

U.S. Department of Justice  
Office of Justice Programs  
National Institute of Justice



---

## NIJ FY23 Tribal-Researcher Capacity-Building Grants

Assistance Listing Number # 16.560

Grants.gov Opportunity Number: O-NIJ-2023-171631

Solicitation Release Date: February 27, 2023 2:30 PM ET

Step 1: Application Grants.gov Deadline: May 16, 2023 11:59 PM ET

Step 2: Application JustGrants Deadline: May 30, 2023 8:59 PM ET

---

### Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [National Institute of Justice](#) (NIJ) seeks applications for funding to support research involving federally recognized tribes (or Tribally-based organizations) on issues of crime and justice in the United States. This program furthers the DOJ's mission by supporting the development of new knowledge and tools to address the challenges of crime and justice in the United States through fundamental research.

This solicitation incorporates guidance provided in the [OJP Grant Application Resource Guide](#) which provides additional information for applicants to prepare and submit applications to OJP for funding. **If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.**

### Solicitation Categories

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-NIJ-2023-00007-PROD	Category 1: TRCB Planning Grants	4	\$150,000	1/1/24 12:00 AM	18
C-NIJ-2023-00008-PROD	Category 2: TRCB Research and Evaluation Grants	1-2	\$1,000,000	1/1/24 12:00 AM	TBD

### Eligible Applicants:

City or township governments, County governments, For profit organizations other than small businesses, Native American tribal governments (Federally recognized), Native American tribal organizations (other than Federally recognized tribal governments), Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education, Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education, Private institutions of higher education, Public and State controlled institutions of higher education, Small businesses, Special district governments, State governments

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

NIJ will consider applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients (subgrantees). For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

NIJ may elect to fund applications submitted under this FY 2023 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

### Contact Information

For assistance with the requirements of this solicitation, contact the OJP Response Center at 800-851-3420, 301-240-6310 (TTY for hearing-impaired callers only), or [grants@ncjrs.gov](mailto:grants@ncjrs.gov). The OJP Response Center operates from 10:00 a.m. to 6:00 p.m. eastern time (ET) Monday–Friday, and 10:00 a.m. to 8:00 p.m. ET on the solicitation close date.

## Submission Information

**Registration:** Before submitting an application, all applicants must register with the System for Award Management (SAM). You must renew and validate your registration every 12 months. If you do not renew your SAM registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Registration and renewal can take up to 10 business days to complete.

**Submission:** Applications must be submitted to DOJ electronically through a two-step process via Grants.gov and JustGrants.

**Step 1:** The applicant must submit by the Grants.gov deadline the required **Application for Federal Assistance standard form (SF-424)** and a **Disclosure of Lobbying Activities (SF-LLL)** form when they register in Grants.gov at <https://www.grants.gov/web/grants/register.html>. **Submit the SF-424 and SF-LLL as early as possible, but no later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov, they will be unable to apply in JustGrants.

For technical assistance with submitting the SF-424 and a SF-LLL in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, Grants.gov Customer Support, or [support@grants.gov](mailto:support@grants.gov). The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

**Step 2:** The applicant must submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov) by the JustGrants application deadline.

For technical assistance with submitting the **full application** in JustGrants, contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov). The JustGrants Service Desk operates 7 a.m. to 9 p.m. ET Monday–Friday and 9 a.m. to 5 p.m. ET on Saturday, Sunday, and Federal holidays.

OJP encourages applicants to review the “[How To Apply](#)” section in the [OJP Grant Application Resource Guide](#) and the [JustGrants website](#) for more information, resources, and training. Applicants should maintain all receipts and confirmations received from SAM.gov, Grants.gov, JustGrants systems.

# Contents

Overview	1
Contact Information	2
Submission Information	2
Program Description	7
Overview	7
Statutory Authority	8
Specific Information	8
Goals, Objectives, and Deliverables	12
Priority Areas	14
Federal Award Information	16
Awards, Amounts and Durations	16
Continuation Funding Intent	17
Availability of Funds	17
Type of Award	17
Financial Management and System of Internal Controls	17
Budget Information	17
Cost Sharing or Matching Requirement	18
Pre-agreement Costs (also known as Pre-award Costs)	18
Limitation on Use of Award Funds for Employee Compensation: Waiver	18
Prior Approval, Planning, and Reporting of Conference/Meeting/ Training Costs	19
Costs Associated with Language Assistance (if applicable)	19
Anticipated Number of Awards	19
Anticipated Maximum Dollar Amount of Awards	19
Period of Performance Duration	19
Eligibility Information	19
Application and Submission Information	20
Content of Application Submission	20
Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov	21
Standard Applicant Information (JustGrants 424 and General Agency Information)	21
Proposal Abstract	21
Proposal Narrative	21
Goal, Objective and Deliverables	28
Budget and Associated Documentation	29

Budget Worksheet and Budget Narrative (Web-based Form)	29
Pre-agreement Costs (also known as Pre-award Costs)	30
Indirect Cost Rate Agreement (if applicable)	30
Consultant Rate	30
Limitation on Employee Compensation; Waiver	30
Financial Management and System of Internal Controls	30
Questionnaire (including applicant disclosure of high-risk status)	
Disclosure of Process Related to Executive Compensation	30
Additional Application Components	30
Curriculum Vitae or Resumes	30
Tribal Authorizing Resolution	31
Timeline Form	31
Research and Evaluation Independence and Integrity Statement	31
Bibliography/reference	31
Any Tools/Instruments, Questionnaires, Tables/Charts/Graphs, or Maps	31
List of Individuals in the Application	31
Human Subjects Protection	32
Privacy Certificate	32
Request to Use Incentives or Stipends	32
Letters of Support or Commitment	32
Documentation of “new investigator” status, if applicable	32
Consortium/Contractual Arrangements	32
Data Archiving Plan	33
Disclosures and Assurances	33
Disclosure of Lobbying Activities	33
DOJ Certified Standard Assurances	33
Applicant Disclosure of Duplication in Cost Items	33
DOJ Certifications Regarding Lobbying; Debarment, Suspension and	34
Other Responsibility Matters; Drug-Free Workplace Requirements;	
Law Enforcement and Community Policing	
Applicant Disclosure and Justification - DOJ High Risk Grantees	34
How to Apply	34
Submission Dates and Time	35
Experiencing Unforeseen Technical Issues Preventing Submission	35
of an Application	
Application Review Information	36
Review Criteria	36
Review Process	38

Federal Award Administration Information	39
Federal Award Notices	39
Administrative, National Policy, and Other Legal Requirements	39
Information Technology Security Clauses	39
General Information about Post-Federal Award Reporting Requirements	39
Federal Awarding Agency Contact(s)	40
Other Information	40
Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)	40
Provide Feedback to OJP	40
Performance Measures	40
Application Checklist	43
Standard Solicitation Resources	46
Endnotes	47

## Program Description

### Overview

OJP is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

With this solicitation, NIJ seeks applications for funding from two categories: (1) Tribal-researcher capacity-building (TRCB) planning grants and (2) research and evaluation proposals from previous TRCB grantees (i.e., Fiscal Year [FY] 2018, FY 2019, FY 2020, FY 2021) based on the results of the activities funded under the original planning grant.

Applications involving Tribal governments and/or being conducted on Tribal sovereign lands must have an executed Tribal resolution or executive order from the Tribal authorized representative (i.e., Tribal council/government) sanctioning the partnership and the project. Tribal partnerships with program staff of government agencies or programs directed and administered by Tribal governments require approval from the government body. Similarly, applications involving Tribally-based organizations (a non-governmental organization such as a Tribal nonprofit establishment) must have a letter of commitment from the Tribal organization's authorized legal representative (i.e., administrator, executive director) authorizing the partnership and the project.

NIJ will give special consideration to proposals with methods that include meaningful engagement with the people with lived experience of the subject of study, including, but not limited to, justice practitioners, community members, crime victims, service providers, and individuals who have experienced justice system involvement.

Applicants are encouraged to propose multidisciplinary research teams to build on the complementary strengths of different methods and areas of subject matter expertise. NIJ also seeks proposals that include consideration and measurement of issues of diversity, discrimination, and bias across age, gender and gender identity, race, ethnicity, religion, and sexual orientation, as applicable.

