

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



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# NIJ FY24 Research and Evaluation on Violence Against Women

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**Step 1: Application Grants.gov Deadline:** 11:59 p.m. Eastern Time on April 17, 2024  
**Step 2: Application JustGrants Deadline:** 8:59 p.m. Eastern Time on May 01, 2024

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# Synopsis

## Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [National Institute of Justice](#) (NIJ) is seeking applications for funding.

OJP is committed to advancing work that promotes civil rights and 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 high-quality, rigorous, and inclusive<sup>1</sup> evaluations focused on assessing programs, practices, models, or interventions aimed at (1) enhancing engagement with the justice system for women and girls who have been victimized and (2) improving accountability within the criminal justice system from individuals who engage in or perpetrate violence against women and girls (VAWGs).

This program furthers DOJ's mission to uphold the rule of law, to keep our country safe, and to protect civil rights.

## Eligibility

- State governments
- Special district governments
- City or township governments
- Public and State controlled institutions of higher education
- County governments
- Public housing authorities/Indian housing authorities
- Native American tribal organizations (other than Federally recognized tribal governments)
- Native American tribal governments (Federally recognized)
- 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
- For-profit organizations other than small businesses
- Small businesses
- Individuals
- Independent school districts
- Other

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<sup>1</sup> NIJ encourages studies that approach issues and problems through an equity lens. Researchers should intentionally examine potential structural inequalities that may generate disparate outcomes based on one's citizenship status, ethnicity, gender, race, religion, or sexual identity — regardless of the research topic.

- Units of local government, such as towns, boroughs, parishes, villages, or other general purpose political subdivisions of a State

An applicant 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 (project partners) would carry out the federal award; however, only one entity may be the applicant for the solicitation. Any others must be proposed as subrecipients (subgrantees). See the [Application Resource Guide](#) for additional information on subawards.

NIJ may choose to fund applications submitted under this FY 2024 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

## Agency Contact Information

For assistance with the requirements of this solicitation, contact the OJP Response Center by phone at 800-851-3420 or 301-240-6310 (TTY for hearing-impaired callers only) or email [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 from 10:00 a.m. to 8:00 p.m. ET on the solicitation closing date. For contact procedures related to unforeseen technical issues beyond the control of the applicant that impact submission by the deadlines, see the “How To Apply” section, [Experiencing Unforeseen Technical Issues](#).

For assistance with submitting the [Application for Federal Assistance standard form \(SF-424\)](#) and a [Disclosure of Lobbying Activities \(SF-LLL\)](#) 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 is open 24 hours a day, 7 days a week, except on federal holidays.

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 from 7:00 a.m. to 9:00 p.m. ET Monday-Friday and from 9:00 a.m. to 5:00 p.m. ET on Saturday, Sunday, and federal holidays.

## Application Submission Information

### Registration

Before submitting an application, an applicant must have a registration in the [System for Award Management \(SAM.gov\)](#).

The SAM.gov registration is not required for a person applying as an “individual” and not on behalf of a company; state, local, or tribal government; academic institution; or other type of organization. Individuals should obtain an Employer Identification Number (EIN) and not apply using a social security number: [IRS Apply for an Employer Identification Number \(EIN\) Online](#).

The SAM.gov registration is required for a person applying on behalf of a small business (company). The business should obtain an Employer Identification Number (EIN) and not apply using a social security number: [IRS Apply for an Employer Identification Number \(EIN\) Online](#).

## **Submission**

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants. See the solicitation [Submission Dates and Time](#) section for the Grants.gov and JustGrants application deadlines.

**Step 1:** The applicant must register for this opportunity in Grants.gov at <https://grants.gov/register> and submit by the Grants.gov deadline the required [Application for Federal Assistance standard form \(SF-424\)](#) and a [Disclosure of Lobbying Activities \(SF-LLL\)](#). See the solicitation [Submission Dates and Time](#) section for application deadlines.

**Step 2:** The applicant must submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://justgrants.usdoj.gov) by the JustGrants application deadline. See the solicitation [Submission Dates and Time](#) section for application deadlines.

# Program Description

## Program Description Overview

With this solicitation, NIJ seeks applications for funding high-quality, rigorous, and inclusive evaluations focused on assessing programs, practices, models, or interventions aimed at (1) enhancing engagement with the justice system for women and girls who have been victimized and (2) improving accountability within the criminal justice system from individuals who engage in or perpetrate violence against women and girls (VAWGs).

NIJ will give special consideration to proposals with methods that include meaningful engagement with the people closest to the subject of study, including practitioners as well as community members representing crime victims, people under criminal justice supervision, and members of high-crime communities.

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, race, ethnicity, religion, and sexual identity, as applicable.

Applications proposing research involving partnerships with juvenile justice, criminal justice or other agencies should include a strong 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 acknowledgment 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, 2025. 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. 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 the preponderance of the work proposed.

## Statutory Authority

Any awards under this solicitation would be made under statutory authority provided by a full-year appropriations act for FY 2024. As of the writing of this solicitation, the Department of

Justice is operating under a short-term "Continuing Resolution"; no full-year appropriation for the Department has been enacted for FY 2024.

