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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 one or more postdoctoral fellows. As the principal research agency within the Department, NIJ is dedicated to improving knowledge and understanding of crime and justice issues through science. The program offers scientists an opportunity to participate full-time on research addressing tribal crime, victimization, and justice issues relevant to the work of NIJ and public policy. This solicitation is expected to further the Department's mission by facilitating collaboration between academic scholars and government researchers.

## **Native American Crime, Victimization, and Justice Studies: Postdoctoral Fellowship**

### **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 for-profit organizations), institutions of higher education (including tribal institutions of higher education), and certain qualified individuals. Individual applicants must be individuals who demonstrate the financial and administrative capacity to manage the award; as well as the desire, knowledge, and ability to execute successfully assigned tasks and deliverables. 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.

### **Deadline**

Applicants must register with [Grants.gov](#) prior to submitting an application. (See "How to Apply," page 20.) All applications are due by 11:59 p.m. eastern time on **May 20, 2013**. (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 substantive requirements of this solicitation, contact Christine Crossland, Senior Social Science Analyst, by telephone at 202-616-5166, or by e-mail at [Christine.Crossland@usdoj.gov](mailto:Christine.Crossland@usdoj.gov).

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# Native American Crime, Victimization, and Justice Studies: Postdoctoral Fellowship (CFDA No.16.560)

## Overview

The purpose of this solicitation is to support NIJ tribal data collections, expand the body of policy-relevant research that uses these data, and enhance or inform NIJ's tribal crime and criminal justice portfolio.

NIJ will award up to two postdoctoral Native American Studies Research Fellowships to applicants who show the greatest potential for future achievement as scholars and researchers, and who can demonstrate experience relevant to the unique demands of working with tribal communities, including experience working in Indian Country and Alaska Native villages.

Fellows also are expected to perform a number of activities to include drafting reports suitable for publication by NIJ and summarizing the results and policy implications of their research and tenure at NIJ. Specific products will be negotiated with Fellows during the pre-award period. Fellows also may be asked to:

- Participate in developing research plans.
- Provide subject matter expertise in specific program areas.
- Conduct seminars in their area of expertise.
- Help develop informational materials for new or current research projects.

Fellows funded under this program will be based in Washington, D.C., and work in residency at NIJ for the duration of the award period. Fellows are expected to focus full-time on NIJ's tribal program of research and avoid other commitments (either compensated or uncompensated) that may detract from this core business, unless approved in writing by the Director of NIJ.

Fellowship awards are conditional on the fellow's successful completion and approval of all required U.S. Department of Justice profile and pre-screening paperwork, security reviews, and background investigations (i.e., credit and criminal) and the execution of a nondisclosure agreement (pertaining to access to non-public information that the Fellow may have during the course of their fellowship).

**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 72 hours prior** to the application submission deadline. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on **May 20, 2013**. See "How to Apply" on page 20 for details.

## Eligibility

Refer to the title page for eligibility under this program.

## Project-Specific Information

Title IX, Section 904(a) of the Violence Against Women and Department of Justice Reauthorization Act of 2005 (VAWA 2005), Public Law Number 109-162 (codified at 42 U.S.C. § 3796gg-10 note), calls for the National Institute of Justice (NIJ) to conduct analyses and research on violence against Indian women living in Indian Country. In conducting its analyses and research, this section asks NIJ, in consultation with the Office on Violence against Women, to conduct a “national baseline study” focusing on domestic violence, dating violence, sexual assault, stalking, and murder, and evaluate the effectiveness of responses to those violations.

The goal of this solicitation is to provide support for NIJ’s Violence Against Indian Women (VAIW) Program. Working with other Federal, State, local, and tribal stakeholders, NIJ has developed a program of research that will: (1) produce a deeper understanding of the issues faced by Native American women in tribal communities; (2) evaluate the response to violence against American Indian (AI) and Alaskan Native (AN) women at all levels of government; and (3) help formulate public policies and crime-prevention strategies to decrease the incidence of violent crimes against AI and AN women.