Applications proposing research involving partnerships with criminal justice or other agencies, should include a letter of support, signed by an appropriate decision-making authority from each proposed, partnering agency. A letter of support should include the partnering agency's acknowledgement that de-identified data derived from, provided to, or obtained through an award funded by NIJ will be archived by the grant recipient with the National Archive of Criminal Justice Data (NACJD) at the conclusion of the award. Applicants and their potential partners are encouraged to review [NIJ's data archiving guidance](#). If selected for an award, grantees will be expected to have a formal agreement

in place with partnering agencies by January 1, 2024. That formal agreement must include a provision to meet the data archiving requirements of the award.

NIJ seeks proposals that include robust, creative, and multi-pronged dissemination strategies that include strategic partnerships with organizations and associations that are best equipped to ensure that research findings lead to changes in policies and practices related to the subjects of study. Special consideration will be given to proposals that dedicate at least 15% of the requested project award funding toward implementing such strategies, as demonstrated in the Budget Worksheet and Budget Narrative.

In the case of partnerships that will involve the use of federal award funds by multiple partnering agencies to carry out the proposed project, only one entity/partnering agency may be the applicant (as is the case with any application submitted in response to this solicitation); any others must be proposed as subrecipients. The applicant is expected to conduct a majority of the work proposed.

### **Statutory Authority**

Department of Justice Appropriations Act, 2023 (Pub. L. No. 117-328, 136 Stat. 4459, 4542-4543; 28 U.S.C. 530C.

### **Specific Information**

Public safety in Tribal communities encompasses a broad set of unique issues and considerations warranting further investigation to ensure responses to these issues are most beneficial to Tribes. Accordingly, NIJ is devoted to building research and evaluation capacity with and for Indigenous communities by supporting the creation of sustainable research partnerships between scientists and Tribal nations and organizations. In doing so, NIJ is committed to ethical and engaged efforts in line with responsible research conduct and federal trust responsibilities that are mindful and respectful of Tribal sovereignty.

### **Category 1: Tribal-Researcher Capacity-Building (TRCB) Planning Grants**

Under this category, NIJ will provide small planning grants to fund applicants to develop new and innovative criminal and juvenile justice research studies involving federally recognized Tribes and Tribally-based organizations representing a new Tribal-researcher investigator partnership.<sup>[1]</sup> NIJ defines a new partnership as a newly developed partnership where a relationship did not previously exist. Therefore, NIJ will not consider applications that do not involve a new Tribal-researcher investigative partnership (i.e., a pre-existing partnership or project continuation).

Planning grant funding can cover costs associated with:

- Engaging and conferring with Tribal nations on criminal and juvenile justice



research, development, testing (e.g., technology), and evaluation aimed to improve public safety in Tribal communities.

- Establishing new Tribal nation and Tribal program partnerships and participation (e.g., technical and factual presentations to Tribal leadership or governing bodies, including those requested by a Tribe in connection with its process for providing its authorization [through Tribal resolution or other appropriate documentation] to participate in a future research or evaluation project; obtaining participatory agreements to include data sharing/use arrangements; and securing Tribal institutional review board [IRB] approvals, if applicable).
- Developing research questions and study designs using community-based participatory research principles that involve the Tribal partner in all aspects of the research process.
- Conducting pilot, feasibility, or evaluability assessment studies that may involve collecting preliminary research data and secondary data analysis in support of one of the grant's deliverables.

NIJ encourages partnership activities to support Tribal-nation building and cultural goals and values. Therefore, researchers are expected to demonstrate a commitment to conducting research with Tribal communities using a collaborative and participatory approach that ensures transparency, local buy-in, and coordination. The research proposal developed under the planning grant will be designed to acquire information and knowledge that will enable Tribes and other interested/affected parties to make informed decisions about policies, programs, and community action.

Partnership activities must be focused on criminal, juvenile, or Tribal justice system topics established by the Tribal partner. Applications received under this program have included planning projects investigating the following topical areas.

- The effectiveness of prevention and intervention programs, models, and practices to improve engagement with the justice system.
- The assessment of policies, procedures, protocols, training, and interventions that address Tribal law enforcement safety.
- The reporting, investigation, and prosecution of cases involving children, adults, and elders involving abuse, neglect, exploitation as well as homicide, intimate partner and dating violence, sex trafficking, sexual violence, and stalking.
- The impact of concurrent criminal jurisdiction on the administration of justice in Indian country and Alaska Native villages.
- The examination of models, policies, and practices that strengthen Tribal justice

systems.

- The effectiveness of the criminal justice response to combating the use and abuse of alcohol and other drugs (e.g., methamphetamine, heroin, and other opioids including fentanyl, diverted pharmaceuticals, synthetic drugs, and analogs).
- The provision, role, and impact of forensic science services (including medicolegal death investigations), particularly related to violent crimes (e.g., assault, domestic and family violence, homicide, rape, sexual assault).
- The development and testing of tools and technologies to improve criminal justice policy and practice in Indian country and Alaska.

TRCB planning grants are capped at \$150,000 and cannot exceed 18 months of performance.

## **Category 2: Tribal-Researcher Capacity-Building (TRCB) Research and Evaluation Grants**

A second category has been added to this solicitation for scientific proposals from previous NIJ TRCB grantees who received awards in FY 2018, FY 2019, FY 2020, and FY 2021. Research and evaluation proposals must be based on the partnership or results of the activities funded under the original planning grant.

If the applicant is proposing a project that reasonably could be conducted in discrete phases, with each phase resulting in completion of one or more significant, defined milestones, then NIJ strongly recommends that the applicant structure the application — specifically including the narrative, expected products/deliverables, timelines, and budget detail worksheet and budget narrative — to clearly define each phase. (This is particularly the case if the applicant proposes a project that will exceed — in cost or the length of the period of performance — the amount or length of time anticipated for an individual award [or awards] under this solicitation.) In addition, given limitations on the availability of NIJ funds for awards for research, development, and evaluation, this information will assist NIJ in considering whether partial funding of applications would be productive. (If in FY 2023, NIJ elects to fund only certain phases of a proposed project, the expected products/deliverables from the partial-funding award may, in some cases, vary from those described above.)

Both the funding and period of performance for TRCB research and evaluation grants should be tailored to the requirements of the research.

### **Additional Information**

Applicants should discuss potential risks and harms to individuals or groups associated with the use and/or misuse of any practice or technology proposed as a part of the

research and evaluation, as well as any ethical considerations that may factor into its use. In addition, applicants should be aware of all relevant statutes, regulations, and/or governing judicial decisions (e.g., established case law, prevailing court rulings) related to the practice or technology's proposed use. Any limitations that may impede the lawful use or implementation of any practice or technology proposed should be described, and a realistic approach to mitigate such limitations in the context of the proposed research should be discussed.

### **Evaluation Research**

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

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

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity through discussion of potential risks (if any) to independence and integrity, and appropriate safeguards, as required.

NIJ also encourages applicants to consider the feasibility of including a cost/benefit analysis. In cases where evaluations find that interventions have produced the intended benefit, cost/benefit analysis provides valuable and practical information for practitioners and policymakers that helps with decision-making. Evaluation research projects may also address a wide range of research questions beyond those focused on the effectiveness or impact of an intervention. Different research designs may be more appropriate for different research questions and at different stages of program development. The intervention strategies, setting, other contextual factors, and resources should be considered when selecting an evaluation design.

In all cases, applications are expected to propose the most rigorous evaluation design appropriate for the research questions to be addressed. Applicants are encouraged to review evidence-rating criteria at <https://crimesolutions.ojp.gov/about/how-we-review->

[and-rate-program-start-finish](#) for further information on high-quality evaluation design elements.

### **New Investigator/Early Career Opportunity**

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

- Hold a non-tenured assistant professor appointment at an accredited institution of higher education in the United States or an equivalent full-time staff scientist position at a research institution in the United States.
- Have completed a terminal degree or post-graduate clinical training within the six (6) years prior to September 30, 2023.
- Have never previously received NIJ funding as a PI on a research project with the exception of Graduate Research Fellows.

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

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

#### **Goals**

The solicitation's primary goal is to build an increased capability to conduct rigorous research and evaluation projects involving Indian country and Alaska Native villages through promoting engagement between scientists and Tribal nations and organizations. This solicitation is also expected to inform strategies and practices to address the challenges of fighting crime and strengthening justice systems in Tribal communities.