## Letter of Intent

Applicants are encouraged to submit a letter of intent to apply to [nijsvaw-fvresearch@ojp.usdoj.gov](mailto:nijsvaw-fvresearch@ojp.usdoj.gov) by March 15, 2024. The letter should be addressed to the NIJ Director, Dr. Nancy La Vigne, using the following address: National Institute of Justice, 810 Seventh Street, NW, Washington, DC 20531. Submitting a letter of intent will not oblige a potential applicant to apply. Applicants who do not provide a letter of intent can still apply.

## Specific Information

NIJ supports scientific research to increase our understanding of public safety and public health intervention and prevention efforts to stop different forms of violence and their resulting trauma. Under NIJ's Violence Against Women & Family Violence Research and Evaluation Program, the focus is on specific types of violence and abuse, including adolescent relationship abuse, domestic violence, economic abuse, family violence, homicide, and other forms of violent death, intimate partner violence, rape, sex trafficking, sexual assault, and stalking, along with the associated justice system responses, procedures, policies, and challenges.

For FY2024, NIJ seeks applications for funding high-quality evaluations focused on assessing programs, practices, models, or interventions aimed at (1) enhancing engagement with the justice system for women and girls who have been victimized and (2) improving accountability within the criminal justice system from individuals who engage in or perpetrate VAWGs. These evaluations may involve victim assistance, law enforcement, prosecutorial, and judicial responses to address a range of acts and crimes. Proposed evaluations of trauma-informed or culturally specific programs will receive priority consideration. Applicants should familiarize themselves with prior NIJ-funded research and include knowledge of relevant research, not limited to NIJ-funded research, in their literature review.<sup>2</sup>

## NIJ Priority Areas

Under these two priority areas, the term "program" encompasses models, strategies, practices, and interventions.

1. Enhancing Engagement with Justice Systems for Individuals Who Have Been Victimized  
For this solicitation, engagement with justice systems refers to the active involvement (either with the criminal justice system or victim service providers) of individuals affected by crime and who have suffered harm. There has been a range of programs developed and implemented over the last two decades to empower and respect women and girls who have experienced violence, provide support, promote a victim-centered approach to justice, enhance case outcomes, and offer opportunities for these justice-involved individuals to be included in criminal justice proceedings. These methods and initiatives were designed to ensure that women and girls receive the necessary assistance,

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<sup>2</sup> For a summary of topics and projects previously awarded by NIJ under the Violence Against Women solicitations, please refer to <https://nij.ojp.gov/funding/opportunities/o-nij-2023-171586> for FY 2023, <https://nij.ojp.gov/funding/opportunities/o-nij-2022-171197> for FY 2022, and <https://nij.ojp.gov/funding/opportunities/o-nij-2021-45009> for FY 2021.



information, and support to navigate the justice system processes while promoting their rights and well-being.

Unfortunately, limited research has evaluated the effectiveness of these efforts, especially from the perspective of those victimized. For example, to what extent do programs address victim/survivor-defined versus system-defined positive outcomes and justice? Do these programs promote justice for all victims or just a few? Are there any adverse, detrimental, or unintended effects of these programs?

NIJ has a strong interest in studies examining law enforcement and prosecution victim-centric and trauma-informed policies, procedures, protocols, and training designed to address VAWGs. Applicants may also propose evaluation research of specific victim service organizations, victim service delivery models, and victim service interventions.

## 2. Improving Accountability from Persons Who Offend

For this solicitation, accountability refers to holding individuals responsible for their crimes, ensuring that they are answerable for their behavior and the harm they have caused others, and making amends. Several accountability practices, programs, and interventions aim to hold persons who offend accountable and ensure the safety and well-being of victims/survivors. Some examples include [intimate partner violence intervention programs](#), abusive partner accountability and engagement programs, domestic violence courts, restorative practices, and programs developed to improve justice system responses. These programs vary in their approaches, but their common goal is to address VAWGs, support victim/survivor safety, and hold persons who offend accountable for their actions. Although some of these efforts have been evaluated, there is a lack of consensus regarding what measures should be used and what constitutes program effectiveness or success.

There is strong interest in studies that include outcomes informed by and most relevant to victims/survivors, along with programs aimed at ensuring victim/survivor safety and well-being. Finally, applicants are encouraged to use a robust intersectional framework.

### **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**

Over the last few decades, several innovations have been developed and implemented in different sectors (e.g., education, health, justice) to address VAWGs and family members. It is understood that the prevention and intervention efforts in different areas of law, service provision, and deterrence seek to strengthen the response to this violence. NIJ is specifically interested in evaluating programs widely adopted in practice but lacking rigorous evaluation or programs that are growing in use and on track to become widely adopted but lack evaluation.

NIJ is also interested in assessments of trauma-informed or culturally specific programs. NIJ encourages studies that approach issues and problems through an equity lens. Researchers should intentionally examine potential structural inequalities that may generate disparate outcomes based on one's gender, race, ethnicity, religion, sexual identity, or citizenship status — regardless of the research topic. Accordingly, applicants must provide detailed information on how they will accomplish all tasks, including a multidisciplinary evaluation team, if applicable, and demonstrate clear support from related partners.

Evaluations that measure these interventions' impact at varying levels of the socio-ecological model (individual, interpersonal, community, society) have been encouraged to include the cost-effectiveness of the various components of these interventions. Cost-effectiveness studies enable policymakers to determine what, if any, part of these programs can affordably be taken to scale and still effect the desired changes. However, it is essential to note that the evidence of the effectiveness of these efforts is limited or evolving, and further high-quality, robust evaluations are needed.