The Native American Studies Fellows will work directly with NIJ staff on the research program that is collecting information on violence against Indian women living in Indian Country and Alaska Native villages. This is the first national research effort to collect information from AI and AN tribal members in Indian Country. The program also is conducting or funding a number of studies evaluating the effectiveness of federal, State, tribal, and local responses to violence against Indian women. For more information, see [www.nij.gov/topics/tribal-justice/vaw-research/welcome.htm](http://www.nij.gov/topics/tribal-justice/vaw-research/welcome.htm).

NIJ’s VAIW program of research is designed to provide an accurate reporting of violence against AI and AN women in tribal communities and provide reliable and valid estimates of the scope of the problem while identifying problems and possible solutions in dealing with these issues. In addition, the program of research will:

- Evaluate the effectiveness of federal, State, tribal, and local responses to violence committed against Indian women in Indian Country<sup>1</sup>.
- Estimate the extent of victimization and revictimization and the coexistence of other forms of victimization (e.g., witnessed and indirect victimization).

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<sup>1</sup> “Indian Country” is defined by 18 U.S.C. 1151 as follows: . . . (a) all land within the limits of any Indian reservation under the jurisdiction of the United States Government, notwithstanding the issuance of any patent, and including the rights-of-way through the reservation, (b) all dependent Indian communities within the borders of the United States whether within the original or subsequently acquired territory thereof, and whether within or without the limits of a state, and (c) all Indian allotments, the titles to which have not been extinguished, including rights-of-way running through the same.

- Address women's experiences with formal service utilization (e.g., reporting victimization to law enforcement; seeking legal remedies; receiving victim advocacy services, therapeutic services, and/or medical services) and be able to document their satisfaction with services received or determine why services were not sought.
- Examine Indian women's formal and informal help-seeking behavior, such as disclosure to and support from family, friends/peers, first responders, criminal justice representatives, medical personnel, and others regarding their victimization.

The ideal candidate is a U.S. citizen who has recently graduated (within the last five years), or will be graduating by the fellowship start date, from a research-based doctoral program (in a discipline relevant to the mission of NIJ) from a university that is fully accredited by one of the regional institutional accreditation commissions recognized by the U.S. Secretary of Education. Applicants must have expertise in AI and AN research and evaluation, including developing research capacity and culturally appropriate research methods and tools. Expertise on violence against Indian women and public health and/or public safety issues in Indian Country and Alaska Native villages also should be demonstrated. Most important, the applicant should demonstrate solid experience in instrumentation development and testing, primary data collection, and statistical proficiency.

During the Native American Studies Fellow's tenure at NIJ, the individual should anticipate:

- Assisting in research design strategies (e.g., developing and modifying program of research proposals, procedures, tools/instruments).
- Participating in the planning, development, and execution of VAWA 2005, Title IX, Section 904(a) research activities. This would include (but not be limited to) primary data collection and secondary data analysis involving the extracting and compiling of a range of data from written sources, interviews, and one or several data systems/files.
- Processing and summarizing data using scientific and statistical techniques and assisting in data interpretation and analyses.
- Collaborating with NIJ staff, NIJ's federal partners and tribal stakeholders (e.g., Bureau of Indian Affairs, Census Bureau, Centers for Disease Control and Prevention, Executive Office for United States Attorneys, Federal Bureau of Investigation, Indian Health Service, Office of Justice Programs, Office of Tribal Justice, and the Section 904 Federal Advisory Task Force).
- Assisting with tribal outreach activities that include data collection, site visits, and research dissemination activities (e.g., meeting presentations, press releases, talking points, articles, topical Web pages).
- Drafting publications (e.g., government reports, peer-reviewed journal articles, NIJ publications, trade magazine articles, and other appropriate media).

### **Deliverables**

The Native American Studies Fellowship requires the following products by the award's end date: at least two peer-reviewed publication submissions; two technical articles for trade journal submissions (e.g., *Indian Country Today*); two presentations at professional conferences; two presentations at tribal stakeholder meetings; two newsletters or Web-based documents on the activities of the Section 904 Program; and one final report about the Fellow's experience at NIJ.

The selected Fellows will present a plan and timetable and, through negotiation with the NIJ Tribal Program Manager, will arrive at a final project plan and production schedule. NIJ expects project deliverables to be delivered at specific times during the project period, rather than at the end of the project period. Final reports may be delivered at or near the end of the project period.