#### **Objectives**

An applicant should address the objectives that are relevant to their proposed program/project in the Goals, Objectives, Deliverables, and Timeline web-based form.

The objective of this solicitation is to fund multiple planning and research grants for projects that address criminal justice issues in Indian country and Alaska Native villages and feature engagement between scientists and Tribal nations and organizations. This solicitation also seeks to support the rigorous development of objective and independent knowledge and validated tools and disseminate them to interested/affected parties and

policymakers.

## **Deliverables**

### ***Category 1 Deliverables***

Under Category 1, applicants who receive funding must submit three specific products to NIJ no later than the planning grant's end date.

1. A draft of a Tribal-researcher investigator-initiated criminal, juvenile, or Tribal justice research or evaluation proposal. The research proposal must have the following sections: Title Page, Table of Contents and Figures, and a Program Narrative that describes the statement of the problem and research questions, project design and implementation, potential impact, capabilities/competencies of proposed staff, and dissemination strategy. A budget shall also accompany the proposal along with executed Tribal agreements (Tribal resolution or executive order), partnership agreements (signed by the authorized legal representative), and Tribal institutional review board or research review board letters of approval.<sup>[2]</sup>
2. A Tribal-researcher partnership report. The report should thoroughly capture the process and substance of the collaboration, including lessons learned, challenges and successes experienced, and overall reflections. The special report should also map out key issues that can help inform existing or future partnerships of a similar nature.
3. Required Data Sets and Associated Files and Documentation. If applicable, any recipient of an award under this solicitation will be expected to submit to the National Archive of Criminal Justice Data (NACJD) all data sets that result, in whole or in part, from work funded by the award, along with associated files and any documentation necessary for future efforts by others to reproduce the project's findings and/or to extend the scientific value of the data set through secondary analysis.

Data archiving is required for all NIJ research, development, and evaluation awards, and the requirement may not be unilaterally modified or waived. Data archiving plans must be submitted with the grant application. In addition, applicants should make no guarantee that the data collected acquired or produced as part of the project will not be transferred or released.

For Tribal nations with specific data access and ownership policies that prohibit or limit data archiving, NIJ expects the applicant will ensure that an appropriate data sharing agreement is developed and implemented with the Tribe or Tribes that provides, among other things, a designated Tribal entity (Tribal council, Tribal IRB, or analogous body) to review and approve data access and archiving requests (as applicable to the project). Please visit the NIJ website to learn more about the data archiving requirements.

NIJ also expects copies of products developed specifically for the Tribal partner and Tribal interested/affected parties (e.g., interim or final reports, presentations, newsletters/articles).

### ***Category 2 Deliverables***

1. Final Research Report. Any recipient of an award under this solicitation will be expected to submit a final research report. Additional information on the final research report requirement for the solicitation is posted on NIJ's [webpage](#).

2. Required Data Sets and Associated Files and Documentation. If applicable, any recipient of an award under this solicitation will be expected to submit to the National Archive of Criminal Justice Data (NACJD) all data sets that result, in whole or in part, from work funded by the award, along with associated files and any documentation necessary for future efforts by others to reproduce the project's findings and/or to extend the scientific value of the data set through secondary analysis.

Data archiving is required for all NIJ research, development, and evaluation awards, and the requirement may not be unilaterally modified or waived. Data archiving plans must be submitted with the grant application. In addition, applicants should make no guarantee that the data collected, acquired, or produced as part of the project will not be transferred or released.

For Tribal nations with specific data access and ownership policies that prohibit or limit data archiving, NIJ expects the applicant will ensure that an appropriate data sharing agreement is developed and implemented with the Tribe or Tribes that provides among other things a designated Tribal entity (Tribal council, Tribal IRB, or analogous body) to review and approve data access and archiving requests (as applicable to the project). Please visit the NIJ website to learn more about the data archiving requirements.

3. Other Study Deliverables. In addition, NIJ expects multiple products to result from each award under this solicitation, taking the form of one or more published, peer-reviewed, scientific journal articles, and/or (if appropriate) law review journal articles, book chapter(s) or book(s) in the academic press, technological prototypes, patented inventions, or similar scientific products. NIJ expects that there will be an equal effort to make the research findings accessible to Tribal parties, practitioner, and policymaker audiences.

### **Priority Areas**

The Department of Justice is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

## 1. Priority Considerations Supporting Executive Order 13985, *Advancing Racial Equity and Support for Underserved Communities Through the Federal Government*

In support of Executive Order 13985, OJP will give priority consideration to:

A. Applications that propose research project(s) that are designed to promote racial equity **and** the removal of barriers to access and opportunity for communities that have been historically underserved, marginalized, and adversely affected by inequality, when making award decisions.

To receive this consideration, the applicant must describe how the proposed project(s) will address potential inequities and barriers to equal opportunity, and/or contribute to greater access to services for underserved and historically marginalized populations.

B. Applicants that demonstrate that their capabilities and competencies for implementing their proposed project(s) are enhanced because they (or at least one proposed subrecipient that will receive **at least 40%** of the requested award funding, as demonstrated in the Budget Web-Based Form) identify as a *culturally specific organization*.

To receive this additional priority consideration, applicants must describe how being a culturally specific organization (or funding the culturally specific subrecipient organization (s)) will enhance their ability to implement the proposed project(s) and should also specify which populations are intended or expected to be served or to have their needs addressed under the proposed project(s).

Culturally specific organizations are defined for the purposes of this solicitation as private nonprofit or Tribal organizations whose primary purpose as a whole is to provide culturally specific services to racial and ethnic groups, including, among others, Black people, Hispanic and Latino people, Native American and other Indigenous peoples of North America (including Alaska Native, Eskimo, and Aleut), Asian Americans, Native Hawaiians, and/or Pacific Islanders.

## 2. Minority Serving Institutions

NIJ will give special consideration in award decisions to proposals from Minority Serving Institutions (MSIs).

MSIs include:

- Historically Black Colleges and Universities (HBCU)
- Hispanic-serving Institutions (HSI)
- Tribal Colleges and Universities (TCU)
- Alaska Native-serving Institutions or Native Hawaiian-serving Institutions (ANNH)
- Predominantly Black Institutions (PBI)

- Asian American and Native American Pacific Islander-serving Institutions (AANAPISI)
- Native American-serving Non-Tribal Institutions (NASNTI)

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

Note: Addressing these priority areas is one of many factors that NIJ considers in making funding decisions. Receiving priority consideration for one or more priority areas does not guarantee an award.

## Federal Award Information

### Solicitation Categories

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-NIJ-2023-00007-PROD	Category 1: TRCB Planning Grants	4	\$150,000	1/1/24 12:00 AM	18
C-NIJ-2023-00008-PROD	Category 2: TRCB Research and Evaluation Grants	1-2	\$1,000,000	1/1/24 12:00 AM	TBD

### Awards, Amounts and Durations

#### Anticipated Number of Awards

TBD

#### Anticipated Maximum Dollar Amount of Awards

TBD

#### Period of Performance Start Date

1/1/24

#### Period of Performance Duration (Months)

TBD

#### Anticipated Total Amount to be Awarded Under Solicitation



\$1,500,000.00

### **Additional Information**

Additional Information: Please see Anticipated Number of Awards, Anticipated Maximum Dollar Amount of Awards, and Period of Performance Duration sections below.

### **Continuation Funding Intent**

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

### **Availability of Funds**

This solicitation, and awards under this solicitation, are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by the agency or by law. In addition, nothing in this solicitation is intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

### **Type of Award**

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

### **Financial Management and System of Internal Controls**

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the [OJP Grant Application Resource Guide](#) for additional information.

### **Budget Information**

If the applicant is proposing a project that reasonably could be conducted in discrete phases, with each phase resulting in completion of one or more significant, defined milestones, then NIJ strongly recommends that the applicant structure the application — specifically including the narrative, expected scholarly products, timelines/milestones, and budget detail worksheet and budget narrative — to clearly define each phase. (This

is particularly the case if the applicant proposes a project that will exceed — in cost or the length of the period of performance — the amount or length of time anticipated for an individual award (or awards) under this solicitation.) Given limitations on the availability to NIJ of funds for awards for research, development, and evaluation, this information will assist NIJ in considering whether partial funding of applications would be productive. (If, in FY 2023, NIJ elects to fund only certain phases of a proposed project, the expected scholarly products from the partial-funding award may, in some cases, vary from those described above.)