Because randomized controlled trial (RCT) studies are a powerful, much-needed tool for building scientific evidence about what works, NIJ will give studies employing rigorous RCT methods to assess the effectiveness of programs and practices priority consideration. A robust RCT design should include a sufficiently large sample, as shown through a power analysis and other elements needed to generate credible evidence about the intervention's impact on one or more targeted outcomes. Proposals should specify the study's primary outcome(s) of interest, how they will measure the outcome(s) and over what length of time, and when the randomization occurs (i.e. after individuals agree to participate in the experiment or at the point of intervention or service delivery). Proposals to evaluate interventions should provide a brief history of the intervention and, if applicable, provide documentation, theory of change(s), anticipated outcomes, and other applicable details. Applicants must describe how they will assess implementation fidelity (i.e., the degree to which an intervention or program is delivered as intended, such as adherence to the intervention, exposure or dose, quality of delivery, participant responsiveness, and program differentiation). In addition, these designs should include measures to ensure low sample attrition, sufficient sample size, close adherence to random assignment, valid outcome measures, and statistical analyses.

NIJ will also consider rigorous quasi-experimental designs when random assignment is not feasible or ethical (e.g., difference-in-difference or regression discontinuity designs). However, the applicant must present a resounding case that an RCT is impossible and demonstrate how the proposed study will minimize selection bias and result in valid quasi-experimental findings.

If an applicant proposes an evaluation involving program staff, the applicant must demonstrate research/evaluation independence and a description and justification of the roles of program staff as distinct from evaluation activities, a discussion of potential risks (if any) to independence and integrity, and a description of the safeguards that will be employed to ensure research independence.

### **Underserved and Historically Marginalized Communities**

NIJ is interested in studies examining the prevalence and barriers to seeking and receiving help among lesbian, gay, bisexual, transgender, queer or questioning, intersex, asexual, two-spirit, (LGBTQ+) and nonbinary individuals (youth and adults) and other underserved communities (e.g., people/persons with disabilities; Indigenous peoples; cultural, racial, or religious minorities) who have experienced adolescent relationship abuse, intimate partner violence,

sexual violence, and stalking. Areas of interest include violence prevention and intervention for these populations.

### **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. 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 an academic or research doctorate terminal degree or post-graduate clinical training within the six (6) years prior to September 30, 2024.
- Have never previously received NIJ funding as a PI on a research project with the exception of Graduate Research Fellows (GRF).

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.

## **Solicitation Goals and Objectives**

### **Goals**

This solicitation aims to build credible evidence about valid and effective measures that improve criminal justice outcomes, reduce VAWGs, promote justice for all victims of crime, and improve the number of rigorously tested interventions.

### **Objectives**

This solicitation seeks to support the rigorous development of objective and independent knowledge and validated tools and programs to prevent and reduce VAWGs, enhance criminal justice responses, and disseminate findings and outcomes to stakeholders and policymakers to formulate strategies and practices to prevent and reduce VAWGs.

### **Deliverables**

Research award recipients are expected to produce the following deliverables.

**Final Research Report.** Any recipient of an award under this solicitation will be expected to submit a Final Research Report by the end of the award project period. Recipients will also be required to deliver a draft of their Final Research Report no later than 90 days or earlier prior to the end of the award project period. Additional information on the final research report requirement for the solicitation is posted on NIJ's [webpage](#).

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. Grant recipients are strongly encouraged to submit data sets no later than 90 days or earlier prior to the end of the award project period.

In addition to these deliverables, 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 expects that there will be an equal effort to make the research findings accessible to practitioner and policymaker audiences.

In select circumstances recipients funded to develop algorithms, methods, software, hardware or other technologies may be required to deliver exemplars along with detailed implementation instructions for third-party evaluation.

For information about what the applicant needs to submit regarding Goals, Objectives, and Deliverables, please see the [How to Apply](#) section on the [Application Goals, Objectives, Deliverables, and Timeline](#).

## OJP Priority Areas

1. In order to further OJP's mission, OJP will provide priority consideration when making award decisions to the following:

**1A.** Applications that propose project(s) that are designed to meaningfully advance equity and remove barriers to accessing services and opportunities for communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization.

To receive this consideration, the applicant must describe how the proposed project(s) will address identified inequities **and** contribute to greater access to services and opportunities for communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization. Project activities under this consideration may include, but are not limited to the following: improving victim services, justice responses, prevention initiatives, reentry services and other parts of an organization's or community's efforts to advance public safety. Applicants should propose activities that address the cultural (and linguistic, if appropriate) needs of communities, outline how the proposed activities will be informed by these communities, and implement culturally responsive and inclusive outreach and engagement.

**1B.** 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) are a *population specific organization* that serves communities that have been historically underserved, marginalized, adversely

affected by inequality, and disproportionately impacted by crime, violence, and victimization.

For purposes of this solicitation, population specific organizations are nonprofit, nongovernmental, or tribal organizations that primarily serve members of a specific underserved population and have demonstrated experience and expertise providing targeted services to members of that specific underserved population.

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

2. NIJ will give special consideration in award decisions to proposals for which a Minority Serving Institution (MSI) is the lead applicant.