### **Amount and Length of Awards**

NIJ anticipates that it will make up to two awards under this solicitation. The period of performance for these fellowships is normally 12 months beginning October 1, 2013, and ending September 30, 2014; however, the start date is negotiable and contingent upon successful completion of all required DOJ profile and pre-screening paperwork, security reviews, and/or background investigations. Fellowships may not be deferred or delayed. The maximum fund allocated per fellowship is \$150,000.

**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 one year. Fellowships may span up to two years, contingent upon the Fellow's performance and availability of funds to support the second year of the Fellowship.

The Native American Studies Fellowship funding allocation will be based on the selected applicant's salary history and experience. In addition, Fellows should anticipate significant travel. A travel budget should be developed that covers the following activities: as many as six site visits related to NIJ's tribal data collection efforts; two meetings with other federal agencies (e.g., BIA, FBI, HIS); and two professional conferences (e.g., American Evaluation Association, American Sociological Association, American Psychological Association, American Society of Criminology, and Academy of Criminal Justice Sciences). The location and nature of travel will be finalized in consultation with NIJ after the award is made. Applicants should note that travel per diem and lodging must not exceed federal guidelines (see [General Services Administration per diem rates](#)).

Fellows will have access to resources at NIJ. Workspace and equipment, including telephone, computer, office supplies, and Internet access will be provided. Therefore, fellowship awards will cover salary, fringe benefits, travel essential to NIJ projects/programs, and office expenses not provided by NIJ (e.g., statistical software and reference materials).

### **What may be funded:**

- Personnel/salary (section A of the Budget Detail Worksheet). NIJ will pay salaries ranging from \$40,000 to \$95,000 depending on the Fellow's education, experience, and salary history. No exceptions to the salary ceiling of \$95,000 will be granted. Benefits are not included as part of salary.
- Benefits (section B of the Budget Detail Worksheet) may include life, health, and disability insurance; state workers' compensation; retirement plan; FICA (the employer match of 7.65% of salary only); and a public transportation stipend that does not exceed \$230 monthly (based on actual expenses), if the Fellow resides in the Washington, D.C., metropolitan area. Applicants must clearly identify which benefits they are requesting and the actual calculations. For example, if the individual is requesting health insurance, the applicant should indicate the amount paid monthly and multiply by 12 to get the annual expense.

- Travel will involve research site visits with other DOJ staff, attendance at conferences, and meetings (both local and outside of the Washington, D.C. area). Applicants should budget for 10 trips costing approximately \$1,500 per trip (totaling approximately \$15,000), and applicants should indicate that the dates, locations, and nature of travel will be determined in consultation with the NIJ Tribal Program Manager after the award is made. Applicants should include in the budget narrative a notation that travel costs, such as per diem and lodging, will not exceed the federal guidelines. Travel expenses should be listed in section C of the Budget Detail Worksheet.
- Supplies (section E of the Budget Detail Worksheet) may include expenses to cover professional and academic reference materials and resources relating to the fellowship activities (not to exceed \$500), and business cards (not to exceed \$30).
- Other costs (section H of the Budget Detail Worksheet) may include costs for a cell phone and Blackberry to maintain communication with DOJ staff, and expenses associated with professional development and training directly relating to the NIJ research project(s). Fees for up to four trainings at up to \$1,000 each could be included. Note: Most training opportunities will be in the Washington, D.C. metro area; however, final decisions will be made in consultation with the NIJ Tribal Program Manager. Applicants should identify the type of training that they believe would be most helpful to them in carrying out fellowship activities.

**What will not be funded:**

1. Equipment (section D of the Budget Detail Worksheet), such as costs for computer equipment, printers, or other equipment. (The budget may include these items if they are necessary to conduct applied research, development, demonstration, evaluation, or analysis.)
2. International travel.
3. Moving expenses.
4. Work that will be funded under another specific solicitation.
5. Proposals that do not contain a research component or do not respond to the specific goals of this solicitation.