NIJ may elect to fund applications submitted under this FY 2023 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications, and on the availability of appropriations.

What will not be funded:

- Applications primarily to purchase equipment, materials, or supplies, or to provide direct services. (A budget may include these items if they are necessary to conduct research, development, demonstration, evaluation, or analysis.)
- Applications that are not responsive to the purposes of this specific solicitation.
- Programs or services unrelated to the scope of the research project or existing programs or services being evaluated.
- Training in support of programs or direct services unrelated to or associated with the proposed research project.
- Applications involving Tribal governments and/or being conducted on Tribal lands that do not have an executed Tribal resolution or executive order from the Tribal authorized representative (i.e., Tribal council) sanctioning the partnership/project.
- Applications involving Tribally-based organizations that do not have a letter of commitment from the tribal organization's authorized representative (i.e., Tribal administrator/executive director) authorizing the partnership/project.

The applicant should identify within their budget which items, services, etc., will/would be covered by matching sources and explain what type of match will be provided.

### **Cost Sharing or Matching Requirement**

See “Cofunding” paragraph under “Budget and Associated Documentation” in the “Application and Submission Information” section.

### **Pre-agreement Costs (also known as Pre-award Costs)**

See the [OJP Grant Application Resource Guide](#) for information on pre-agreement costs (also known as pre-award costs).

### **Limitation on Use of Award Funds for Employee Compensation: Waiver**

See the [OJP Grant Application Resource Guide](#) for information on the Limitation on Use of Award Funds for Employee Compensation; Waiver.

### **Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs**

See the [OJP Grant Application Resource Guide](#) for information on Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs.

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

See the [OJP Grant Application Resource Guide](#) for information on Costs Associated with Language Assistance.

### **Anticipated Number of Awards**

Total number of awards NIJ expects to make to be determined by the number of applications received and their merit.

### **Anticipated Maximum Dollar Amount of Awards**

Category 1 TRCB planning grants are capped at \$150,000. Category 2 TRCB research awards will be determined by the requirements of the research proposed in grants selected for award. For Category 2, applicants are encouraged to propose budgets that match the research activities proposed, up to the full dollar amount anticipated to be awarded under this solicitation.

### **Period of Performance Duration**

Category 1 TRCB planning grants cannot exceed an 18-month period of performance. Category 2 TRCB research awards will be determined by the period of performance proposed. However, successful applicants will be expected to complete the work proposed within a five-year period of performance.

### **Eligibility Information**

For eligibility information, see the solicitation cover page.

For information on cost sharing or match requirements, see the “Federal Award Information” section.

For the purposes of this solicitation, “state” means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

Foreign governments, foreign organizations, and foreign colleges and universities are not eligible to apply. Federal agencies are eligible to apply. (Any award made to a federal agency will be made as an inter-agency reimbursable agreement.)

**Notice regarding law enforcement agencies:** State, local, and university or college law enforcement agencies must be certified by an approved independent credentialing body or have started the certification process to be eligible for FY 2023 DOJ discretionary grant funding. To become certified, the law enforcement agency must meet two mandatory conditions: (1) the agency's use-of-force policies adhere to all applicable federal, state, and local laws, and (2) the agency's use-of-force policies prohibit chokeholds except in situations where use of deadly force is allowed by law. The certification requirement also applies to law enforcement agencies receiving DOJ discretionary grant funding through a subaward. For detailed information on this certification requirement, please visit <https://cops.usdoj.gov/SafePolicingEO> to access the Standards for Certification on Safe Policing for Safe Communities, the Implementation Fact Sheet, and the List of Designated Independent Credentialing Bodies.

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

## Application and Submission Information

### Content of Application Submission

The following application elements **must** be included in the application to meet the basic minimum requirements to advance to peer review and receive consideration for funding:

Proposal Narrative

Budget Web-Based Form (The web-based form includes the budget details and the budget narrative.)

Curriculum Vitae/Resumes for Key Personnel (For purposes of this solicitation, "key personnel" means the principal investigator, and any and all co-principal investigators.)

Applications involving Tribal governments or being conducted on Tribal lands must have an executed Tribal resolution, executive order, or letter of commitment from the Tribal authorized representative (e.g., Tribal council, Tribal administrator, executive director) sanctioning the partnership/project.

If NIJ determines that an application does not include these elements, it will neither

proceed to peer review, nor receive further consideration.

## **Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov**

The SF-424 must be submitted in Grants.gov. It is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. See the [OJP Grant Application Resource Guide](#) for additional information on completing the SF-424.

In Section 8F of the SF-424, please include the name and contact information of the individual **who will complete the application in JustGrants**. JustGrants will use this information (*email address*) to assign the application to this user in JustGrants.

**Intergovernmental Review:** This solicitation (“funding opportunity”) **is not** subject to [Executive Order \(E.O.\) 12372](#). (In completing the SF-424, an applicant is to answer question 19 by selecting “Program is not covered by E.O. 12372.”)

### **Standard Applicant Information (JustGrants 424 and General Agency Information)**

The “Standard Applicant Information” section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. The applicant will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, the applicant will need to add ZIP codes for areas affected by the project; confirm their Authorized Representative; and verify and confirm the organization’s unique entity identifier, legal name, and address.

### **Proposal Abstract**

A Proposal Abstract (no more than 400 words) summarizing the proposed project — including its purpose, primary activities, expected outcomes, the service area, intended beneficiaries, and subrecipients (if known) — must be completed in the JustGrants web-based form. This abstract should be in paragraph form without bullets or tables, written in the third person, and exclude personally identifiable information. Abstracts will be made publicly available on the OJP and USASpending.gov websites if the project is awarded. See the [OJP Grant Application Resource Guide](#) for an example of a proposal abstract.

### **Proposal Narrative**

#### **Category 1: Tribal-Researcher Capacity-Building (TRCB) Planning Grants**

The Proposal Narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point font; have no less than 1-inch margins; and should not exceed 30 numbered pages. If the Proposal

Narrative fails to comply with these length restrictions, NIJ may consider such noncompliance in peer review and in the final award decision.

The Proposal Narrative should include the following sections:

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

The title page should include:

Project title.

Submission date.

Funding opportunity number.

Principal Investigator (and any co-principal investigators).

Unique author identifier (e.g., ORCID, ResearcherID, Scopus Author ID), if available.

Requests for consideration under “new investigator” and/or “priority areas of research” areas.

Key words, including science focus areas.

Contact information (that is, name, address, telephone number, and e-mail address) for both the applicant and the principal investigator.

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

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

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

d. Main Body

The main body of the Program Narrative for Category 1 should describe the proposed new partnership and project. The project narrative must be succinct, self-explanatory, and in the order outlined in this section. It must address outcomes and activities to be conducted over the entire period of performance.

1. Statement of the Problem

Applicants must provide a detailed description of the new tribal-researcher investigator partnership, how the Tribal partner/interested/affected parties input was sought, and how it was incorporated into the proposal. In addition, the applicant should describe possible criminal or juvenile justice projects the tribal partner has

identified as priority matters. Applicants should include any relevant data, background, and any other information to show the significance and importance of the issue or issues under consideration, using data that are pertinent to understanding the identified problem (e.g., statistics, research findings, other objective evidence, as appropriate). If the partnership has already resulted in identifying a priority matter, this section should identify the research questions and discuss the purpose, goals, and objectives of the proposed project. Finally, the applicant should describe how Tribal interests and priorities will drive research planning, design, and implementation.

## 2. Project Design and Implementation

Applicants must provide a detailed description of the strategies to fulfil the new tribal-researcher partnership and in developing and submitting a criminal or juvenile justice research or evaluation project. Applicants should explain what strategies will be applied for capacity building, project planning, communication, and dissemination. Applicants should consider the feasibility of the proposed project and potential challenges or problems in carrying out the activities. Where appropriate, the applicant should describe capacity, plans, and willingness to share successful approaches widely through various venues for broad diffusion of innovation. Applicants must provide a proposed work plan detailing each task and activity to be carried out during the period of performance. Applicants should address all the steps in partnership development and research proposal planning. Also, applicants must provide a timeline with clearly defined milestones.

If the applicant is seeking priority consideration for Priority 1(A), it should address in this section how the proposed project(s) will address issues related to racial equity and the removal of barriers to access and opportunity, and/or contribute to greater access to services, for communities that have been historically underserved, marginalized, and adversely affected by inequality, and should also identify how the project design and implementation will specifically incorporate the input or participation of these communities.

