

Notices regarding the solicitation “Tribal-Researcher Capacity Building Grants Solicitation, Fiscal Year 2020”

March 27, 2020: Many of our solicitations encourage research partnerships and require applicants to include a strong letter of support, signed by an appropriate decision-making authority from each proposed partnering entity.

NIJ continues to strongly encourage prospective applicants to submit executed agreements necessary to carrying out the work proposed with applications if they can be obtained, but with an understanding of the circumstances surrounding the pandemic, NIJ will accept applications without them.

Applicants selected for award will be required to submit completed agreements by January 1, 2021. Funds will be withheld until such agreements have been received.

The original solicitation document begins on the next page.



Tribal-Researcher Capacity Building Grants Solicitation, Fiscal Year 2020

FY 2020 Competitive Research Grant Solicitation

CFDA No. 16.560

Grants.gov Solicitation Number: NIJ-2020-17329

Solicitation Release Date: February 4, 2020

Application Deadline: 3:59 p.m. eastern time on May 4, 2020

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [National Institute of Justice](#) (NIJ) is seeking applications for funding for grants 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 Department's mission by sponsoring research to provide objective, independent, evidence-based knowledge and tools that will combat violent crime, promote safe communities, and uphold the rights of victims of crime, particularly at the tribal level.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to applicants on how to prepare and submit applications 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.

Eligibility (Who may apply)

In general, NIJ is authorized to make grants to, or enter into contracts or cooperative agreements with eligible entities as listed below:

- States (including territories);
- Units of local government;
- Federally recognized Indian tribal governments that perform law enforcement functions (as determined by the Secretary of the Interior);
- Nonprofit and for-profit organizations (including tribal nonprofit and for-profit organizations); and

- Institutions of higher education (including tribal institutions of higher education).

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.)

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

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). The applicant must be the entity that would have primary responsibility for carrying out the award, including administering the funding and managing the entire project. For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 1-800-518-4726 or 1-606-545-5035 (international), at <https://www.grants.gov/web/grants/support.html>, or at support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must email the NIJ contact identified below **within 24 hours after the application deadline** to request approval to submit its application after the deadline. Additional information on reporting technical issues appears under “Experiencing Unforeseen Grants.gov Technical Issues” in the “How To Apply (Grants.gov)” section in the [OJP Grant Application Resource Guide](#).

For assistance with any other requirements of this solicitation, contact the National Criminal Justice Reference Service (NCJRS) Response Center: toll-free at 1-800-851-3420; via TTY at 301-240-6310 (hearing impaired only); email grants@ncjrs.gov; fax to 301-240-5830; or web chat at <https://webcontact.ncjrs.gov/ncjchat/chat.jsp>. The NCJRS Response Center hours of operation are 10:00 a.m. to 6:00 p.m. eastern time, Monday through Friday, and 10:00 a.m. to 8:00 p.m. eastern time on the solicitation close date. General information on applying for NIJ awards can be found at <https://nij.ojp.gov/funding>. Answers to frequently asked questions that may assist applicants are posted at <https://nij.ojp.gov/funding/frequently-asked-questions-about-applying-grants-and-cooperative-agreements>.

Deadline Details

Applicants must register with Grants.gov at <https://www.grants.gov/web/grants/register.html> prior to submitting an application. All applications are due by 3:59 p.m. eastern time on May 4, 2020.

To be considered timely, an application must be submitted by the application deadline using Grants.gov, and the applicant must have received a validation message from Grants.gov that indicates successful and timely submission. OJP urges applicants to submit applications at least

72 hours prior to the application due date, to allow time for the applicant to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

An applicant must use the **Add Attachment** button to attach a file to its application. Do not click the paperclip icon to attach files. This action will not attach the files to the application. After adding an attachment, select the **View Attachment** button to confirm you attached the correct file. To remove the file, select the **Delete Attachment** button.

