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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [National Institute of Justice](#) is pleased to announce that it is seeking applications for research related to childhood exposure to violence. In particular, NIJ is seeking proposals that address resilience, polyvictimization, electronic aggression, or justice system responses to children identified as exposed to violence. This program furthers the Department's mission by sponsoring research that provides objective, independent knowledge and tools to meet the challenges of crime and justice, particularly at the State and local levels.

## Research and Evaluation on Children Exposed to Violence 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 or 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.

NIJ may elect to make awards for applications submitted under this solicitation in future fiscal years, dependent on the merit of the applications and on the availability of appropriations in future years.

### Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. (See "How to Apply," page 10.) All applications are due by 11:59 p.m. eastern time on May 22, 2012. (See "Deadlines: Registration and Application," page 3.)

### Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035 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 requirements of this solicitation, contact Dara Blachman-Demner, Social Science Analyst, by telephone at 202-514-9528 or by e-mail at [Dara.Blachman-Demner@usdoj.gov](mailto:Dara.Blachman-Demner@usdoj.gov).

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# Research and Evaluation on Children Exposed to Violence

## (CFDA No. 16.560)

### Overview

NIJ is seeking multidisciplinary research and evaluation proposals related to childhood exposure to violence. In particular, NIJ seeks applications that address resilience, polyvictimization, Internet harassment/electronic aggression, or justice system responses to children identified as being exposed to violence. For the purposes of this solicitation, “Children Exposed to Violence (CEV)” encompasses a broad area that includes children as both direct victims and as bystanders or observers of various forms of violence in the home, school, or the community, including (but not limited to) peer victimization/bullying/harassment, child maltreatment, domestic violence, and community violence. This solicitation **excludes** exposure to media violence (e.g., television, movies, music, and video games).

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

### Deadlines: Registration and Application

Applicants must register with Grants.gov prior to submitting an application. OJP encourages applicants to register several weeks before the application submission deadline. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on May 22, 2012. See the “How to Apply” section on page 10 for details.

### Eligibility

Refer to the title page for eligibility under this program.

### Program-Specific Information

Research indicates that early exposure to violence has a significant impact on a child’s behavior and ability to learn and develop coping strategies. It is associated with increased delinquency and later adult criminality, academic failure, depression and other mental health issues, aggression, and substance abuse. Research also shows that positive outcomes are associated with the disruption of violence and that intervention to improve parent-child functioning can interrupt the negative impacts and improve a child’s development.

A recent national study supported by the Office on Juvenile Justice and Delinquency Prevention (OJJDP) under the Safe Start Initiative, “Children’s Exposure to Violence: A Comprehensive National Survey (NatSCEV),<sup>1</sup>” revealed that a majority of the children and youth (60.6 percent) in the nationally representative sample had experienced at least one direct or witnessed

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<sup>1</sup> Finkelhor, Turner, Ormrod, Hamby, and Kracke. (2009). *Children’s Exposure to Violence: A Comprehensive National Survey*. Office of Juvenile Justice and Delinquency Prevention, Office of Justice Programs, U.S. Department of Justice. [www.ncjrs.gov/pdffiles1/ojjdp/227744.pdf](http://www.ncjrs.gov/pdffiles1/ojjdp/227744.pdf)

victimization in the past year. Almost 50 percent had experienced a physical assault, 25 percent had witnessed family or community violence, 10 percent had experienced some form of maltreatment, and between 13 and 20 percent were bullied. Importantly, almost 40 percent of children had experienced more than one type of direct victimization in the past year. These numbers document the severity of the problem and suggest that the scope, diversity, and impact of CEV may not be well recognized. The study also suggests that practitioners and researchers need to inquire about a larger spectrum of victimization types to identify multiple-victimized children and tailor prevention and interventions to the full range of threats that children face.

The first phase of the OJJDP Safe Start Initiative—a multisite program to reduce the impact of family and community violence on children through the development and implementation of comprehensive service delivery systems—shows that working along a continuum of care to prevent, intervene, treat, and respond to children exposed to violence can reduce CEV, reduce trauma-related symptoms that children display, reduce parental stress, and improve child and parent functioning. An example of a specific program includes bringing police officers and mental health professionals together to provide training and constructive intervention for children exposed to domestic violence.<sup>2</sup>

Building off and expanding this promising work throughout the Department of Justice (DOJ), a new Attorney General's Initiative, Defending Childhood, unifies DOJ efforts such as Safe Start with other DOJ initiatives to provide a comprehensive strategy to address the problem of children exposed to violence. The initiative aims to prevent children's exposure to violence, mitigate the negative impact of childhood exposure to violence, and develop knowledge and spread awareness about the issue. The initial phase of the Defending Childhood Initiative includes providing support and technical assistance to eight communities (two of which are tribal communities) to develop comprehensive community-based strategic planning to prevent and reduce the impact of children's exposure to violence in their homes, schools, and communities (see [www.justice.gov/ag/defendingchildhood/](http://www.justice.gov/ag/defendingchildhood/) for more information).