## 3. Potential Impact

Applicants should describe the potential impact of both the Tribal-researcher partnership and research development project and how it may inform or improve criminal or juvenile justice-related policy, practice, or theory in the United States. The work plan should include a discussion of anticipated deliverables and a plan for dissemination to appropriate Tribal interested/affected parties. Applicants should identify plans to produce or make available to broader interested practitioners and policy makers in a form that is designed to be readily accessible and useful to them.

#### 4. Capabilities and Competencies

This section should describe the experience and capability of the applicant organization, key staff (researcher(s) and Tribal partner[s]), and any proposed subgrantees (including consultants) that the applicant will use to implement and manage this effort and the federal funds under this award, highlighting any previous experience implementing projects of similar scope, design, and magnitude. Applicants should address:

- Experience (if any) and capacity working with federally recognized Tribes (or Tribally-based organizations) and in conducting similar research efforts.
- Experience implementing community-engaged research and evaluation projects.
- Experience and capacity to design and implement rigorous research and data analysis projects.
- Experience producing and disseminating meaningful deliverables.

Applicants should also outline the management plan, structure, and organization proposed to complete proposed tasks/projects and provide a description of the roles, responsibilities, and qualifications of the applicant's proposed staff and partners. The management plan should connect to the goals and objectives of the project.

If the applicant is seeking priority consideration under Priority 1(B), it should describe, within this section, how being a culturally specific organization (or funding a culturally specific subrecipient organization at a minimum of **40%** of the project budget) will enhance its ability to implement the proposed project(s) and specify which culturally specific populations are intended or expected to be the subject and/or beneficiary of the research conducted under the proposed project(s).

5. Appendices (not counted against the proposal narrative page limit) include:

- The project management plan.
- If the application (including the budget) identifies any proposed non-competitive agreements that are or may be considered procurement "contracts" (rather than subawards), for purposes of federal grants administrative requirements, the applicant also must list the entities with which the applicant proposes to contract.
- List of other agencies, organizations, or funding sources to which this application has been submitted (if applicable).

#### 6. Plan for Collecting the Data Required for this Solicitation's Performance Measures

Note: An applicant is **not** required to submit performance data with the application.



Rather, performance measure information is included as a notification that award recipients will be required to submit performance data as part of each award's reporting requirements. Some measures are presented as examples, while others are the exact measures that every recipient will be expected to address.

OJP will require each award recipient to submit regular performance data that show the completed work's results. The performance data directly relate to the goals, objectives, and deliverables identified in the "Goals, Objectives, and Deliverables" discussion. Applicants can visit OJP's performance measurement page at [www.ojp.gov/performance](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP.

A list of performance measure questions for this program can be found in the 'Performance Measures' section below.

NIJ will require award recipients to submit performance measure data in quarterly financial reports, semi-annual reports, and the final performance report in JustGrants. NIJ will provide further guidance on the post-award submission process if the applicant is selected for award.

## **Category 2: Tribal-Researcher Capacity-Building (TRCB) Research and Evaluation Grants**

The Proposal Narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point font; have no less than 1-inch margins; and should not exceed 30 numbered pages. If the Proposal Narrative fails to comply with these length restrictions, NIJ may consider such noncompliance in peer review and in the final award decision.

The Proposal Narrative should include the following sections:

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

The title page should include:

- Project title.
- Submission date.
- Funding opportunity number.
- Principal Investigator (and any co-principal investigators).
- Unique author identifier (e.g., ORCID, ResearcherID, Scopus Author ID), if available.
- Requests for consideration under "new investigator" and/or "priority areas of research" areas.
- Key words, including science focus areas.
- Contact information (that is, name, address, telephone number, and e-mail

address) for both the applicant and the principal investigator.

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

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

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

d. Main Body

#### 1. Statement of the Problem

The problem statement should address the need for research in this area. Applicants should discuss current gaps in data, research, and knowledge, including those for particular justice sectors and specific populations, and answer questions relevant to current policy and practice needs and public interests. It is not uncommon for multiple problems to exist simultaneously (for example, there may be a criminal justice problem affecting public safety, a current technical challenge/ need identified by forensic practitioners, as well as a scientific/technology gap between the current state of the art and the desired solution). Applicants should discuss each of these clearly and justify the importance of the separate issues. As part of this discussion, applicants should demonstrate thorough knowledge of the extant scientific literature in the field related to the(se) problem(s) using primary and secondary sources.

#### 2. Project Design and Implementation

Applicants should present a valid theoretical framework to justify the importance and significance of the proposed work, followed by research questions and hypotheses. Applicants should also provide a detailed description of the strategies to implement this research project and address the research questions. Design elements should follow directly from the research project's goals and objectives and address the program-specific information noted in the solicitation. Applicants should describe the research methodology and analysis plan in complete detail and demonstrate the validity and usefulness of the data they will collect. Applicants should consider the rigor and soundness of the methods and analytical and technical approaches for the proposed research and address the feasibility of the proposed project and potential challenges or problems in carrying out the activities. Applicants must address all sensitive human subjects' privacy, protection, and confidentiality issues.

If the applicant is seeking priority consideration for Priority 1(A), it should address, in this section, how the proposed project(s) will address issues related to racial equity **and** the removal of barriers to access and opportunity, and/or contribute to greater access to services, for communities that have been historically underserved, marginalized, and adversely affected by inequality, and should also identify how the project design and implementation will specifically incorporate the input or participation of these communities.

### 3. Potential Impact

Applicants should describe the potential impact of the research and how it may inform or improve criminal or juvenile justice-related policy, practice, or theory in the United States. The applicant should include a discussion of the proposed dissemination plan to produce scholarly products and to make information available to broader interested audiences, such as criminal justice practitioners or policymakers.

### 4. Capabilities and Competencies

This section should describe the experience and capability of the applicant organization, key staff, and any proposed subgrantees (including consultants) that the applicant will use to implement and manage this effort and the federal funds under this award, highlighting any previous experience implementing projects of similar scope, design, and magnitude. Applicants should address:

- Experience and capacity to work with the proposed data sources in conducting similar research efforts.
- Experience and capacity to design and implement rigorous research and data analysis projects.
- Experience producing and disseminating meaningful deliverables.

Applicants should also outline the management plan and organization that connects to the goals and objectives of the project.

If the applicant is seeking priority consideration under Priority 1(B), it should describe within this section how being a culturally specific organization (or funding a culturally specific subrecipient organization at a minimum of **40%** of the project budget) will enhance its ability to implement the proposed project(s) and specify which culturally specific populations are intended or expected to be the subject and/or beneficiary of the research conducted under the proposed project(s).

### 5. Appendices (not counted against the proposal narrative page limit) include:

- The project management plan.

- If the application (including the budget) identifies any proposed non-competitive agreements that are or may be considered procurement "contracts" (rather than subawards), for purposes of federal grants administrative requirements, the applicant also must list the entities with which the applicant proposes to contract.
- List of other agencies, organizations, or funding sources to which this application has been submitted (if applicable).

## 6. Plan for Collecting the Data Required for this Solicitation's Performance Measures

Note: An applicant is **not** required to submit performance data with the application. Rather, performance measure information is included as a notification that award recipients will be required to submit performance data as part of each award's reporting requirements. Some measures are presented as examples, while others are the exact measures that every recipient will be expected to address.

OJP will require each award recipient to submit regular performance data that show the completed work's results. The performance data directly relate to the goals, objectives, and deliverables identified in the "Goals, Objectives, and Deliverables" discussion. Applicants can visit OJP's performance measurement page at [www.ojp.gov/performance](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP.

A list of performance measure questions for this program can be found in the 'Performance Measures' section below..

NIJ will require award recipients to submit performance measure data in quarterly financial reports, semi-annual performance reports, and the final research report in JustGrants. NIJ will provide further guidance on the post-award submission process if the applicant is selected for award.

### **Goal, Objective and Deliverables**

The applicant will submit the project's goals, objectives, deliverables and timeline in the JustGrants web-based form. The applicant will also enter the projected fiscal year and quarter that each objective and deliverable will be completed. Please refer to the [Application Submission Job Aid](#) for step-by-step directions.