OJP encourages all applicants to read this [Important Notice: Applying for Grants in Grants.gov](#).

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

Contents

A. Program Description	5
Overview	5
Project-Specific Information	5
Goals, Objectives, Deliverables, and Expected Scholarly Products	7
B. Federal Award Information	10
Type of Award	11
Financial Management and System of Internal Controls	11
Budget Information	11
Cost Sharing or Matching Requirement	12
Pre-agreement Costs (also known as Pre-award Costs)	12
Limitation on Use of Award Funds for Employee Compensation; Waiver	12
Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs	12
Costs Associated with Language Assistance (if applicable)	12
C. Eligibility Information	12
D. Application and Submission Information	12
What an Application Should Include	12
How To Apply (Grants.gov)	18
E. Application Review Information	19
Review Criteria	19
Review Process	21
F. Federal Award Administration Information	22
Federal Award Notices	22
Administrative, National Policy, and Other Legal Requirements	22
Information Technology (IT) Security Clauses	22
General Information about Post-Federal Award Reporting Requirements	23
G. Federal Awarding Agency Contact(s)	23
H. Other Information	23
Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)	23
Provide Feedback to OJP	23
Application Checklist	24

Tribal-Researcher Capacity Building Grants Solicitation, Fiscal Year 2020

CFDA No. 16.560

A. Program Description

Overview

NIJ actively supports research that involves federally recognized tribes (or tribally based organizations) on issues of crime and justice in the United States. In doing so, NIJ is committed to ethical and engaged efforts in line with responsible research conduct and federal trust responsibilities. This solicitation seeks applications for funding for planning grants to develop new and innovative criminal and juvenile justice research or evaluation projects that address the challenges of fighting crime and strengthening justice in Indian country and Alaska Native villages. To ensure proposed projects result in tangible and mutually beneficial studies, they must include a new tribal-researcher partnership component. This solicitation supports **DOJ Strategic Objective 3.1**: Combat violent crime, promote safe communities, and uphold the rights of victims of crime.

Statutory Authority: Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (sections 201 and 202); the Homeland Security Act of 2002 (sections 231-233); and 28 U.S.C. 530C.

Project-Specific Information

Through this solicitation, NIJ will provide small planning grants to fund applications to develop new and innovative criminal and juvenile justice research projects involving federally recognized tribes (or tribally based organizations) and that represent a new tribal-researcher investigator partnership.¹ For the purposes of this solicitation, a new partnership is defined as a newly developed partnership where a partnership did not previously exist. Applications that do not involve a new tribal-researcher investigative partnership will not be considered (i.e., a pre-existing partnership or project continuation does not fit the criteria of this solicitation).

Under this solicitation, grant funding may be awarded to 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 the funded project; obtaining participatory agreements; and securing tribal Institutional Review

¹ Under such an arrangement, the applicant research entity (or applicant researcher) may make subawards to tribal (or tribal organization) partners that would participate in the funded project.

Board [IRB] approvals);

- 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 data and/or secondary data analysis, and
- Drafting a tribal-researcher investigator criminal or juvenile justice proposal for submission, based on the new partnership.

While the scope of this solicitation is defined as investigator-initiated, the following research topics are of particular interest to the U.S. Department of Justice:

- The impact of concurrent criminal jurisdiction on the administration of justice in Indian country and Alaska Native villages.
- The effectiveness of the criminal justice response to combating the opioid crisis, and more broadly, the use and abuse of alcohol and other drugs (e.g., methamphetamine, heroin, and other opioids including fentanyl, diverted pharmaceuticals, synthetic drugs, and analogues).
- Combating violent crime and responding to and reducing victimization.
- Enhancing investigations and prosecutions.
- Provision, role, and impact of forensic science services (including medicolegal death investigation), particularly as it relates to combating the opioid crisis and violent crime.
- Strengthening tribal justice systems (e.g., evaluating tribal healing to wellness courts, tribal-state collaborations, wellness court collaborations, technology-based court systems that improve court operations and outcomes, tribal-reentry programs).
- Developing and testing tools and technologies to improve criminal justice policy and practice (e.g., unmanned aircraft systems, body-worn cameras, drug-detecting technology, location-based technology, digital devices or applications, victim technology-based services).