Despite the existence of several model programs and the promising findings emerging from ongoing initiatives to reduce the impact of family and community violence, more information is needed to assess the effectiveness of specific intervention strategies. Thus, to increase knowledge that will ultimately inform the development and/or enhancement of strategies targeted to reduce the impact of violence on children and youth, NIJ seeks multidisciplinary research in the following four areas:

- 1) Research has identified a number of factors that may exacerbate or ameliorate the impact of children's exposure to violence on outcomes such as juvenile justice involvement, school drop-out, gang involvement, antisocial behavior, and substance use/abuse. NIJ is seeking research to better understand these factors that impact a child's ability to cope with exposure to violence. Examples of research areas include but are not limited to: individual coping style and attributions; developmental stage, gender or socioeconomic and cultural factors; and relationship to the perpetrator or victim.

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<sup>2</sup> *Communities Working Together to Help Children Exposed to Violence: Findings from Phase I of the Safe Start Initiative*. (2011). Office of Juvenile Justice and Delinquency Prevention, Office of Justice Programs, U.S. Department of Justice. [www.safestartcenter.org/pdf/ssc\\_findings-brief-1108.pdf](http://www.safestartcenter.org/pdf/ssc_findings-brief-1108.pdf)

NIJ is particularly interested in examining factors that may actively promote resilient outcomes and focus on promoting civic engagement. A number of innovative programs have focused on engaging at-risk youth in community service (such as service learning and youth courts) to increase community engagement and decrease juvenile justice and gang involvement. Emerging evidence exists to suggest that youth from disadvantaged circumstances are less likely to participate in volunteer activities and to demonstrate positive attitudes toward their ability to make a difference and exhibit lower levels of trust. Yet, when these youth are engaged in volunteer activities, they demonstrate the same level of commitment as other youth and demonstrate higher levels of civic engagement than youth from disadvantaged circumstances who do not volunteer, suggesting that volunteer opportunities may provide an entry point to civic participation and positive youth development.<sup>3</sup> Given the association between neighborhood collective efficacy and trust in social organizations with rates of violence, these are promising findings. NIJ is interested in supporting research to explore this link between civic engagement among youth exposed to violence and its potential impact on promoting adaptive outcomes.

- 2) There is recent evidence from the NatSCEV that exposure to more than one type of violence is the rule rather than the exception, and that children's trauma symptoms may be more related to the variety and number of exposures than to specific victimization types. Preliminary analysis of NatSCEV data identifies seven or more kinds of victimization in a single year as a threshold for determining polyvictimization, a figure that designates the most victimized 8 percent of the total sample as polyvictims. In addition, several conceptual pathways to polyvictimization have been identified.<sup>4</sup> Yet, polyvictimization is still not well understood and NIJ is seeking applications to explore the identification, characteristics, correlates, and consequences of polyvictimization. Examples of research areas include but are not limited to:
  - Theory-driven research on the identification, definition, and measurement of polyvictimization.
  - Validation of different pathways to polyvictimization and common risk/protective factors across victimization types.
  - The role of context (e.g., cultural, community, family) in understanding the varying impacts of polyvictimization.
  - Understanding of the mechanisms by which polyvictimization leads to a range of behavioral and justice-related outcomes for youth.
- 3) Internet harassment/victimization or electronic aggression has received much attention recently as an emerging criminal justice and public health issue, and many laws and policies have been implemented recently to address this issue. Although definitions vary, in general, such victimization is defined as any type of aggressive behavior that occurs through the use of electronic media (e.g., e-mail, text, chat room, website, IM) with the

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<sup>3</sup> Spring, Dietz, and Grimm. (2007). *Leveling the Path to Participation: Volunteering and Civic Engagement Among Youth From Disadvantaged Circumstances*. Corporation for National and Community Service.