**Goals.** The applicant should describe the project's intent to change, reduce, or eliminate the problem noted in the previous section and outline the project's goals.

**Program Objectives.** The applicant should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results.

They should be measurable and clearly linked to the goal.

Deliverables. Project deliverables refer to outputs—tangible or intangible—that are submitted within the scope of a project.

## **Budget and Associated Documentation**

### **Budget Worksheet and Budget Narrative (Web-based Form)**

The applicant will complete the JustGrants web-based budget form. For additional information, see the [OJP Grant Application Resource Guide](#) and the [Complete the Application in JustGrants – Budget](#) training.

The following paragraph (on “Cofunding”) expressly modifies the “Cost Sharing or Matching Requirement” provisions in the [OJP Grant Application Resource Guide](#). The applicant is to follow the guidance in the following paragraph instead of the guidance stated under the “Cost Sharing or Matching Requirement” heading in the OJP Grant Application Resource Guide.

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

For additional match information, see the “Cost Sharing or Match Requirement” section under Federal Award Information.

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

If the applicant is seeking priority consideration under Priority 1(A) and has proposed activities (such as community or stakeholder meetings, community outreach or public awareness campaigns, community participation in project design, implementation, or evaluation, etc.) to incorporate the input and participation of communities that have been historically underserved, marginalized, and adversely affected by inequality, financial support for the identified activities and participation must be reflected in the web-based budget form.

If the applicant is seeking priority consideration under Priority 1(B) based on the identification of at least one proposed subrecipient as a culturally specific organization, the proposed funding for the subrecipient in the web-based budget form **must reflect a**

**minimum of 40% of award funding.** The budget narrative must also describe how the activities that will be funded with the (minimum) 40% of award funding provided to the subrecipient **specifically relate to the priority consideration requested** and described in the Capabilities and Competencies section of the application.

### **Pre-agreement Costs (also known as Pre-award Costs)**

See the section on Costs Requiring Prior Approval in the [DOJ Grants Financial Guide Post Award Requirements](#) for more information.

### **Indirect Cost Rate Agreement (if applicable)**

If applicable, the applicant will upload their indirect cost rate agreement as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for more information on indirect costs.

### **Consultant Rate**

See the [DOJ Grants Financial Guide](#) for information on the consultant rates which require prior approval from OJP.

### **Limitation on Employee Compensation; Waiver**

See the [OJP Grant Application Resource Guide](#) for information on the Limitation on Use of Award Funds for Employee Compensation for Awards over \$250,000; Waiver.

### **Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)**

The applicant will download the questionnaire, complete it, and upload it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for the link to the questionnaire and additional information.

### **Disclosure of Process Related to Executive Compensation**

This solicitation expressly modifies the OJP Grant Application Resource Guide by not incorporating its “Disclosure of Process Related to Executive Compensation” provisions. Applicants to this solicitation are not required to provide this disclosure.

### **Additional Application Components**

The applicant will attach the additional requested documentation in JustGrants.

### **Curriculum Vitae or Resumes**

Provide curriculum vitae or resume of the principal investigator and any and all investigators. In addition, curriculum vitae, resume, or biographical sketches of all other individuals (regardless of “investigator” status) who will be significantly involved in substantive aspects of the proposed project (including, for example, individuals such as statisticians used to conduct proposed data analysis).

### **Tribal Authorizing Resolution**

An application in response to this solicitation may require inclusion of tribal authorizing documentation as an attachment. If applicable, the applicant will upload the tribal authorizing documentation as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for information on tribal authorizing resolutions.

### **Timeline Form**

Proposed project timeline and expected milestones.

### **Research and Evaluation Independence and Integrity Statement**

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

### **Bibliography/reference**

Provide a bibliography of any references cited in the Proposal Narrative.

### **Any Tools/Instruments, Questionnaires, Tables/Charts/Graphs, or Maps**

Any tools/instruments, questionnaires, tables/charts/graphs, or maps pertaining to the proposed project that are supplemental to such items included in the main body of the narrative.

### **List of Individuals in the Application**

To assist OJP in assessing actual or apparent conflicts of interest (including such conflicts on the part of prospective reviewers of the application), provide a complete list of the individuals named or otherwise identified anywhere in the application (including in the budget or in any other attachment) who will or may work (or advise or consult) on the proposed research, development, or evaluation project. Applicants should use the “[Proposed Project Staff, Affiliation, and Roles](#)” form available on the NIJ webpage to

prepare this list.

## **Human Subjects Protection**

Human Subjects Protection paperwork as a separate attachment (documentation and forms related to Institutional Review Board [IRB] review). See <https://nij.ojp.gov/funding/human-subjects-protection> . **Note:** Final IRB approval is not required at the time an application is submitted.

## **Privacy Certificate**

Privacy Certificate as a separate file (for further guidance go to <https://nij.ojp.gov/funding/confidentiality-and-privacy-protections> and <https://nij.ojp.gov/funding/model-privacy-certificate>).

## **Request to Use Incentives or Stipends**

Applicants proposing to use incentives or stipends payments as part of their research project design, must submit an incentive or stipend approval request, as a separate document, according to the requirements set forth at <https://nij.ojp.gov/funding/participant-support-costs-and-incentives-social-science-research>.

## **Letters of Support or Commitment**

Letters of cooperation/support or administrative agreements from organizations collaborating in the project, such as law enforcement and correctional agencies (if applicable).

Category 1 and 2 applicants are required to submit executed agreements (i.e., Tribal resolutions or executive order) from Tribal council/government or a letter of commitment from the Tribal organization's authorized legal representative.

Category 2 applicants are also required to submit executed agreements from the appropriate Tribal authority including data archiving agreements.

## **Documentation of "new investigator" status, if applicable**

Documentation of "new investigator" status, if applicable.

## **Consortium/Contractual Arrangements**



Explain the programmatic, fiscal, and administrative arrangements to be made between the applicant organization and the consortium organization(s).

### **Data Archiving Plan**

Applicants should anticipate that NIJ will require, through special award conditions, that data sets resulting, in whole or in part, from projects funded under this solicitation be submitted for archiving with the NACJD. See <https://nij.ojp.gov/funding/data-archiving>.

Applications should include as a separate file a brief plan — labeled “Data Archiving Plan” — to comply with data archiving requirements. The plan should provide brief details about proposed data management and archiving, including submission to NIJ (through NACJD) of **all files and documentation** necessary to allow for future efforts by others to reproduce the project’s findings and/or to extend the scientific value of the data set through secondary analysis. Pertinent files and documentation include, among other things, qualitative and quantitative data produced, instrumentation and data collection forms, codebook(s), any specialized programming code necessary to reproduce all constructed measures and the original data analysis, description of necessary de-identification procedures, and (when required) a copy of the privacy certificate and informed consent protocols.

The plan should be one or two pages in length and include the level of effort associated with meeting archiving requirements.

Note that recipients are strongly encouraged to submit required data sets at least 90 days before the end of the period of performance.

### **Disclosures and Assurances**

The applicant will address the following disclosures and assurances.

#### **Disclosure of Lobbying Activities**

Complete and submit the SF-LLL in Grants.gov. Once the applicant submits in Grants.gov, this information will pre-pend into JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

#### **DOJ Certified Standard Assurances**

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

#### **Applicant Disclosure of Duplication in Cost Items**

Complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [OJP Grant Application Resource Guide](#) for additional information.

## **DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing**

Review and accept the DOJ Certified Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing. See the [OJP Grant Application Resource Guide](#) for additional information.

### **Applicant Disclosure and Justification - DOJ High Risk Grantees**

If applicable, submit the DOJ High Risk Disclosure and Justification as an attachment in JustGrants. A DOJ High Risk Grantee is an award recipient that has received a DOJ High Risk designation based on a documented history of unsatisfactory performance; financial instability; management system or other internal control deficiencies; noncompliance with award terms and conditions on prior awards or is otherwise not responsible. See the [OJP Grant Application Resource Guide](#) for additional information.

### **How to Apply**

**Registration:** Before submitting an application, all applicants must register with the System for Award Management (SAM). You must renew and validate your registration every 12 months. If you do not renew your SAM registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Registration and renewal can take up to 10 business days to complete.

**Submission:** Applications must be submitted to DOJ electronically through a two-step process via Grants.gov and JustGrants.