Applications proposing research involving partnerships with criminal justice or other agencies must include a strong letter of support, signed by an appropriate decision-making authority from each proposed partnering agency. A letter of support must include the partnering agency's acknowledgement that de-identified data provided through this project will be archived by the awardee in the National Archive of Criminal Justice Data (NACJD) at the conclusion of the award (please see "[Goals, Objectives, Deliverables, and Expected Scholarly Products](#)," below). If selected for an award, applicants will be expected to have a formal agreement in place with partnering agencies by January 1, 2021. That agreement must include provisions to meet the data archiving requirements of the award.

In rare circumstances — for example, where law prohibits the archiving of agency data — NIJ may agree to a successful applicant creating and archiving an appropriate synthetic dataset.

Those circumstances will be rare, decided by NIJ on a case-by-case basis, and will require extensive documentation and justification for exceptions to be made.

The period of performance is limited to 18 months and is not renewable.

Goals, Objectives, Deliverables, and Expected Scholarly Products

The goal of this solicitation is to build an increased capability to conduct rigorous research and evaluation projects in Indian country and Alaska Native villages through the promotion of engagement between researchers and tribal nations. The objective of this solicitation is to fund multiple planning grants for projects promoting such arrangements that address criminal justice issues in Indian country and Alaska Native villages.

Final Research Report. Any recipient of an award under this solicitation will be expected to submit a proposal for a criminal or juvenile justice research or evaluation project based on the results of the activities funded under the planning grant. Such a proposal will comport with the instructions provided in [Section D Application and Submission Information](#) of this solicitation. NIJ will consider such proposals for potential award based on the criteria provided in [Section E Application Review Information](#) of this solicitation. Additional information on the final research report requirement can be found on the [Research, Development, and Evaluation Grant Award Requirements](#) page on the NIJ website. The Final Research Report will undergo review for public archive on the [National Criminal Justice Reference Service](#) (NCJRS).

Special Report. The awardee will be expected to submit a special report detailing the tribal-research partnership. 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.

Required Data Sets and Associated Files and Documentation. 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 the 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. For more information, see Program Narrative in [Section D. Application and Submission Information](#).

For tribal nations with specific data access and ownership policies that prohibit or limit data archiving, NIJ expects the recipient of an award made under this solicitation to work with any participating or impacted tribe to ensure that an appropriate data sharing agreement is developed and implemented with the tribe that provides — among other things — a designated tribal entity (tribal council, tribal IRB, or analogous body) to review and approve data access requests (as applicable to the project).

Technology Prototype: An exemplar of any algorithm, method, software development kit, and training data set resulting from research and development activities funded under this solicitation will be delivered to NIJ at the end of the award for third-party evaluation, along with detailed implementation instructions. Documentation must include descriptions of algorithmic development and approaches to data collection.

In addition to these deliverables (and the required reports and data on performance measures described in [Section F. Federal Award Administration Information](#)), NIJ expects scholarly 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 also expects copies of products developed specifically for the tribal partner and/or tribal stakeholders (e.g., interim or final reports, presentations, newsletters/articles) to be produced.

NIJ expects that there will be an equal effort to make the research findings accessible to practitioner and policymaker audiences through articles in trade publications, the development of training manuals, policy briefs, conferences, webinars, and articles for newspapers or magazines.

The Goals, Objectives, Deliverables, and Expected Scholarly Products are directly related to the performance measures that demonstrate the results of the work completed.

Performance Measures

OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award (see “[General Information about Post-Federal Award Reporting Requirements](#)” in [Section F. Federal Award Administration Information](#)).