Applicants should develop reasonable budgets that adequately cover the costs of their tenure at NIJ and project-related travel. To aid in application preparation, applicants are encouraged to review the [OJP Financial Guide](#) and the applicable Federal Cost Principles published by the Office of Management and Budget for information regarding the treatment of selected items of cost.

**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).

## **Budget Information**

### **Minimization of Conference Costs**

OJP encourages applicants to review the OJP guidance on conference approval, planning, and reporting that is available on the OJP Web site at [www.ojp.gov/funding/confcost.htm](http://www.ojp.gov/funding/confcost.htm). This guidance sets out the current OJP policy, which requires all funding recipients that propose to hold or sponsor conferences (including meetings, trainings, and other similar events) to minimize costs, requires OJP review and prior written approval of most conference costs for cooperative agreement recipients (and certain costs for grant recipients), and generally prohibits the use of OJP funding to provide food and beverages at conferences. The guidance also sets upper limits on many conference costs, including facility space, audio/visual services, logistical planning services, programmatic planning services, and food and beverages (in the rare cases where food and beverage costs are permitted at all).

Prior review and approval of conference costs can take time (see the guidance for specific deadlines), and applicants should take this into account when submitting proposals. Applicants also should understand that conference cost limits may change and that they should check the guidance for updates before incurring such costs.

Note on food and beverages: OJP may make exceptions to the general prohibition on using OJP funding for food and beverages, but will do so only in rare cases where food and beverages are not otherwise available (e.g., in extremely remote areas); the size of the event and capacity of nearby food and beverage vendors would make it impractical to not provide food and beverages; or a special presentation at a conference requires a plenary address where conference participants have no other time to obtain food and beverages. Any such exception requires OJP's prior written approval. The restriction on food and beverages 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 affect direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

### **Costs Associated with Language Assistance (if applicable)**

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. 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 at [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 with 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. OJP will require any award recipient, 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 in support of NIJ’s Violence Against Indian Women (VAIW) Program of research, with clear implications for criminal justice policy and practice in the United States.</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 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 or presentations, and grantee research documents accepted for publication or conferences.</li> </ol>	<ol style="list-style-type: none"> <li>1. A final report providing a comprehensive overview of the fellow’s tenure at NIJ; a full presentation of scientific findings from all assigned projects; and a thorough discussion of the implications of project findings for criminal justice practice and policy in the United States.               <ol style="list-style-type: none"> <li>a. At least two peer-reviewed publication submissions;</li> <li>b. two technical articles for trade journal submissions (e.g., <i>Indian Country Today</i>);</li> <li>c. two presentations at professional conferences;</li> <li>d. two presentations at tribal stakeholder meetings;</li> <li>e. two newsletters or Web-based documents on the activities of the Section 904 Program; and</li> <li>f. one final report about the Fellow’s experience at NIJ</li> </ol> </li> <li>2. Quarterly financial reports, semi-annual progress reports, and a final progress report.</li> <li>3. Original and final versions of all methodological and substantive papers and presentations.</li> <li>4. If applicable, citation to report(s)/documents.</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.

## What an Application Should Include

Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application; and should a decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are determined to be nonresponsive to the scope of the solicitation, or that do not include the application elements that NIJ has designated 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/biographical sketches of key personnel. Applicants may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one document, it must contain **both** narrative and detail information.

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

### 1. Information to Complete the Application for Federal Assistance (SF-424)

The SF-424 is a required standard form used 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. Abstract

Applications should include a high-quality "Project Abstract" that summarizes the proposed project in 250-400 words. Project abstracts should be—

- Written for a general public audience.
- Submitted as a separate attachment with <Project Abstract> as part of its file name.
- Single-spaced, using a standard 12-point font (Times New Roman) with 1-inch margins.

As a separate attachment, the project abstract will **not** count against the page limit for the program narrative.

All project abstracts should follow the detailed template available at [www.ojp.usdoj.gov/funding/Project\\_Abstract\\_Template.pdf](http://www.ojp.usdoj.gov/funding/Project_Abstract_Template.pdf) and the supplemental instructions below.