Minority-Serving Institutions 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**

### **Awards, Amounts, and Durations**

**Anticipated Number of Awards:** To be determined by the number and quality of applications received and funding available. Total number of awards NIJ expects to make to be determined by the number of applications received and their merit.

**Anticipated Maximum Dollar Amount per Award:** To be determined by the number and quality of applications received and funding available. Maximum dollar amount for each award to be determined by the requirements of the research proposed in applications selected for

award. 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 Start Date: Not earlier than 1/1/2025.

Period of Performance Duration (Months): To be determined by the period of performance of awarded applications. Successful applicants will be expected to complete the work proposed within a five-year period of performance. Cannot exceed 60 Months.

Anticipated Total Amount To Be Awarded Under This Solicitation: \$2,300,000.

Additional Information: Grantees must clear all required award special conditions before incurring expenses, barring spending pre-approval, and, if applicable, confirm NIJ approval of new or modified Institutional Review Board (IRB) and privacy certificate documents before beginning research activities.

### **Additional Information**

If the applicant is proposing a project that reasonably could be conducted in discrete phases, with each stage resulting in the 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 define each phase clearly. (This is mainly 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 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 2024, 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 2024 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

Also, NIJ may share application information and peer review outcomes with the U.S. Department of Justice's Office on Violence Against Women (OVW). NIJ and OVW will consider program scope, current priorities, and funding availability in final funding decisions. If an application fares well in peer review but cannot be funded this year by NIJ, and the application aligns closely with OVW's current priorities, NIJ may give OVW the option of supporting it. If OVW elects to support an application initially submitted under this solicitation, The applicant will be contacted before an award is made to give the applicant the option of accepting or declining funding from a source other than the one to which the applicant applied.

### **Continuation Funding Intent**

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

## Availability of Funds

This funding opportunity, and awards under this funding opportunity, are subject to the availability of funding and to any changes 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 funding opportunity as grants and cooperative agreements. Cooperative agreements provide for NIJ to have substantial involvement in carrying out award activities. See the “[Administrative, National Policy, and Other Legal Requirements](#)” section of the [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.

## 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 2024, 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 2024 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 or being conducted on tribal lands that do not have a fully executed tribal resolution, executive order, or letter of commitment from the tribal authorized representative (i.e., tribal council or executive order from a tribal



government and letters of commitment from executive director from a tribal organization) sanctioning 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.

### **Eligibility Information**

For eligibility information, [see the Synopsis section](#).

For the purposes of this notice of funding opportunity, “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.

An “individual” applicant may apply for this funding opportunity. If you work on grant applications on behalf of a company; state, local, or tribal government; academic institution; or other type of organization, then you are not an individual applicant. [See the “How To Apply” section for information on how to apply as an individual](#).

Foreign governments, foreign organizations, and foreign colleges and universities are not eligible to apply.

Units of local government, such as towns, boroughs, parishes, villages, or other general purpose political subdivisions of a State, are eligible to apply.

## **How To Apply**

### **Application Resources**

When preparing and submitting an application, the following resources may aid prospective applicants:

1. Grants.gov [“How to Apply for Grants”](#)
2. OJP [“How To Apply”](#) section in the [Application Resource Guide](#)
3. JustGrants [Application Submission Training](#)
4. NIJ [Guidance for Applicants and Awardees](#)

This solicitation (notice of funding opportunity) incorporates guidance provided in the [OJP Grant Application Resource Guide](#) (Application Resource Guide), which provides additional information for applicants to prepare and submit applications to OJP for funding. **If this solicitation requires something different from any guidance provided in the [Application Resource Guide](#), the difference will be noted in this solicitation and the applicant is to follow the guidelines in this solicitation, rather than the guidance in the [Application Resource Guide](#) that is in conflict.**



## How To Apply

### Registration

Before submitting an application, all applicants must register with the System for Award Management (SAM.gov). An applicant must renew their registration every 12 months. If an applicant does not renew their SAM.gov registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Applicants are encouraged to start the SAM.gov registration process at least 30 days prior to the application deadlines. Applicants who fail to begin the registration or renewal process at least 10 business days prior to the Grants.gov deadline may not complete the process in time and will not be considered for late submission.

A small business, in addition to obtaining the SAM.gov registration, should obtain an Employer Identification Number (EIN) from the Internal Revenue Service. The person applying for an award will submit the EIN value as the Tax Identification Number (TIN). The applicant should not submit their social security numbers. For additional information, including the steps to obtain an EIN: <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>.

### Submission

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants.

**Step 1:** After registering with SAM.gov, the applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://grants.gov/register> by the Grants.gov deadline. **To leave time to address any technical issues that may arise, an applicant should submit the SF-424 and SF-LLL as early as possible and recommended not later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov by the deadline, they will be unable to apply in JustGrants. Applicants can confirm Grants.gov submission by verifying their application status shows as “submitted” or “agency tracking number assigned.”

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

OJP recommends that applicants submit the complete application package in JustGrants at least 48 hours prior to the JustGrants deadline. Some of the required sections of the application will be entered directly into JustGrants, and other sections will require documents to be uploaded and attached. Therefore, applicants should allow enough time before the JustGrants deadline to prepare all the requirements of the application. Applicants may save their progress in the system and add to or change the application as needed prior to hitting the “Submit” button at the end of the application in JustGrants.