Applicants should visit OJP’s performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

The application should demonstrate the applicant’s understanding of the performance data reporting requirements for this grant program and detail how the applicant will gather the required data should it receive funding.

Please note that applicants are **not** required to submit performance data with the application. Performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award.

Objective	Performance Measure(s)	Data Recipient Provides
Conduct research in science, technology, engineering, and/or mathematics having clear implications for criminal or juvenile justice policy and practice in the United States. Conduct research in social and behavioral sciences having clear implications for criminal justice policy and practice in the United States.	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. 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. 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. 4. Number of technologies fielded as a result (in whole or in part) of work funded under the NIJ award.	1. Quarterly financial reports, semi-annual and final research performance progress reports, and products of the work performed under the NIJ award (including, at minimum, a final criminal or juvenile justice research proposal and special report on the partnership). If applicable, an annual audit report. 2. List of citation(s) to all scholarly products that resulted in whole or in part from work funded under the NIJ award. 3. If applicable, each data set that resulted in whole or in part from 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.

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 include evaluation research should consider the feasibility of including 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 aids 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 taken into account 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://www.crimesolutions.gov/about_starttofinish.aspx for further information on high-quality evaluation design elements.

B. Federal Award Information

Maximum number of awards NIJ expects to make:	To be determined by the merit of applications submitted to this solicitation and advanced to peer review, and available funding.
Estimated maximum dollar amount for each award:	To be determined by the funding requested in awarded applications, and available funding.
Total amount anticipated to be awarded under solicitation:	\$500,000
Period of performance start date:	January 1, 2021
Period of performance duration:	To be determined by the period of performance of awarded applications. Successful applicants will be expected to complete the work proposed within an 18-month period of performance.

To allow time for (among other things) any necessary post-award review and financial clearance by OJP of the proposed budget and for any associated responses or other action(s) that may be required of the recipient, applicants should propose an award start date of January 1, 2021.

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 2020, 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, in certain cases, provide additional funding in future years to awards made under this solicitation, through continuation awards. OJP will consider, among other factors, OJP's strategic priorities, a recipient's overall management of the award, and progress of award funded work, when making continuation award decisions.

Under this solicitation, any particular applicant entity may submit more than one application, as long as 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 may elect to fund applications submitted under this FY 2020 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

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 additional information. Any funds provided to another federal agency will be made as an inter-agency reimbursable agreement.

Please note: Any recipient of an award under this solicitation will be required to comply with DOJ regulations on confidentiality and protection of human subjects. See "Requirements related to Research" under "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements – FY 2020 Awards](#)" in the [OJP Funding Resource Center](#).

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 Requirements² as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See [OJP Grant Application Resource Guide](#) for additional information.

Budget Information

What will not be funded:

- Applications primarily to purchase equipment, materials, or supplies. (A budget may include these items if they are necessary to conduct research, development, demonstration, evaluation, or analysis.)
- Applications that are not responsive to this specific solicitation.

² The "Part 200 Uniform Requirements" means the DOJ regulation at 2 C.F.R Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200.

- Programs or services unrelated to the scope of the project, or existing programs or services being evaluated.
- Training in support of programs or direct services unrelated to or associated with the proposed 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.
- Applications that do not involve a new tribal-researcher investigative partnership (i.e., a pre-existing partnership or project continuation).

Cost Sharing or Matching Requirement

See "Cofunding" paragraph under item 4 ("Budget Information and Associated Documentation") under ["What an Application Should Include"](#) in [Section D. Application and Submission Information](#).

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

- [Pre-agreement Costs \(also known as Pre-award Costs\)](#)
- [Limitation on Use of Award Funds for Employee Compensation; Waiver](#)
- [Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs](#)
- [Costs Associated with Language Assistance](#) (if applicable)

C. Eligibility Information

For eligibility information, see title page.

For information on cost sharing or match requirements, see ["What an Application Should Include"](#) in [Section D. Application and Submission Information](#).