The abstract is a critical part of your application, serving as an important introduction to your proposed work. NIJ uses the abstract for a number of purposes. If your proposal is funded, the abstract typically will become public information and be used to describe your proposed work. The abstract must be 250-400 words and describe the proposed work succinctly and accurately. The abstract does not count against the 20-page limit for program narrative, and should follow this format:

1. **Goals and Objectives:** State the purpose of the project, the problem to be investigated, and the anticipated relevance to policy, practice, and theory.
2. **Subjects:** If applicable, include the number of subjects in your study and a description of their characteristics, such as age, gender, race/ethnicity, and other pertinent attributes.
3. **Research Design and Methods:** Summarize how the work will be organized and conducted by including one or more of the following:
  - Describe the methods proposed including a clear timeline, the type of data, collection strategies, instruments, study sites, and other methods or procedures. For an evaluation, clearly describe the type of evaluation (randomized control trial, quasi-experimental design, or process evaluation).
  - State the hypothesis and the innovative potential of the research; list and briefly describe the specific aims; and briefly describe the research rationale and the experiments that will be conducted to accomplish each aim.
  - For technology development efforts, briefly describe how the technology is to be introduced into practice and any key technology challenges. If applicable, provide an overview of the anticipated commercialization strategy. For technology research and development projects, briefly describe key technology challenges and how they will be overcome.
4. **Analysis:** Summarize the techniques proposed for data analysis. Summarize steps to be taken to strengthen the reliability and validity of the analysis.
5. **Products, Reports, and Data Archiving:** Describe the expected products such as data sets, interim and final reports, and tools or technologies. If applicable, describe data to be archived under NIJ's Data Resource Program.

Permission to Share Project Abstract with the Public: It is unlikely that NIJ will be able to fund all promising applications submitted under this solicitation, but it may have the opportunity to share information with the public regarding promising but unfunded

applications, for example, through a listing on a webpage available to the public. The intent of this public posting would be to allow other possible funders to become aware of such proposals.

In the project abstract template, applicants are asked to indicate whether they give OJP permission to share their project abstract (including contact information) with the public. Granting (or failing to grant) this permission will not affect OJP's funding decisions, and, if the application is not funded, granting permission will not guarantee that abstract information will be shared, nor will it guarantee funding from any other source.

Note: OJP may choose not to list a project that otherwise would have been included in a listing of promising but unfunded applications, should the abstract fail to meet the format and content requirements noted above and outlined in the project abstract template.

### 3. Program Narrative

The program narrative section of the application should not exceed 20 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 20-page limit for the narrative section.

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

The following sections should be included as part of the program narrative.

#### Program Narrative Guidelines:

- a. **Title Page** (not counted against the 20-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. **Table of Contents and Figures** (not counted against the 20-page program narrative limit).
- c. **Main body.** A research in brief paper is required that should describe the applicant's research portfolio including research objectives, how his/her work contributes to knowledge and practice in the relevant field, and how the residency at NIJ would contribute to the work of NIJ.

The following sections should be included as part of the program narrative.

- (i) Applicant's experience in the following areas:
  1. Instrumentation development, sampling, primary data collection, data collection in rural environments, statistical skills, management skills, site recruitment, and retention.
  2. Native American or Indigenous research and evaluation and conducting research in Indian Country in the U.S. including

developing research capacity and culturally appropriate research methods and tools.

(ii) Applicant's demonstrated:

1. Knowledge of tribal governments, tribal governance structures, infrastructure and community norms.
2. Knowledge of laws governing federal and tribal justice systems.
3. Knowledge of federal agencies responsible for Indian tribal justice systems.
4. Knowledge of tribal culture or a tribal language (optional).

(iii) Proposed deliverables (and project schedule) and travel.

(iv) Capabilities and competencies.

d. **Appendices** (not counted against the 20-page program narrative limit) include:

- Bibliography/references.
- Curriculum vitae that directly demonstrates experience, skill, and dates acquired in performing specific or relevant tasks. Vitae must be detailed sufficiently to permit an assessment of the capability of the applicant to perform the work described and include years of experience. Years of experience and clearly demonstrated competencies must be shown. CVs also should include all relevant employment, volunteer experience, and academic work. Contact information for previous supervisors should be provided in order for NIJ staff to verify work experience.
- Project timeline and research calendar with expected milestones.
- Minimum of three but no more than five professional and/or academic references.
- Research and Evaluation Independence and Integrity (see "Selection Criteria," below).
- List of previous and current NIJ awards to applicant organization and investigator(s).
- List of other agencies, organizations, or funding sources to which this proposal has been submitted (if applicable).
- Other materials specified by the solicitation.