<sup>4</sup> Finkelhor, Turner, Hamby, and Ormond. (2011). *Polyvictimization: Children's Exposure to Multiple Types of Violence, Crime, and Abuse*. Office of Juvenile Justice and Delinquency Prevention, Office of Justice Programs, U.S. Department of Justice. [www.ncjrs.gov/pdffiles1/ojjdp/235504.pdf](http://www.ncjrs.gov/pdffiles1/ojjdp/235504.pdf).

intent to harass, harm, embarrass, threaten, or otherwise bother the victim.<sup>5</sup> However, research in this area is limited, so many of these policies and practices are being developed without a solid research foundation. Although there are a number of studies citing rates of internet harassment/electronic aggression and associated outcomes for victims, standard definitions and measurements have not been used, limiting the interpretation and implementation of findings. NIJ is interested in supporting research that seeks to understand the relationship between Internet harassment/electronic victimization and other forms of violence and victimization with respect to associated risk factors and effects on functioning. Specifically, NIJ is seeking research in the following areas:

- The relationship of Internet harassment/electronic aggression to other forms of “offline” violence such as sexual harassment, bullying, and physical violence.
  - The relationship between Internet harassment/electronic aggression and exposure to violence in the home, school, and neighborhood environments.
  - How known risk and protective factors for other types of violence victimization are (or are not) associated with risk for Internet harassment/electronic aggression victimization.
  - Factors that may affect the impact of Internet harassment/electronic aggression victimization such as type or severity, mechanism, length of time and number of peers involved, relationship between victim and perpetrator, and contextual factors.
- 4) As discussed above, many innovative and promising programs have been developed to address the needs of children exposed to violence in the legal and criminal justice system. Yet, most of these programs have focused on child maltreatment or domestic violence. Although children experiencing family violence is clearly a high priority, it is also recognized that youth are exposed to the courts and the criminal justice system in other contexts as well. Thus, NIJ is seeking research on criminal justice system responses to children identified as witnesses or victims of violence and trauma across a broad range of violence exposures. Examples of research areas include but are not limited to:
- The impact of existing tools and strategies (e.g., mental health/law enforcement partnerships) currently available to assist first responders or judges in identifying and providing appropriate referrals and services to children. Research is particularly needed to understand whether such programs lead to increased service retention and improved long-term outcomes for youth.
  - Examination of how various court-processing and prosecution strategies and system policies (e.g., the use of guardian *ad litem*s) impact outcomes for children.
  - Evaluation of how individual experiences and beliefs (particularly about violence) among first responders and judges impact responses and final outcomes for children.

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<sup>5</sup> David-Ferdon and Hertz. (2009). *Electronic Media and Youth Violence: A CDC Issue Brief for Researchers*. Atlanta, GA: Centers for Disease Control and Prevention, [www.cdc.gov/violenceprevention/pdf/Electronic\\_Aggression\\_Researcher\\_Brief-a.pdf](http://www.cdc.gov/violenceprevention/pdf/Electronic_Aggression_Researcher_Brief-a.pdf) ; Ybarra, M.L., and Mitchell, K.J. (2004). Online Aggressor/Targets, Aggressors, and Targets: A Comparison of Associated Youth Characteristics. *Journal of Child Psychology and Psychiatry* 45:1308–1316.

NIJ is particularly interested in understanding these factors among populations of youth that experience disproportionately high rates of exposure to violence. In addition, NIJ will prioritize applications that include a strong theoretical basis and fall under the above-identified topical areas.

**Amount and length of awards:** NIJ anticipates that up to a total of \$1 million may become available for multiple 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.**

Applicants should be aware that the total period for an award ordinarily will not exceed 3 years. A proposed start date prior to January 1, 2013, is not advisable.

**Evaluation research:** Within applications proposing evaluation research, funding priority will be given to experimental research designs that use random selection and assignment of participants to experimental and control conditions. When randomized designs are not feasible, priority will be given to quasi-experimental designs that include contemporary procedures such as Propensity Score Matching or Regression Discontinuity Design to address selection bias in evaluating outcomes and impacts.

Evaluations that also include measurements of program fidelity and implementation as part of a thorough process assessment are desirable. Measurements of program fidelity should be included as part of an assessment of program processes and operations to ensure that policies, programs, and technologies are implemented as designed. As one aspect of a comprehensive evaluation, assessments of program processes should include objective measurements and qualitative observations of programs as they are actually implemented and of services that are delivered. These may include assessment of such aspects as adherence to program content and protocol, quantity and duration, quality of delivery, and participant responsiveness.

Proposed evaluation research designs with multiple units of analysis and multiple measurements also will be given priority. Design aspects that contribute to the validity of results are necessary to effectively address issues of generalizability and representativeness of findings.

Finally, applications that include cost/benefit analysis will be given priority. NIJ views cost/benefit analysis as an effective way to communicate and disseminate findings from evaluation research.

**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**

### **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 2012 salary table for SES employees is available at [www.opm.gov/oca/12tables/indexSES.asp](http://www.opm.gov/oca/12tables/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 requesting a waiver should 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 to be done.