D. Application and Submission Information

This solicitation expressly modifies the OJP Grant Application Resource Guide by not incorporating the "Disclosure of Process Related to Executive Compensation" provisions in the "Application Attachments" section of the [OJP Grant Application Resource Guide](#).

What an Application Should Include

The following application elements MUST be included in the application submission for an application to meet the basic minimum requirements (BMR) to advance to peer review and

receive consideration for funding: Program Narrative, Budget Detail Worksheet (including Budget Narrative), resumes/curriculum vitae of key personnel, and a tribal resolution or letter of commitment, if applicable. (For purposes of this solicitation, “key personnel” means the principal investigator, and any and all co-principal investigators.)

See the “Application Elements and Formatting Instructions” section of the [OJP Grant Application Resource Guide](#) for information on what happens to an application that does not contain all the specified elements, or that is nonresponsive to the scope of the solicitation.

1. Application for Federal Assistance (Standard Form (SF)-424)

The SF-424 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.

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

2. Project Abstract

The project abstract is a very important part of the application, and serves as an introduction to the proposed project. NIJ uses the project abstract for a number of purposes, including assignment of the application to an appropriate review panel. If the application is funded, the project abstract typically will become public information and be used to describe the project; therefore, any confidential study information (e.g., site name/location) should not be included in the abstract.

Applications should include a high quality project abstract that summarizes the proposed project in no more than 400 words. Project abstracts should be:

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

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

Project abstracts should follow the detailed template (including the detailed instructions as to content) available on the [NIJ webpage](#).

3. Program Narrative

The program narrative section of the application 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. The project abstract, table of contents, appendices, and government forms do not count toward the 30-page limit.

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

The following sections should be included as part of the program narrative.³

Program Narrative Guidelines:

a. Title Page (not counted against the 30-page program narrative limit)

The title page should include the title of the project, submission date, funding opportunity number, and the name and complete contact information (that is, address, telephone number, and e-mail address) for both the applicant and the principal investigator.

b. Resubmit Response (if applicable) (not counted against the 30-page program narrative 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 30-page program narrative limit)

d. Main Body

The main body of the Program Narrative should describe the proposed new partnership and project. The Program Narrative should include all of the following headings: Background, Work Plan, Approach, and Organizational Capacity of Applicant. The program narrative should be succinct, self-explanatory, and in the order outlined in this section. It should address outcomes and activities to be conducted over the entire period of performance.

Background. Applicants should provide a detailed description of the new tribal-researcher investigator partnership, how the tribal partner/stakeholder input was sought, and how it was incorporated into the proposal. In addition, the applicant should describe possible criminal and 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

³ As noted earlier, if the proposed program or project 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 set out each phase clearly. (In appropriate cases, the expected scholarly product(s) from a particular phase may vary from those described above.) See generally “Goals, Objectives, Deliverables, and Expected Scholarly Products” under “Program-Specific Information,” above.

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.

Work Plan. Applicants should 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 planning. Also, applicants must provide a timeline with clearly defined milestones. The work plan should include a discussion of anticipated deliverables, including planned scholarly products indicated in the project-specific information on page 7, and a plan for dissemination to appropriate tribal stakeholders. Applicants should identify plans to produce or disseminate to broader interested practitioners and policymakers in a form that is designed to be readily accessible and useful to them.

Approach. Applicants should provide a detailed description of the strategies to fulfill 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. In addition, 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. Finally, applicants should consider the feasibility of the proposed project and potential challenges or problems in carrying out activities. Where appropriate, the applicant should describe capacity, plans, and willingness to share successful approaches widely through various venues for broad diffusion of innovation.