**Step 1:** After registering with SAM, the applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html> by the Grants.gov deadline. **Submit the SF-424 and SF-LLL as early as possible, but no later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov, they will be unable to apply in JustGrants.

**Step 2:** The applicant must then submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov) by the JustGrants deadline.

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from [DIAMD-NoReply@usdoj.gov](mailto:DIAMD-NoReply@usdoj.gov) with instructions on how to create a JustGrants account. Register the Entity Administrator and the Application Submitter with JustGrants as early as possible but no later than 48-72 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive an emailed link to complete the rest of the application in JustGrants. The Entity Administrator also will need to log into JustGrants to review and invite the applicant's Authorized Representative(s) before an application can be submitted.

Submit the complete application package in JustGrants at least 24 – 48 hours prior to the

JustGrants deadline. Some of the application components will be entered directly into JustGrants, and others will require uploading attached documents. Therefore, applicants will need to allow ample time before the JustGrants deadline to prepare each component. Applicants may save their progress in the system and revise the application as needed prior to hitting the Submit button at the end of the application in JustGrants.

For additional information, see the “How to Apply” section in the [OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

## **Submission Dates and Time**

The **SF-424 and the SF-LLL** must be submitted in Grants.gov by 11:59 p.m. eastern time on May 16, 2023.

The **full application** must be submitted in JustGrants by 8:59 p.m. eastern time on May 30, 2023.

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates with sufficient time to correct any errors and resubmit by the submission deadlines if a rejection notification is received. To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline. Failure to begin the SAM.gov, Grants.gov, or JustGrants registration process in sufficient time (i.e., waiting until the date identified in this solicitation) is not an acceptable reason for late submission.

## **Experiencing Unforeseen Technical Issues Preventing Submission of an Application**

OJP will only consider requests to submit an application after the deadline when the applicant can document that a technical issue with a government system prevented application submission.

If an applicant misses a deadline due to unforeseen technical issues with SAM.gov, Grants.gov, or JustGrants, the applicant may request a waiver to submit an application after the deadline. However, the waiver request will not be considered unless it includes a tracking number generated when the applicant contacts the applicable service desks to report technical difficulties. Tracking numbers are generated automatically when an applicant emails the applicable service desks; and for this reason applicants are encouraged to email the appropriate service desk, even if they also intend to call the service desk for phone support. Experiencing wait times for phone support does not relieve the applicant of the responsibility of getting a tracking number.

An applicant experiencing technical difficulties must contact the associated service desk indicated below to report the technical issue and receive a tracking number:

- SAM.gov - contact the [SAM Help Desk \(Federal Service Desk\)](#), Monday – Friday from 8 a.m. to 8 p.m. ET at 866-606-8220.
- Grants.gov - contact the [Grants.gov Customer Support Hotline](#), 24 hours a day, 7 days a week, except on federal holidays, at 800-518-4726, 606-545-5035, or [support@grants.gov](mailto:support@grants.gov).
- JustGrants - contact the JustGrants Service Desk at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175, Monday – Friday from 7 a.m. to 9 p.m. ET and Saturday, Sunday, and Federal holidays from 9 a.m. to 5 p.m. ET.

If an applicant has technical issues with SAM.gov or Grants.gov, the applicant must contact the OJP Response Center at [grants@ncjrs.gov](mailto:grants@ncjrs.gov) within **24 hours of the Grants.gov deadline** to request approval to submit after the deadline.

If an applicant has technical issues with JustGrants that prevent application submission by the deadline, the applicant must contact the OJP Response Center at [grants@ncjrs.gov](mailto:grants@ncjrs.gov) within **24 hours of the JustGrants deadline** to request approval to submit after the deadline.

Waiver requests sent to the OJP Response Center must -

- describe the technical difficulties experienced,
- include a timeline of the applicant's submission efforts (e.g., date and time the error occurred, date and time of actions taken to resolve the issue and resubmit; and date and time support representatives responded),
- include an attachment of the complete grant application and all the required documentation and materials,
- include the applicant's Unique Entity Identifier (UEI), and
- include any SAM.gov, Grants.gov, and JustGrants Service Desk tracking numbers documenting the technical issue.

OJP will review each waiver request and the required supporting documentation and notify the applicant whether the request for late submission has been approved or denied. An applicant that does not provide documentation of a technical issue or that does not submit a waiver request within the required time period will be denied.

For more details on the waiver process, OJP encourages applicants to review the “Experiencing Unforeseen Technical Issues” section in the [OJP Grant Application Resource Guide](#).

## Application Review Information

### Review Criteria

#### Merit Review Criteria

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

Statement of the Problem (understanding of the problem) (15%)

- Demonstrated understanding of the problem(s).
- Presentation of a valid theoretical framework justifying the study.
- Documented importance of research questions, goals and objectives, including alignment with the aims of the solicitation.
- Illustrated awareness of the state of current research.
- Exhibited comprehension of the population and region under investigation.

Project Design and Implementation (quality and technical merit) (45%)

- Feasibility of the proposed project.
- Soundness of methods and analytic and technical approaches to address the proposed project's stated aim(s).
- Responsiveness to sensitive human subjects' privacy, protection, and confidentiality issues.
- Awareness of potential pitfalls of proposed project design and feasibility of proposed actions to minimize and mitigate them.
- Likelihood of completing the deliverables noted in the solicitation and proposal.

Capabilities and Competencies (capabilities, demonstrated productivity, and experience of the applicant organization and proposed project staff) (20%)

- Detailed listing of the qualifications, expertise, and experience of proposed project staff (i.e., all investigators, regardless of status, senior staff, and other staff [or organization] with 50% or more project commitment) who will be significantly involved in substantive aspects of the proposed project. This includes documenting the relationship between the capabilities/competencies of the proposed project staff (including the applicant organization[s]) and the scope and strategies of the proposed project.
- Thorough management plan showing the roles and responsibilities of proposed staff, including how tasks will be subdivided and supervised.
- Illustrative documentation of the applicant organization's capabilities and strategies to manage and support the effort.
- Executed letters<sup>[3]</sup> of agreement, support, or commitment that detail terms of collaboration, level of responsibility, and type of support or resources to be provided.

Potential Impact (15%)

- Potential for a significant scientific or technical advance(s) that will improve criminal/juvenile justice in the United States.
- Potential for significantly improved understanding of the stated criminal/ juvenile justice problem.
- Potential for innovative solution to address (all or a significant part of) the stated criminal/juvenile justice problem.
- Strength and feasibility of the proposed dissemination plan to produce scholarly products (such as published, peer-reviewed, scientific journal articles, book chapter(s) or book(s) in the academic press, technological prototypes, patented inventions, databases, standards or similar scientific products) as well as make summary information available to broader interested audiences, such as criminal justice practitioners or policymakers.

#### Budget (5%)

In addition, peer reviewers will consider and may comment on the following additional items in the context of scientific and technical merit.

- Alignment of the proposed budget with proposed project activities.
- Appropriateness of the budget relative to the level of effort.
- Use of existing resources to conserve costs.

#### **Other Review Criteria/Factors**

Other important considerations for NIJ include geographic diversity, strategic priorities (specifically including, but not limited to, those priority areas already mentioned, if applicable), available funding, past performance, and the extent to which the Budget Web-Based Form accurately explains project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

#### **Review Process**

Applications submitted under this solicitation that meet the basic minimum requirements will be evaluated for technical merit by a peer review panel(s) in accordance with OJP peer review policy and procedures using the review criteria listed above.

OJP screens applications to ensure they meet the basic minimum requirements prior to conducting the peer review. Although specific requirements may vary, the following are common requirements applicable to all OJP solicitations:

- The application must be submitted by an eligible type of applicant.
- The application must request funding within programmatic funding constraints (if applicable).
- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant entity. Among other things to help assess whether an applicant with one or more prior federal awards has a satisfactory record of performance, integrity, and business ethics, OJP checks whether the applicant entity is listed in SAM as excluded from receiving a federal award.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant entity that appears in the non-public segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

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

All final award decisions will be made by the Director of the National Institute of Justice (NIJ), who may take into account not only peer review ratings and NIJ recommendations, but also other factors as indicated in this section.

## Federal Award Administration Information

### Federal Award Notices

Generally, award notifications are made by the end of the current Federal fiscal year, September 30th. See the [OJP Grant Application Resource Guide](#) for information on award notifications and instructions.