### **Minimization of Conference Costs**

No OJP funding can be used to purchase food and/or beverages for any meeting, conference, training, or other event. Exceptions to this restriction may be made only in cases where such sustenance is not otherwise available (i.e., extremely remote areas), or where a special presentation at a conference requires a plenary address where there is no other time for sustenance to be obtained. Such an exception would require prior approval from OJP. This restriction does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not impact direct payment of per diem amounts to individuals in a travel status under the organization's travel policy.

Updated Department of Justice and OJP guidance on conference planning, minimization of costs, and conference cost reporting will be forthcoming and will be accessible on the OJP website at [www.ojp.usdoj.gov/funding/funding.htm](http://www.ojp.usdoj.gov/funding/funding.htm).

### **Costs Associated with Language Assistance**

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 by individuals with limited English proficiency may be allowable costs. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

For additional information, see the "Civil Rights Compliance" 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)).



## Match Requirement

See “Cofunding” paragraph under “What an Application Should Include” (below).

## Performance Measures

To assist the Department in fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. 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. (Submission of performance measures data is not required for the application.) Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
<p>Develop and analyze information and data that would increase our understanding of the scope, causes, and consequences of crime, violence, and victimization across the lifespan, including identifying pathways linking offending and victimization.</p> <p>Develop and analyze information and data that evaluates innovative programs, strategies and policies that serve to prevent and reduce the incidence and impact of violence and victimization and to promote overall public safety.</p>	<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 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. Number of NIJ or grantee research publications and presentations.</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. Each data set that was collected, acquired or modified in conjunction with the project.</li><li>3. Quarterly financial reports, semi-annual progress reports, and a final progress report.</li><li>4. Citation to report(s)/ document(s).</li></ol>

## Notice of Post-Award FFATA Reporting Requirement

Applicants should anticipate that OJP will require 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), 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, call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, 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 Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS 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). A DUNS number is usually received within 1-2 business days.
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 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. 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. Note that there can be more than one AOR for the organization.
5. **Search for the funding opportunity on Grants.gov.** 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 Grants," and the funding opportunity number is NIJ-2012-3091.
6. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. An applicant that expends any funds for lobbying activities must provide the detailed information requested on the form, *Disclosure of Lobbying Activities* (SF-LLL). An applicant that does not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.
7. **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."

**Note: Duplicate Applications**

If an applicant submits multiple versions of an application, NIJ will review the most recent version submitted.

**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 email the NIJ contact identified in the Contact Information section on the title page **within 24 hours after the application deadline** and request approval to submit its application. The applicant must include in the 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) the applicant has received. **Note: Requests are not automatically approved by NIJ.** 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.

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, including firewalls.

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

## What an Application Should Include

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 applications that are unresponsive to the scope of the solicitation, or that do not include application elements designated by NIJ to be critical will neither proceed to peer review nor receive further consideration. Under this solicitation, NIJ has designated the following application elements as critical: program narrative, budget detail worksheet and budget narrative, and resumes/curriculum vitae of key personnel. The Budget Narrative and the Budget Detail Worksheet may be combined in one document. However, if only one document is submitted, it must contain **both** narrative and detail information.

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, select "For-Profit Organization" or "Small Business" (as applicable).

### 2. Program Narrative

The program narrative section of the application should not exceed 30 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 30-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 30-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 30-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 30-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 30-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.
  - Dissemination Strategy.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.
  - Management plan and organization.
- f. **Appendices** (not counted against the 30-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 plan (see descriptive paragraph below).

**Data Archiving Plan:** Applications should include a brief plan to comply with data archiving requirements. The plan should be one or two pages in length and include a description of the proposed data management and archiving process including confidentiality protections and level of effort associated with meeting archiving requirements. Associated tasks should be reflected in the proposed project budget and budget narrative sections of the application.

In most instances, NIJ requires that data resulting from funded research be submitted as grant products or deliverables for archiving with the National Archive of Criminal Justice Data (NACJD) ([www.icpsr.umich.edu/icpsrweb/NACJD/archive.jsp](http://www.icpsr.umich.edu/icpsrweb/NACJD/archive.jsp)). The purpose of the Data Archiving Plan is to demonstrate recognition by applicants that data sets resulting from the proposed research are required to be submitted as grant products for archiving according to special grant conditions. Along with other grant products, special conditions require that all research data be submitted 90 days before the end of the project period. Some amount of grant award funds is typically withheld for submission of research data along with the final report and other products/deliverables.