#### 4. **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). Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet.

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. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

Applicants should demonstrate in their budget narratives how they will maximize cost effectiveness of grant expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, 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.

**5. 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.) Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their 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).

**6. Additional Attachments**

**a. Applicant disclosure of pending applications.**

Applicants are to disclose whether they have pending applications for federally funded assistance that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to state agencies that will be subawarding federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

- The Federal or State funding agency.
- The solicitation name/project name.
- The point of contact information at the applicable funding agency.

Federal or State Funding Agency	Solicitation Name/Project Name	Name/Phone/E-mail for Point of Contact at Funding Agency
DOJ/COPS	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov
HHS/ Substance Abuse & Mental Health Services Administration	Drug Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

Applicants should include the table as a separate attachment, with the file name “Disclosure of Pending Applications,” to their application. Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page (e.g., “[Applicant Name] does not have pending applications submitted within the last 12 months for federally funded assistance that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.”).

**b. Research and Evaluation Independence and Integrity**

If a proposal involves research and/or evaluation, regardless of the proposal’s rating under the selection criteria, in order to receive funds, the applicant’s proposal must demonstrate research/evaluation independence, including appropriate safeguards to ensure research/evaluation objectivity and integrity.

For purposes of this solicitation, research and evaluation independence and integrity pertains to ensuring that the design, conduct, or reporting of research/evaluation funded by NIJ grants, cooperative agreements, or contracts will not be biased by any personal or financial conflict of interest on the part of the investigators responsible for the research/evaluation or on the part of the applicant organization. Conflicts can be either actual or apparent. Examples of potential investigator (or other personal) conflict situations may include where an investigator would be in a position to evaluate a spouse’s work product (actual conflict), or where an investigator would be in a position to evaluate the work of a former colleague (apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization could not be given a grant to evaluate a project if that organization had itself provided substantial prior technical assistance to that project, as the organization in such an instance would appear to be evaluating the effectiveness of its own prior work. The key is whether a

reasonable person understanding all of the facts would be able to have confidence that the results of any research/evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability is a problem.

In the attachment dealing with research and evaluation independence and integrity, the applicant should explain the process and procedures that the applicant has put in place to identify and eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or subrecipients. It should also identify any potential organizational conflicts of interest on the part of the applicant with regard to the proposed research/evaluation. If the applicant reasonably believes that no potential personal or organizational conflicts of interest exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion.

Where potential personal or organizational conflicts of interest exist, in the attachment, the applicant should identify the safeguards the applicant has or will put in place to eliminate, mitigate, explain, or otherwise address those conflicts of interest.

Considerations in assessing research and evaluation 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.

**c. Academic Transcripts**

Applicants should include transcripts of all post-secondary education. Certified copies are not required to be submitted with this application, but NIJ may request certified copies of transcripts before making an award.

**d. Professional and/or Academic References (at least three and no more than five should be submitted).**

**e. List of professional and financial affiliations should be submitted .**

**7. Other Standard Forms**

Additional forms that OJP may require 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](#)

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, must download, complete, and submit this form.

\*These OJP Standard Assurances and Certifications are forms that applicants accept in GMS. They are not additional forms to be uploaded at the time of application submission.

## Selection Criteria

The selection process is highly competitive. Fellows will be chosen based on their educational background, professional experience, public service, public policy experience, volunteer activities, communication skills, proposed professional goals and objectives (as they relate to the fellowship), and narrative response to the solicitation.

