grants, cooperative agreements, or contracts will not be biased by any financial interest on the part of the investigators responsible for the research or on the part of the applicant.

In the appendix dealing with research independence and integrity, the applicant must explain the process and procedures that the applicant has put in place to identify and manage potential financial conflicts of interest on the part of its staff, consultants, and/or subrecipients. It must also identify any potential organizational financial conflicts of interest on the part of the applicant with regard to the proposed research. If the applicant believes that there are no potential organizational financial conflicts of interest, the applicant must provide a brief narrative explanation of why it believes that to be the case.

Where potential organizational financial conflicts of interest exist, in the appendix the applicant must identify the safeguards the applicant has put in place to address those conflicts of interest.

Considerations in evaluating research independence and integrity will include, but may not be limited to, the adequacy of the applicant's efforts to identify factors that could affect the objectivity/integrity of the proposed staff and/or the organization in carrying out the research, development, or evaluation activity; and the adequacy of the applicant's existing or proposed remedies to control any such factors.

## Review Process

OJP is committed to ensuring a fair and open process for awarding grants. NIJ reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

**For the 2011 Visiting Fellows Program, NIJ plans to use a special "blue ribbon" peer review panel comprising senior NIJ scientists.** The panel will review the applications submitted under this solicitation that meet basic minimum requirements. Eligible applications will be evaluated, scored, and rated by the review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer (OCFO), in consultation with NIJ, conducts a financial review of applications for potential discretionary awards to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget detail worksheet and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable Federal cost principles and agency regulations.

All final award decisions will be made by the Director of the National Institute of Justice, who also may give consideration to factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

## Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act

- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active CCR Registration

If a proposal is funded, the award recipient will be required to submit several reports and other materials, including:

**Final substantive report:** The final report should be a comprehensive overview of the project and should include a detailed description of the project design, data, and methods; a full presentation of scientific findings, placed in the context of existing literature; a thorough discussion of the implications of the project findings for criminal justice practice and policy in the United States; etc. It must contain an abstract of no more than 600 words and an executive summary of 2,500 to 4,000 words.

A draft of the final report, abstract, and executive summary must be submitted 90 days before the end date of the grant. The draft final report will be peer reviewed upon submission. The reviews will be forwarded to the principal investigator with suggestions for revisions. The author must then submit the revised final report, abstract, and executive summary by the end date of the grant. The abstract, executive summary, and final report must be submitted in electronic format.

**Interim reports:** Grantees must submit quarterly financial reports, semi-annual progress reports, a final progress report, and, if applicable, an annual audit report in accordance with Office of Management and Budget Circular A-133. Future awards and fund drawdowns may be withheld if reports are delinquent.

**Data sets:** NIJ requires submission of all data sets (original, intermediate, and final) produced or collected for the funded project, and any artifact associated with the project data. Included with the final sets of data should be the plan outlined in the Data Archiving Strategy section of the proposal.

# Application Checklist

## NIJ Visiting Fellows Program

This application checklist has been created to assist in developing an application.

### What an Application Should Include:

- Application for Federal Assistance (SF-424) (see page 10)
- Program Narrative/Abstract Format: (see page 11)
  - Double-spaced
  - 12-point standard font
  - 1" standard margins
  - Narrative is 15 pages or less
- Appendices to the Program Narrative: (see page 12)
  - Bibliography/references
  - Any tools/instruments, questionnaires, tables/charts/graphs, or maps pertaining to the proposed study
  - Curriculum vitae, resumes or biographical sketches of key personnel
  - Project timeline and research calendar with expected milestones
  - Research independence and integrity
  - Human Subjects Protection Paperwork
  - Privacy Certificate
  - List of previous and current NIJ awards to applicant organization and investigators
  - Letters of cooperation/support or administrative agreements from organizations collaborating in the project (if applicable)
  - List of other agencies, organizations, or funding sources to which this proposal has been submitted (if applicable)
  - Data Archiving Strategy
- Budget Detail Worksheet (see page 13)
- Budget Narrative (see page 13)
- Indirect Cost Rate Agreement (if applicable) (see page 14)
- Tribal Authorizing Resolution (if applicable) (see page 14)
- Other Standard Forms as applicable (see page 14), including:
  - Disclosure of Lobbying Activities (if applicable)
  - Accounting System and Financial Capability Questionnaire (if applicable)