Organizational Capacity of Applicant. 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.

e. **Appendices** do not count against the 30-page program narrative limit) include:

- Bibliography/references.
- 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.
- Curriculum vitae or resume of the principal investigator and any and all co-principal 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).
- To assist OJP in assessing actual or apparent conflicts of interest (including such conflicts on the part of prospective reviewers of the application, 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. This applies to all such individuals, including, for example, individuals who are or would be employees of the applicant or employees of any proposed subrecipient entity, any individuals who themselves may be a subrecipient, and individuals who may (or will) work without compensation (such as advisory board members). This appendix to the program narrative is to include, for each listed individual: name, title, employer, any other potentially-pertinent organizational affiliation(s), and the individual's proposed roles and responsibilities in carrying out the proposed project. If the application identifies any specific entities or organizations (other than the applicant) that will or may work (or advise or consult) on the proposed project, without also naming any associated individuals, the name of each such organization also should be included on this list.

Applicants should use the “[Proposed Project Staff, Affiliation, and Roles](#)” form available on the NIJ webpage to prepare this list.

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. Applicants should provide this list as a separate sheet entitled “Proposed non-competitive procurement contracts.”

For information on distinctions — for purposes of federal grants administrative requirements — between subawards and procurement contracts under awards, see “Budget Information and Associated Documentation,” below.

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

- Privacy Certificate (for further guidance go to <https://nij.ojp.gov/funding/confidentiality-and-privacy-protections> and <https://nij.ojp.gov/funding/model-privacy-certificate>).
- List of any previous and current NIJ awards to the applicant and investigator(s), including the NIJ-assigned award numbers and a brief description of any scholarly products that resulted in whole or in part from work funded under the NIJ award(s). (See “[Goals, Objectives, Deliverables, and Expected Scholarly Products](#)” under “Program-Specific Information,” above, for definition of “scholarly products.”)
- List of other agencies, organizations, or funding sources to which this application has been submitted (if applicable).
- 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>.
- 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-plans-nij-funding-applicants>.

Applications should include as an appendix 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.

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

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

4. [Budget Information and Associated Documentation](#) in the Budget Preparation and Submission Information section.

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 percent of the total cost of the project. The application should indicate whether it is feasible for the applicant to contribute cash, facilities, or services as non-federal support for the project. The application should identify generally any such contributions that the applicant expects to make and the proposed budget should indicate in detail which items, if any, will be supported with non-federal contributions.

For additional match information, see the “[Cost Sharing or Match Requirement](#)” section under [Section B. 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.

5. [Indirect Cost Rate Agreement](#)
6. [Tribal Authorizing Resolution](#) (if applicable)
7. [Financial Management and System of Internal Controls Questionnaire \(including applicant disclosure of high-risk status\)](#)
8. [Disclosure of Lobbying Activities](#)
9. [Applicant Disclosure of Pending Applications](#)
10. [Applicant Disclosure and Justification – DOJ High-Risk Grantees⁴](#) (if applicable)
11. [Research and Evaluation Independence and Integrity](#)

How To Apply (Grants.gov)

Applicants must register in and submit applications through [Grants.gov](#), a primary source to find federal funding opportunities and apply for funding. Find information on how to apply in response to this solicitation in the [OJP Grant Application Resource Guide](#).

⁴ A “DOJ High-Risk Grantee” is a 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, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible.

Registration and Submission Steps

Applicants will need the following identifying information when searching for the funding opportunity on Grants.gov.

- Assistance Listing 16.560, National Institute of Justice Research, Evaluation, and Development Project Grants.
- NIJ-2020-17329.

For information on each registration and submission step, see the [OJP Grant Application Resource Guide](#).

E. Application Review Information

Review Criteria

Applications that meet basic minimum requirements will be evaluated by peer reviewers using the following review criteria. Each individual criterion is assigned a different weight based on the percentage value listed. For example, the first criterion, Background, is worth 25 percent of the score in the assessment of an application's technical merit.