### Administrative, National Policy, and Other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions and all applicable requirements of federal statutes and regulations, including the applicable requirements referred to in the assurances and certifications executed in connection with award acceptance. For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [OJP Grant Application Resource Guide](#).

### Information Technology Security Clauses

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

### General Information about Post-Federal Award Reporting Requirements

In addition to the deliverables described in the “Program Description” section, all award recipients under this solicitation will be required to submit certain reports and data.

#### Required reports

Award recipients typically must submit quarterly financial reports, semi-annual performance reports, final financial and performance reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.) Additional required reports for Category 1 and 2 are outlined on pages 8 and 9 of this solicitation.

See the [OJP Grant Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measure data.

#### Federal Awarding Agency Contact(s)

For questions directed to the Federal Awarding Agency, see OJP Response Center contact information on cover page.

For OJP contact(s), contact information for Grants.gov, and contact information for JustGrants, see the solicitation cover page.

#### Other Information

##### **Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)**

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

##### **Provide Feedback to OJP**

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

#### Performance Measures



<b>Objective</b>	<b>Performance Measure(s)</b>	<b>Data Recipient Provides</b>
<p>Conduct research in social and behavioral sciences having clear implications for criminal justice policy and practice in the United States.</p>	<p>1. Relevance to the needs of the field as measured by whether the project’s substantive scope did not deviate from the funded project or any subsequent agency-approved modifications to the scope.</p>	<p>1. Quarterly financial reports, semi-annual and final performance reports, and products of the work performed under the NIJ award Category 1 grantees will also submit a special report and research proposal. Category 2 grantees will submit a final research report. If applicable, an annual audit report.</p>
<p>Conduct research in science, technology, engineering, and/ or mathematics having clear implications for criminal or juvenile justice policy and practice in the United States.</p>	<p>2. Quality of the research as demonstrated by the scholarly products that result in whole or in part from work funded under the NIJ award, such as published, peer-reviewed, scientific journal articles, and/or (as appropriate for the funded project) law review journal articles, book chapter(s) or book(s) in the academic press, technological prototypes, patented inventions, or similar scientific products.</p>	<p>2. List of citation(s) to all scholarly products that resulted in whole or in part from work funded under the NIJ award.</p>
	<p>3. Quality of management as measured by such factors as whether significant project milestones were achieved, reporting and other deadlines were met, and costs remained within approved limits.</p>	<p>3. If applicable, each data set that resulted in whole or in part from work funded under the NIJ award.</p>

	4. Number of technologies fielded as a result (in whole or in part) of work funded under the NIJ award.	4. Description of all technologies fielded as a result (in whole or in part) of work funded under the NIJ award.
--	---	--

## Application Checklist

### NIJ FY23 Tribal-Researcher Capacity-Building Grants

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

#### Pre-Application

##### ***Before Registering in Grants.gov:***

- Acquire or renew your Entity's [System Award Management \(SAM\)](#) Registration Information (see [OJP Grant Application Resource Guide](#))

##### ***Register in Grants.gov***

- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password (see [OJP Grant Application Resource Guide](#))
- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see [OJP Grant Application Resource Guide](#))

##### ***Find the Funding Opportunity***

- Search for the funding opportunity in Grants.gov using the opportunity number, assistance listing number, or keyword(s)
- Select the correct Competition ID
  - Category 1: TRCB Planning Grants - C-NIJ-2023-00007-PROD
  - Category 2: TRCB Research and Evaluation Grants - C-NIJ-2023-00008-PROD
- Access the funding opportunity and application package (see Step 7 in the [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting available at <https://www.ojp.gov/funding/financialguidedoj/iii-postaward-requirements#6g3y8> (see [OJP Grant Application Resource Guide](#))

##### ***Review the Overview of Post-Award Legal Requirements***

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2023 Awards](#)" in the [OJP Funding Resource](#)

[Center](#).

### **Review the Scope Requirement**

- The federal amount requested is within the allowable limit(s) of \$1,500,000.

### **Review Eligibility Requirement:**

- Review the Eligibility section on the cover page and Eligibility Information section in the solicitation.

~~~~

### **Application Step 1**

Submit the **SF-424** and **SF-LLL** in Grants.gov

- In Section 8F of the SF-424, include the name and contact information of the individual **who will complete the application in JustGrants and the SF-LLL in Grants.gov**

*Within 48 hours after the SF-424 and SF-LLL submission in Grants.gov, receive four (4) Grants.gov email notifications:*

- a submission receipt
- a validation receipt
- a grantor agency retrieval receipt
- an agency tracking number assignment

*If no Grants.gov receipt and validation email is received, or if error notifications are received:*

- Contact OJP Response Center at [grants@ncjrs.gov](mailto:grants@ncjrs.gov) or 800-851-3420 or TTY: 301-240-6310 (hearing impaired only) or Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov customer support](#), or [support@grants.gov](mailto:support@grants.gov) regarding technical difficulties (see [OJP Grant Application Resource Guide](#))

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from JustGrants with login instructions.

- Proceed to Application Step 2 and complete application in JustGrants

### **Application Step 2**

Submit the following information in JustGrants:

Application Components

- Standard Applicant information (SF-424 information from Grants.gov)
- Proposal Abstract
- **Proposal Narrative\***

## Budget and Associated Documentation

- **Budget Web-Based form\***
- Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
- Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))

## Additional Application Components

- Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))
- **Curriculum Vitae or Resumes\***
- Timeline Form
- Bibliography/reference
- Any tools/instruments, questionnaires, tables/chart/graphs, or maps
- List of Individuals
- Human Subjects
- Privacy Certificate
- Request to Use Incentives or Stipends
- **Letters of Support or Commitment (for applications involving Tribally-based organizations)\***
- New Investigator Status (if applicable)
- Consortium/Contractual Arrangements
- Data Archiving

## Disclosures and Assurances

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (see [OJP Grant Application Resource Guide](#))

- DOJ Certified Standard Assurances (see [OJP Grant Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))

***\* Note: Items designated with an asterisk must be submitted for an application to meet the basic minimum requirements review. If OJP determines that an application does not include the designated items, it will neither proceed to peer review, nor receive further consideration.***

#### Review, Certify and Submit Application in JustGrants

- Any validation errors will immediately display on screen after submission.
- Correct validation errors, if necessary, and then return to the “Certify and Submit” screen to submit the application. Access the [Application Submission Validation Errors Quick Reference Guide](#) for step-by-step instructions to resolve errors prior to submission.
- Once the application is submitted and validated, a confirmation message will appear at the top of the page. Users will also receive a notification in the “bell” alerts confirming submission.

*If no JustGrants application submission confirmation email or validation is received, or if error notification is received:*

- Contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) regarding technical difficulties. See the [OJP Grant Application Resource Guide](#) for additional information.

#### Standard Solicitation Resources

[OJP Grant Application Resource Guide](#) provides guidance to assist OJP grant applicants in preparing and submitting applications for OJP funding.

[DOJ Grants Financial Guide](#) serves as the primary reference manual to assist award recipients in fulfilling their fiduciary responsibility to safeguard grant funds and to ensure funds are used for the purposes for which they were awarded. It compiles a variety of laws, rules and regulations that affect the financial and administrative management of DOJ awards. This guide serves as a starting point for all award recipients and subrecipients of DOJ grants and cooperative agreements in ensuring the effective day-to-day management of awards.

[JustGrants Resources Website](#) is an entryway into information about JustGrants and the grants management system itself. Through this portal both award recipients and

applicants can access training resource and user support options, find frequently asked questions and sign-up for the [JustGrants Update e-newsletter](#).

[JustGrants Application Submission Training Page](#) offers helpful information and resources on the application process. This training page includes e-learning videos, reference guides, checklists and other resources to help applicants complete an application.

[Virtual Q&A Sessions](#) are advertised here and provide opportunities for users to receive topic-specific training, direct technical assistance and support on JustGrants system functionality.

## Endnotes

[1] Under such an arrangement, the applicant research entity (or applicant researcher) may make sub-awards to Tribal (or Tribal organization) partners that would participate in the funded project.

[2] The research proposal should not exceed 30 double-spaced pages in 12-point font with 1-inch margins. If included in the main body of the program narrative, tables, charts, figures, and other illustrations count toward the 30-page limit for the narrative section.

[3] Letters require a wet signature, e-signature, or digital signature. Letters submitted without a valid signature will be considered invalid.