An applicant will receive emails when successfully submitting in Grants.gov and JustGrants and should maintain all emails and other confirmations received from SAM.gov, Grants.gov, and JustGrants systems.

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

### **Applying as an Individual**

The SAM.gov registration is not required for a person applying as an “individual” and not on behalf of a company; state, local, or tribal government; academic institution; or other type of organization.

An individual who wishes to apply for this funding in their personal capacity should use the Funding Opportunity Number (FON) to register with Grants.gov. Enter the FON at <https://apply07.grants.gov/help/html/help/index.htm#t=Register%2FIndividualApplicantRegistration.htm> to complete the registration form and create a username and password for Grants.gov.

Individuals should obtain an Employer Identification Number (EIN) from the Internal Revenue Service. The individual applying for an award will submit the EIN value as the Tax Identification Number (TIN). Individuals should not submit their social security numbers. For additional information, including the steps to obtain an EIN: <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>.

For additional information, see the “[How To Apply](#)” section of the [Application Resource Guide](#). Follow the instructions for applying as an individual.

### **Submission Dates and Time**

The **SF-424** and the **SF-LLL** must be submitted in Grants.gov by 11:59 p.m. ET on April 17, 2024.

The **full application** must be submitted in JustGrants by 8:59 p.m. ET on May 1, 2024.

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 and application process in sufficient time (i.e., waiting until the due dates identified in this solicitation for those systems to begin the application steps) is not an acceptable reason to request a technical waiver.

### **Experiencing Unforeseen Technical Issues Preventing Submission of an Application (Technical Waivers)**

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 submission of the application on time.

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 documentation of attempts to receive technical assistance to resolve the issue prior to the application deadline. A tracking number is the most typical documentation and is 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, long call wait times for support do 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.gov Help Desk \(Federal Service Desk\)](#), Monday-Friday from 8:00 a.m. to 8:00 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 7:00 a.m. to 9:00 p.m. ET and Saturday, Sunday, and federal holidays from 9:00 a.m. to 5:00 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 (provide screenshots if applicable);
- 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 (including all information listed above), 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 [Application Resource Guide](#).

## **Application and Submission Information**

### **Content of Application Submission and Available Surveys**

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:

- SF-424 and SF-LLL (in Grants.gov).
- Proposal Narrative (in JustGrants).
- Budget Web-Based Form, which includes the budget details and the budget narrative (in JustGrants).
- Financial Management and System of Internal Controls Questionnaire, including applicant disclosure of high-risk status (in JustGrants).
- Curriculum Vitae/Resumes for Key Personnel. For purposes of this solicitation, “key personnel” means all investigators regardless of status (i.e., principal investigator [PI], subaward PI, co-principal investigator [Co-PI], subaward Co-PI, co-investigator [Co-I], subaward Co-I, investigator[I], and subaward-I), senior staff (e.g., project leader/director/manager, senior technical advisor), and any other technical staff (e.g., consultants, statistician, project coordinator, research associate, data coordinator).
- 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.

If NIJ determines that an application does not include these elements, it will not proceed to peer review and will not receive any further consideration.

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

### **Content of the JustGrants Application Submission**

#### ***Entity and User Verification (First Time Applicant)***

For first time JustGrants applicants, once the application is received from Grants.gov, DOJ will send an email (from [DIAMD-NoReply@usdoj.gov](mailto:DIAMD-NoReply@usdoj.gov)) to the individual listed in Section 8F of the SF-424 with instructions on how to create a JustGrants account. This email should arrive within 24 hours after this individual receives confirmation from Grants.gov of their SF-424 and SF-LLL submissions. Register the Entity Administrator (the person who manages who can access JustGrants on behalf of the applicant), the Application Submitter, and Authorized

Representative for the applicant with JustGrants as early as possible and (recommended) not later than 48-72 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive a link in an email to complete the rest of the application in JustGrants. Find additional information on JustGrants Application Submission in the [Application Resource Guide](#).

### ***Standard Applicant 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 goals, objectives, research questions, research design and methods, work products and dissemination plan — 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 [Application Resource Guide](#) for an [example](#) of a proposal abstract.

### ***Data Requested With Application***

The following application elements should be submitted in the web-based forms in JustGrants.

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

The Financial Management and System of Internal Controls Questionnaire helps OJP assess the financial management and internal control systems, and the associated potential risks of an applicant as part of the pre-award risk assessment process. Every OJP applicant (other than an individual applying in their personal capacity, not representing an applicant organization) is required to complete the web-based Questionnaire form in JustGrants. See the [Application Resource Guide: Financial Management and System of Internal Controls Questionnaire \(including Applicant Disclosure of High Risk Status\)](#) for additional guidance on how to complete the questionnaire.

#### ***Brief Applicant Entity Questionnaire***

The Office of Justice Programs (OJP) is collecting the following information to help assess its efforts to attract a broader range of applicants. These questions apply to the applicant entity and its work and scope only, and not to the specific project(s) being proposed within the application. Responses to the questions will not be considered in the application review process. The questions included in the questionnaire are available in the [Standard Forms & Instructions: Brief Applicant Entity Questionnaire](#).

## Principal Investigator Contact Information

To facilitate administrative processes associated with application review and post review activities, applicants are requested to enter the name of the Principal Investigator for the application project, as well as their contact information.