Background – 25%

1. Demonstrated an understanding of the complex justice system issues involving American Indian and Alaska Native communities.
2. Demonstrated an understanding of the appropriate role of federal, tribal, state, and local agencies in addressing crime and victimization.
3. Demonstrated an understanding of the principles behind tribally driven research that results in tangible and mutually beneficial studies.
4. Demonstrated importance of research questions, goals and objectives, including alignment with the aims of the solicitation.
5. Demonstrated awareness of the state of current research.

Work Plan – 30%

1. Feasibility of proposed partnership, project, and timeline.
2. Soundness of methods and analytic and technical approach to addressing the stated aim(s) of the proposed project.
3. Awareness of potential pitfalls of proposed project design and feasibility of proposed actions to minimize and/or mitigate them.
4. Achievability of proposed deliverables and dissemination plan.

Approach – 20%

- Feasibility of proposed approach toward the partnership, project, capacity building, communication, and dissemination.
- 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.

Organizational Capacity of Applicant (Capabilities, demonstrated productivity, and experience of the applicant organization and proposed project staff) – 25%

1. Qualifications and experience of proposed project staff; that is, the principal investigator, any and all co-principal investigators, and all other individuals (and organizations) identified in the application (regardless of “investigator” status) who will be significantly involved in substantive aspects of the proposed project.
2. Demonstrated ability of the applicant organization to implement the proposed strategies and manage the effort.
3. Relationship between the capabilities/competencies of the proposed project staff (including the applicant organization) and the scope and strategies of the proposed project.

Budget

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

1. Total cost of the project relative to the perceived benefit (cost effectiveness).
2. Appropriateness of the budget relative to the level of effort.
3. Use of existing resources to conserve costs.
4. Alignment of the proposed budget with proposed project activities.
5. Proposed plan (if any) to produce or to make available to broader interested audiences, such as criminal/juvenile justice practitioners or policymakers, summary information from the planned scholarly products of the project.

Plan for Dissemination to Broader Audiences (if applicable to the proposed project)

Peer reviewers may comment—in the context of scientific and technical merit—on the proposed plan (if any) to produce or to make available to tribal stakeholders and/or broader interested audiences, such as criminal/juvenile justice practitioners or policymakers, summary information from the planned scholarly products of the project.

Review Process

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

The following five paragraphs in this solicitation expressly modify the “Application Review Information” provisions in the OJP Grant Application Resource Guide. An applicant is to follow the guidance in these five paragraphs instead of the guidance stated under the “Application Review Information” heading in the Guide.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. For purposes of assessing whether an application meets basic minimum requirements and should proceed to further consideration, OJP screens applications for compliance with those requirements. Although specific requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP programs:

- 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 basic minimum requirements.
- The application, if submitted by an applicant that is a DOJ High-Risk Grantee,⁵ or is designated “high-risk” by a federal grant-making agency outside of DOJ, must not have been determined by the Director to pose a substantial risk of program implementation failure, based on 1) the applicant’s lack of sufficient progress in addressing required corrective actions necessary for removal of the DOJ High-Risk Grantee (or non-DOJ high-risk) designation, 2) the nature and severity of the issues leading to or accompanying the DOJ High-Risk Grantee (or non-DOJ high-risk) designation, and/or 3) the applicant’s expected ability to manage grant funds and achieve grant goals and objectives.

For a list of application elements that **MUST** be included in the application submission in order for an application to meet the basic minimum requirements, see [“What an Application Should Include”](#) under [Section D. Application and Submission Information](#).

Peer review panels will evaluate, score, and rate applications that meet basic minimum requirements. NIJ may use internal peer reviewers, external peer reviewers, or a combination, to assess applications on technical merit using the solicitation’s review criteria. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. An external peer reviewer is an expert in the subject matter of a given solicitation who is not a current DOJ employee. Peer reviewers’ ratings and any resulting recommendations are advisory only, but are considered carefully.

⁵ See “Applicant Disclosure and Justification – DOJ High-Risk Grantees” under “What an Application Should Include,” above, for a definition of “DOJ High-Risk Grantee.”