### Understanding of the Problem, Its Importance, and the Population—20%

Applicants will be evaluated on the extent that they demonstrate in writing an understanding of the problem, its importance, and the population by addressing the following:

- Demonstrated knowledge of the extant literature on Native American and Indigenous research and evaluation.
- Demonstrated knowledge of the U.S. and tribal criminal justice systems and jurisdictional issues.
- Demonstrated knowledge of potential limitations and challenges of conducting research in Indian Country with members of Indigenous communities on sensitive topics.
- Demonstrated knowledge of and expertise with Community-Based Research Principles.
- Demonstrated understanding of the complexity of the problems faced by Native Americans.

### Proposed Deliverables—25%

The applicant will be evaluated on the extent that they demonstrate in writing:

- The applicant understands how policymakers, practitioners, and stakeholders can best use and benefit from research and evaluation.
- A well-defined plan to disseminate results to appropriate audiences.
- Creative strategies for disseminating findings to audiences that may benefit from the research, including researchers, practitioners, policymakers, paraprofessionals, and tribal stakeholders.
- Suggestions for print and electronic products that NIJ should consider developing for relevant practitioners and policymakers.
- Identification of appropriate potential journals and conferences for dissemination
- A successful record of publication in academic journals.
- An economical management approach most likely to result in fully completed tasks and products that ensure the fellow's timeline and milestones/products are achieved in a timely fashion.

## **Budget—15%**

Applicants will be evaluated on the extent that they:

- Present a complete, detailed, and allowable budget and budget narrative commensurate with the level of effort.
- Demonstrate in writing an effort to minimize costs.

NOTE: The budget should be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for fellowship activities). Budget narratives should generally demonstrate how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.

NIJ and OJP staff will examine the proposed budget to ensure that all expenses are allowable and necessary for the completion of the fellowship and comport with the requirements of the OJP Financial Guide.

## **Professional Capability/Competencies and Project Management—20%**

The selected applicant must demonstrate sufficient subject matter and project management expertise and other necessary skills, such as technical writing and technological proficiency with specific software programs, to perform crucial functions of the fellowship.

Applicants will be evaluated on the extent that they are:

- Qualified and experienced conducting AI and AN research as well as conducting research in Indian Country.
- Experienced with developing and implementing research capacity and culturally appropriate research methods and tools.
- Knowledgeable of violence against women as a public health and safety issue.
- Experienced in instrument development, testing, primary data collection, and statistical analysis.
- Able to work effectively as part of a larger research team.
- Able to work independently, accurately, and in a timely manner.
- Capable of managing a federal grant.

In addition, the applicants' past performance on projects of a similar nature and scope that resulted in final products of appropriate quality and acceptability will be evaluated.

## **Plans for Measuring Progress and Outcomes—20%**

Evaluation is critical to ensure that each NIJ project is operating as designed and achieving its goals and objectives. Accordingly, each application must provide a plan to assess the fellowship effectiveness and to evaluate accomplishment of project goals and objectives. Applicants should describe how they would assess performance in attaining the outcomes identified for their fellowship. Goals and objectives must be clearly stated, links must be established between program activities and objectives, and performance measures must be identified. Performance measures will address a mix of immediate and intermediate outcomes and, as appropriate and feasible, information on long-term impact.

## 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 the basic minimum requirements. NIJ may use either internal peer reviewers, external peer reviewers, or a combination, to review the applications. 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. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. 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, reviews 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 may consider 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 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
- Civil Rights Compliance Specific to State Administering Agencies
- 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 of 2006 (FFATA)
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Policy and Guidance for Conference Approval, Planning, and Reporting
- OJP Training Guiding Principles for Grantees and Subgrantees

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

**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. Semi-annual progress reports will be submitted in the National Science Foundation’s Research Performance Progress Report (RPPR) format ([www.nsf.gov/bfa/dias/policy/rppr/](http://www.nsf.gov/bfa/dias/policy/rppr/)).

## How to Apply

Applicants must submit applications through Grants.gov. Applicants must first register with Grants.gov in order to submit an application through Grants.gov, a “one-stop storefront” to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at [www.Grants.gov](http://www.Grants.gov). Applicants that experience technical difficulties during this process should 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 several weeks** for first-time registrants to receive confirmation and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

**Note:** NIJ encourages all prospective applicants to sign up for Grants.gov email notifications regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for email updates will be notified.