## Proposal Narrative

The Proposal Narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point size font; have no less than 1-inch margins; and should not exceed 30 numbered pages. Program narrative tables, charts, and graphs should also comprise legible font (i.e., 12-point). If the Proposal Narrative fails to comply with these length restrictions, NIJ may consider such noncompliance in peer review and in the final award decisions.

The Proposal Narrative must 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” (if applicable) and/or “priority areas of research.”
- 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(s).

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

If an applicant is resubmitting an application presented previously to NIJ (under any prior NIJ solicitation), 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 statement of the problem 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, for certain populations, and to 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 a desired solution), and 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 or 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 methods and analysis plan in detail and demonstrate the validity and usefulness of the data they will collect. Applicants should consider the rigor and soundness of the methodology 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 an applicant is seeking consideration under Priority 1A, it should explain in this section how the proposed project(s) will meaningfully address identified inequities **and** contribute to greater access to services and opportunities for communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization. The applicant should also identify how the project design and implementation will specifically incorporate the input and/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 capabilities of the applicant organization, all 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 the conduct of 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. Among other factors, that plan should include a description of the anticipated level of effort of key personnel.

If the applicant is seeking priority consideration under Priority 1B, it should: (1) describe within this section how being a population specific organization (or funding a population specific subrecipient organization at a minimum of 40% of the project budget) will enhance its capabilities and competencies to implement the proposed project; (2) specify which populations are intended or expected to be served, have their needs addressed, and/or be affected by the proposed project; and (3) include information to confirm that the population specific organization is specifically designed to serve communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization (examples of such information include, but are not limited to, the website address, charter, mission statement, or operating principles of the population specific organization).

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

- 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).
- Any table/charts/graphs supporting program narrative.

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 to provide notice that award recipients will be required to submit performance data as part of each award's reporting requirements.

NIJ will require each award recipient to submit regular performance data that show the completed work's results. The performance data directly relate to the solicitation goals and objectives identified in the "[Goals and Objectives](#)" section. Applicants can visit [OJP's performance measurement page](#) at [www.ojp.gov/performance](http://www.ojp.gov/performance) for more information on performance measurement activities.

A list of performance measure questions for this program can be found in the "[Performance Measures](#)" section. Some measures are presented as examples, while others are the exact measures that every recipient will be expected to address.



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

### ***Application Goals, Objectives, Deliverables, and Timeline***

The applicant will submit the project's goals, objectives, deliverables, and timeline in JustGrants. This is a summary of the goals, objectives, deliverables, and timeline that relate to the proposal narrative. 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 proposal narrative.
- **Program Objectives and Timeline:** The applicant should include objectives to accomplish its goals. Objectives are specific, measurable actions to reach the project's desired results. The included timelines should be clearly linked to the goal.
- **Deliverables and Timeline:** Project deliverables refer to outputs — tangible (for example, a report or a website) or intangible (for example, greater feelings of safety reported by the community) — that are documented and submitted within the scope of a project. Deliverables include timelines.

### ***Deliverables Expected by Successful Applicants***

Program objectives and deliverables should be included in one timeline.

### ***Budget and Associated Documentation***

#### ***Funding Restrictions***

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

#### ***Budget Detail and Narrative Web-Based Form***

The applicant will complete the JustGrants web-based budget form, which includes both detailed calculations and budget narrative sections.

For additional information about how to prepare a budget for federal funding, see the [Application Resource Guide](#) section on [Budget Preparation and Submission Information](#) and the technical steps to complete the budget form in JustGrants in the [Complete the Application in JustGrants: Budget](#) training.

The following paragraph (on "Cofunding") expressly modifies the "[Cost Sharing or Matching Requirement](#)" provisions in the 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.

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 1A and has proposed activities to incorporate the input and participation of communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence and victimization, 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 1B based on the identification of a proposed subrecipient as a population specific organization, the proposed funding for the subrecipient must **reflect a minimum of 40% of the total award funding** within the web-based budget form. 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 proposed project** that will meaningfully address identified inequities and contribute to greater access to services and opportunities for communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization.

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

OJP strongly encourages every applicant that proposes to use award funds for any conference, meeting, or training related activity (or similar event) to review carefully — before submitting an application — the [Application Resource Guide](#) for information on prior approval, planning, and reporting of conference/meeting/training costs.

#### Costs Associated With Language Assistance (if applicable)

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. See the [Application Resource Guide](#) for information on costs associated with language assistance.

#### Budget/Financial Attachments

##### Pre-Agreement (Pre-Award) Costs (if applicable)

Pre-agreement costs are defined as costs requiring approval incurred by the applicant prior to the start date of the period of performance of the federal award. OJP does not typically approve pre-agreement costs. If a successful applicant, in anticipation of the federal award, but before the start date of the period of performance, incurs costs that are necessary for efficient and timely performance of the funded project, those costs may not be charged to the award. See the

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

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

Indirect costs are costs of an organization that are not readily assignable to a particular project but are necessary to the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for facility operation and maintenance, depreciation, and administrative salaries. The requirements for the development and submission of indirect cost proposals and cost allocation plans are listed in Appendices III – VII of 2 C.F.R. Part 200. A non-federal applicant should follow the guidelines applicable to its type of organization. If applicable, an applicant with a current federally-approved indirect cost rate agreement will upload it as an attachment in JustGrants. See the [DOJ Financial Guide](#) for additional information on [Indirect Cost Rate Agreement](#).