Other important considerations for NIJ include geographic diversity, strategic priorities, available funding, the planned scholarly products, and the extent to which the Budget Detail Worksheet and Budget Narrative accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

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. Among other things to help assess whether an applicant that has one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, OJP checks whether the applicant 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 that appears in the non-public segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance Integrity Information System, FAPIIS).

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

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

F. Federal Award Administration Information

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

- [Federal Award Notices](#)
- [Administrative, National Policy, and Other Legal Requirements](#)

OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions prior to submitting an application.

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 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 \(IT\) Security Clauses](#)

- **General Information about [Post-Federal Award Reporting Requirements](#)**

In addition to the deliverables described in [Section A. Program Description](#), any recipient of an award under this solicitation will be required to submit certain reports and data.

Required reports. Recipients typically must submit quarterly financial reports, semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Applicants should anticipate that progress reports will be required to follow the non-budgetary components of the Research Performance Progress Report (RPPR) template/format. General information on RPPRs may be found at www.nsf.gov/bfa/dias/policy/rppr/. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

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

G. Federal Awarding Agency Contact(s)

For questions directed to the Federal Awarding Agency, see NCJRS contact information on page 2.

For contact information for Grants.gov, see page 2.

H. Other Information

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

- [Freedom of Information and Privacy Act \(5 U.S.C. 552 and 5 U.S.C. 552a\)](#)
- [Provide Feedback to OJP](#)

Application Checklist

Tribal-Researcher Capacity Building Grants Solicitation, Fiscal Year 2020

This application checklist has been created as an aid in developing an application.

What an Applicant Should Do:

Prior to Registering in Grants.gov:

- ☐ Acquire a DUNS Number (see [OJP Grant Application Resource Guide](#))
- ☐ Acquire or renew registration with SAM (see [OJP Grant Application Resource Guide](#))

To Register with Grants.gov:

- ☐ Acquire AOR and Grants.gov username/password (see [OJP Grant Application Resource Guide](#))
- ☐ Acquire AOR confirmation from the E-Biz POC (see [OJP Grant Application Resource Guide](#))

To Find Funding Opportunity:

- ☐ Search for the Funding Opportunity on Grants.gov (see page 18)
- ☐ Access Funding Opportunity and Application Package (see [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 [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](#) (see [OJP Grant Application Resource Guide](#))

After Application Submission, Receive Grants.gov Email Notifications That:

- ☐ (1) application has been received,
- ☐ (2) application has either been successfully validated or rejected with errors (see [OJP Grant Application Resource Guide](#))

If No Grants.gov Receipt, and Validation or Error Notifications are Received:

- ☐ Contact NIJ regarding technical difficulties (see [OJP Grant Application Resource Guide](#))

Overview of Post-Award Legal Requirements:

- ☐ Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements – FY 2020 Awards](#)" in the [OJP Funding Resource Center](#).

Scope Requirement:

- ☐ The federal amount requested is within the allowable limit(s).

Eligibility Requirement: See cover page.

What an Application Should Include:

The following items are critical application elements required to pass basic minimum requirements review. An application that OJP determines does not include the application elements that must be included in the application submission in order for the application to meet the basic minimum requirements, will neither proceed to peer review, nor receive further consideration.

- ☐ Program Narrative (see page 13)
 - ☐ Budget Detail Worksheet (including Budget Narrative) (see [OJP Grant Application Resource Guide](#))
 - ☐ Resumes/curriculum vitae of key personnel (see page 16)
-
- ☐ Application for Federal Assistance (SF-424) (see page 13)
 - ☐ Project Abstract (see page 13)
 - ☐ Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
 - ☐ Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))
 - ☐ Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))
 - ☐ [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
 - ☐ Applicant Disclosure of Pending Applications (see [OJP Grant Application Resource Guide](#))
 - ☐ Applicant Disclosure and Justification – DOJ High-Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))

Additional Attachments:

- ☐ 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](#))