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 a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating 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. Call Dun and Bradstreet at 866-705-5711 to obtain a DUNS number or apply online at [www.dnb.com](http://www.dnb.com). A DUNS number is usually received within 1-2 business days.
2. **Acquire registration with the System for Award Management (SAM). SAM replaces the Central Contractor Registration (CCR) database** as the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. (Previously, organizations that had submitted applications via Grants.gov were registered with CCR, as it was a requirement for Grants.gov registration. SAM registration replaces CCR as a pre-requisite for Grants.gov registration.) Applicants must **update or renew their SAM registration annually** to maintain an active status.

Applicants that were previously registered in the CCR database must, at a minimum:

- Create a SAM account;
- Log in to SAM and migrate permissions to the SAM account (all the entity registrations and records should already have been migrated).

Applicants that were not previously registered in the CCR database must register in SAM prior to registering in Grants.gov. Information about SAM registration procedures can be accessed at [www.sam.gov](http://www.sam.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 an organization can have more than one AOR.
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 Project Grants," and the funding opportunity number is NIJ-2013-3491.
6. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. Applicants that expend any funds for lobbying activities must provide the detailed information requested on the form, *Disclosure of Lobbying Activities* (SF-LLL). Applicants that do 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 message will state whether the application has been received and validated, or rejected due to errors, with an explanation. **Important:** OJP urges applicants to submit applications **at least 72 hours prior** of the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

**Note: Grants.gov only permits the use of specific characters in names of attachment files. Valid file names may only include the following characters: A-Z, a-z, 0-9, underscore ( \_ ), hyphen (-), space, and period. 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**

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail 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 their application. The e-mail must describe the technical difficulties, and include a timeline of the applicant's submission efforts,

the complete grant application, the applicant's DUNS number, and any Grants.gov Help Desk or SAM tracking number(s). **Note: NIJ does not automatically approve requests.** After the program office reviews the submission, and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If the technical issues reported cannot be validated, OJP will reject the application as untimely.

The following conditions are not valid reasons to permit late submissions: (1) failure to register 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 each instruction in the OJP solicitation, and (4) technical issues with the applicant's computer or information technology 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).

### **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, the application submission process, and/or the application review/peer review process. Feedback may be provided to [OJPSolicitationFeedback@usdoj.gov](mailto:OJPSolicitationFeedback@usdoj.gov).

**IMPORTANT:** This email is for feedback and suggestions only. Replies are **not** sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, **you must** directly contact the appropriate number or email listed on the front of this solicitation document. These contacts are provided to help ensure that you can directly reach an individual who can address your specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please email your resume to [ojppeerreview@lmbps.com](mailto:ojppeerreview@lmbps.com). The OJP Solicitation Feedback email account will not forward your resume. **Note:** Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

# Application Checklist

## Native American Crime, Victimization, and Justice Studies: Postdoctoral Fellowship

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)
- \_\_\_\_\_ Abstract (see page 10)
- \_\_\_\_\_ Program Narrative (see page 12)
- \_\_\_\_\_ Additional Attachments (see page 14)
  - \_\_\_\_\_ Bibliography/References (if applicable)
  - \_\_\_\_\_ Curriculum vitae
  - \_\_\_\_\_ Project timeline and research calendar with expected milestones
  - \_\_\_\_\_ Minimum of three but no more than five professional and/or academic references
  - \_\_\_\_\_ Letters of cooperation/support (if applicable)
  - \_\_\_\_\_ Research and evaluation Independence and Integrity
  - \_\_\_\_\_ List of previous and current NIJ awards to applicant organization and investigators/Fellow
  - \_\_\_\_\_ Disclosure of Pending Applications
- \_\_\_\_\_ Budget Detail Worksheet (see page 13)
- \_\_\_\_\_ Budget Narrative (see page 13)
- \_\_\_\_\_ Indirect Cost Rate Agreement (if applicable) (see page 14)
- \_\_\_\_\_ Disclosure of Lobbying Activities (SF-LLL) (see page 22)
- \_\_\_\_\_ Other Standard Forms as applicable (see page 16), including:
  - \_\_\_\_\_ Accounting System and Financial Capability Questionnaire (if applicable)