#### Consultant Rate (if applicable)

Costs for consultant services require prior approval from OJP. If the proposed project expects to fund consultant services, compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace. See the [DOJ Grants Financial Guide](#) for information on the consultant rates, which require prior approval from OJP.

#### Limitation on Use of Award Funds for Employee Compensation for Awards Over \$250,000; Waiver (if applicable)

If an applicant proposes to hire employees with federal award funds, for any award of more than \$250,000 made under a funding opportunity, an award recipient may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the federal government’s Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. See the [Application Resource Guide](#) for information on the “Limitation on Use of Award Funds for Employee Compensation for Awards over \$250,000; Waiver.”

#### Disclosure of Process Related to Executive Compensation (if applicable)

This notice of funding opportunity expressly modifies the Application Resource Guide by not incorporating its “Disclosure of Process Related to Executive Compensation” provisions. Applicants to this funding opportunity 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 for all investigators regardless of status (i.e., PI, subaward PI, Co-PI, subaward Co-PI, co-investigator Co-I, subaward Co-I, I, and subaward-I), senior staff (e.g., project leader/director/manager, senior technical advisor), and any other technical staff (e.g., consultants, statistician, project coordinator, research associate, data coordinator).

### Tribal Authorizing Resolution (if applicable)

Projects/research involving tribal governments or being conducted on tribal lands must have a fully executed tribal resolution, executive order, or letter of commitment from the tribal authorized representative (i.e., tribal council or executive order from a tribal government and letters of commitment from executive director from a tribal organization) that sanction the partnership/project. If applicable, the applicant must upload the tribal authorizing documentation as an attachment in JustGrants.

### Letters of Support or Commitment

Applicants should include, for each named entity, a signed letter of support or commitment that outlines the entity's reasons for supporting or committing to the project. The letters should include the following: (1) a description of the relationship and terms of the collaboration (e.g., type of support or resources) between the applicant entity and the supporting entity including level of responsibility; (2) a description of the need and what benefits would be gained from the project and collaboration; (3) a description of the applicant's capacity to complete the proposed project; (4) an understanding that final, de-identified project data will be archived with the National Archive of Criminal Justice Data (NACJD).

Letters of support and commitment should be signed by the relevant decision-maker or authorized representative and then submitted as one separate attachment to the application. Applications submitted from two or more entities are encouraged to submit signed letters that describe why the proposed project should receive federal funding. Letters of support and commitment must also have wet signatures, e-signatures, or digital signatures; otherwise, they will be considered invalid.

### 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 [Application Resource Guide](#).

### Bibliography/References

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 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/privacy-certificate-guidance#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>.

### Documentation of “New Investigator” status (if applicable)

Applicants who seek a “New Investigator” designation are required to provide documentation of the status that should include when the investigator completed their academic [or research] doctorate terminal degree or post-graduate clinical training; a statement corroborating that they have not received previous NIJ funding as a PI on a research award (except for GRF grantees); verification that the investigator currently holds 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.

### Consortium/Contractual Agreements

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.

### [Project Management Plan and Timeline](#)

Applicants should also outline the management plan and organization that connects to the goals and objectives of the project, including the project management structure, approach, and strategies. Among other factors, that plan should include a description of the anticipated level of effort of key personnel. In addition, applicants should include a project management timeline documenting the timing for project tasks, management, milestones, and deliverables.

### ***Disclosures and Assurances***

The applicant will address the following disclosures and assurances.

#### [Disclosure of Lobbying Activities](#)

The SF-LLL attachment that was completed and submitted in Grants.gov is attached to this section.

#### [Applicant Disclosure of Duplication in Cost Items](#)

To ensure funding coordination across grant making agencies, and to avoid unnecessary or inappropriate duplication among grant awards, the applicant will disclose if it has any pending applications for federal funding, including pending applications for subawards of federal funds. Complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [Application Resource Guide](#) for additional information.

#### [DOJ Certified Standard Assurances](#)

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

## **Application Review Information**

### **Review Criteria**

#### ***Basic Minimum Review Criteria***

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 requirements for all OJP solicitations:

- The application must be submitted by an eligible type of applicant.
- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements.
  - Proposal Narrative.
  - Budget Web-Based Form, which includes the budget details and the budget narrative.
  - Curriculum Vitae/Resumes for Key Personnel. For purposes of this solicitation, “key personnel” means all investigators regardless of status (i.e., principal investigator [PI], subaward PI, co-principal investigator [Co-PI], subaward Co-PI, co-investigator [Co-I], subaward Co-I, investigator[I], and subaward-I), senior staff (e.g., project leader/director/manager, senior technical advisor), and any other technical staff (e.g., consultants, statistician, project coordinator, research associate, data coordinator).
  - 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.

#### ***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%)



- Responsiveness to the solicitation.
- Demonstrated understanding of the problem(s).
- Exhibited comprehension of the population and region under investigation.
- Illustrative awareness of the state of current research.
- Presentation of a valid theoretical framework justifying the study and directing research questions and design.
- Documented importance of research questions or hypotheses and project goals and objectives.