The plan should be submitted as an appendix labeled, "Data Archiving Plan." The number of pages used for the plan will not count against the narrative page limit. The plan should provide brief details about the proposed archiving process including submission of these files: qualitative and quantitative data, final technical reports, instrumentation and data collection forms, and the privacy certificate and informed consent protocols including protections for confidentiality (where applicable). The focus of the Data Archiving Plan is to describe how the grant data products will be prepared and documented so as to allow reproduction of the project's findings as well as future research that can extend the scientific value of the original project (See: [www.icpsr.umich.edu/files/ICPSR/access/dataprep.pdf](http://www.icpsr.umich.edu/files/ICPSR/access/dataprep.pdf)).

Specifically, the Data Archiving Plan includes:

- Information regarding data formats (quantitative/qualitative/spatial) and software with which data will be collected, entered into a database, stored, analyzed and transferred. Standard commercial software or software typically acceptable to NACJD should be identified for use in the proposed data collection ([www.icpsr.umich.edu/icpsrweb/NACJD/archiving/deposit-nij-data.jsp](http://www.icpsr.umich.edu/icpsrweb/NACJD/archiving/deposit-nij-data.jsp))

- A description of procedures by which the applicant collects data along with anticipated units of analysis (e.g., individuals, locations), level of analysis and other identifiers for each data file that will be submitted upon completion of the funded research.
- If the proposed research includes collection of information identifiable to private persons
  - A description of all assurances of confidentiality made to those persons
  - A copy of the consent form that was utilized
  - A copy of the Privacy Certificate (as submitted to and approved by the funding agency)
  - IRB approval documentation
  - Any information transfer agreement that was utilized to transfer the data with identifiers.
- Any anticipated variable creation, data transformations or scale construction that may be critical to the interpretation or analysis of the data by others.
- A plan for submission of computer programming code or software syntax providing detail on how the data will be processed including any significant treatments of the data such as de-identification, imputation, filtering or weighting.
- A description of the technical documentation (e.g., data dictionary or codebook) that explains how variables will be designated in the data file(s), such as the use of variable naming conventions and variable groups, missing data/value designations, variable and category/value labels, operational definitions and citations as needed for these variables.
- Contact information for the Principal Investigator in the event other researchers should need more information about the study or the data.

### 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, 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. Proposed budgets are expected to be complete; reasonable and allowable; cost effective; and necessary for project activities. 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.



**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.

If a successful application proposes a voluntary match amount, the match amount incorporated into the OJP-approved budget becomes mandatory and subject to audit.

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/funding/pdfs/indirect\\_costs.pdf](http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf).

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 (or comparable legal documentation, as may be applicable) 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 (or comparable legal documentation).

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. Note in particular the following forms.

a. [Standard Assurances](#)

Applicants must read, certify, and submit this form in GMS prior to the receipt of any award funds.

b. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)

Applicants must read, certify, and submit in GMS prior to the receipt of any award funds.

- 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)

## Selection Criteria

**Statement of the Problem** (Understanding of the problem and its importance)—15%

**Project/Program Design and Implementation** (Quality and technical merit)—30%

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)—15%

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**—15%

1. Total cost of the project relative to the perceived benefit (cost-effectiveness).
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)—20%

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.

### **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.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. NIJ may use either internal peer reviewers, external peer reviewers, or a combination, to review the applications under this solicitation. An external peer reviewer is an expert in the subject matter of a given solicitation who is NOT a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. Applications that meet basic minimum requirements will be evaluated,

scored, and rated by a peer 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 Plan section of the proposal.

### **Provide Feedback to OJP on This Solicitation**

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, application submission process, and/or the application review/peer review process. Feedback can be provided to [OJPSolicitationFeedback@usdoj.gov](mailto:OJPSolicitationFeedback@usdoj.gov).

# Application Checklist

## Research and Evaluation on Children Exposed to Violence

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 12)
- \_\_\_\_\_ Program Narrative (see page 12)
  
- \_\_\_\_\_ Appendices to the Program Narrative (see page 13)
  - \_\_\_\_\_ 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 Plan
  
- \_\_\_\_\_ Budget Detail Worksheet (see page 15)
- \_\_\_\_\_ Budget Narrative (see page 15)
- \_\_\_\_\_ Disclosure of Lobbying Activities (SF-LLL) (see page 11)
- \_\_\_\_\_ Indirect Cost Rate Agreement (if applicable) (see page 16)
- \_\_\_\_\_ Tribal Authorizing Resolution (if applicable) (see page 16)
  
- \_\_\_\_\_ Other Standard Forms as applicable (see pages 16–17), including:
  - \_\_\_\_\_ Accounting System and Financial Capability Questionnaire (if applicable)