#### Project Design and Implementation (quality and technical merit) (50% )

- Thoroughness and completeness of the discussion of the study's research design (e.g., type[s] of research methods to be employed, research setting, sampling methods, research protocols, operationalization and measurement, data collection processes and techniques, data strategy, and analysis plan)
- Soundness of methods and analytic and technical approaches to address the proposed project's stated aim(s), answer research questions, or test hypotheses.
- Awareness and responsiveness to human subjects' privacy, protection, and confidentiality issues.
- Attentiveness of potential pitfalls of proposed project design and feasibility of proposed actions to minimize and mitigate them.
- Feasibility of the proposed project as designed.

#### 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]) who will be significantly involved in substantive aspects of the proposed project to include percent of time devoted to the project. The listing should document the relationship between the capabilities and competencies of the proposed project staff (including the applicant organization[s]) and the scope and strategies of the proposed project.
- Presentation of a 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, including a description of the scientific environment (e.g., institutional support, equipment, other physical resources, or collaborative arrangements) where the work will be done.
- Documented history of translating scientific knowledge successfully into effective and sustainable practices, systems, and policies.
- Executed letters of agreement, support, or commitment that detail terms of collaboration, level of responsibility, and type of support or resources to be provided.
- Discussion of research/evaluation independence and integrity, including potential risks (if any) and appropriate safeguards to be used.

#### Potential Impact (10%)



- Potential for significantly improving understanding of the stated justice system problem.
- Possibility for innovative solutions to address (all or a significant part of) the stated justice system problem.
- Likelihood of accomplishing all deliverables.
- Strength and feasibility of the proposed dissemination plan to produce products (such as published, peer-reviewed scientific journal articles, book chapter[s], or book[s] in the academic press, databases, standards, or similar scientific products), as well as make summary information available to broader interested and relevant audiences, such as practitioners or policymakers.
- Probability project findings will translate into actionable information to promote change in the field.

#### Budget (5%)

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

- Comprehensive breakdown of all costs (including subgrantees/recipients) with justification or rationale.
- 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.
- Total cost of the project relative to the perceived benefit (cost-effectiveness).

Reviewers are not expected to conduct a detailed financial analysis and assessment of the budget, but rather to consider it from the perspective of their experience.

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

Other important considerations for OJP 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. Costs are allowable when they are reasonable, allocable to, and necessary for the performance of the federal award, and when they comply with the funding statute and agency requirements (to include the conditions of the award), including the cost principles set out in the [Uniform Requirements 2 C.F.R. Part 200, Subpart E](#).

#### **Risk Criteria/Factors**

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 with one or more prior federal awards has a satisfactory record of performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM.gov 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.gov (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.

## **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.

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 staff 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 30. See the [Application Resource Guide](#) for information on award notifications and instructions.

### **Evidence-Based Programs or Practices**

OJP strongly encourages the use of data and evidence in policymaking and program development for criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices (programs or practices that have been evaluated as effective), see the [Application Resource Guide](#).

### **Information Regarding Potential Evaluation of Programs and Activities**

OJP may conduct or support an evaluation of the projects and activities funded under this solicitation. For additional information on what should be included in the application, see the [Application Resource Guide](#) section entitled “Information Regarding Potential Evaluation of Programs and Activities.”

### **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 [Application Resource Guide](#).

### **Civil Rights Compliance**

If a successful applicant accepts funding from OJP — as a recipient of OJP funding — that award recipient must comply with certain federal civil rights laws that prohibit it from discriminating on the basis of race, color, national origin, sex, religion, or disability in how the recipient delivers its program’s services or benefits and in its employment practices. The civil rights laws that may be applicable to the award include Title VI of the Civil Rights Act of 1964 (Title VI), the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act), and Section 504 of the Rehabilitation Act of 1973. These and other federal civil rights laws are discussed in greater detail here: [Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2024 Awards](#) under the “Civil Rights Requirements” section, and additional resources are available from the [OJP Office for Civil Rights](#).

Part of complying with civil rights laws that prohibit national origin discrimination includes recipients taking reasonable steps to ensure that people who are limited in their English proficiency (LEP) because of their national origin have meaningful access to a recipient’s program and activity. An LEP person is one whose first language is not English and who has a limited ability to read, write, speak, or understand English. To help recipients meet this obligation to serve LEP persons, DOJ has published a number of resources, including a language access assessment and planning tool, which are available at <https://www.lep.gov/language-access-planning>. Additional resources are available at <https://www.ojp.gov/program/civil-rights-office/limited-english-proficient-lep>. If the award recipient proposes a program or activity that would deliver services or benefits to LEP individuals, the recipient may use grant funds to support the costs of taking reasonable steps (e.g., interpretation or translation services) to provide meaningful access. Similarly, recipients are responsible for ensuring that their programs and activities are readily accessible to qualified individuals with disabilities. Applicants for OJP funding must allocate grant funds or explain how other available resources will be used to ensure meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language (ASL) interpreter services for deaf or hard of hearing individuals or the purchase of adaptive equipment for individuals with mobility or cognitive disabilities. For resources, see <http://www.ADA.gov> or contact OJP.

## **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 [Application Resource Guide](#) for additional information.

## **Information Technology Security Clauses**

An application in response to this solicitation may require inclusion of information related to information technology security. See the [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 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).

See the [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 in the solicitation Synopsis.

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

### **Other Information**

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

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

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

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

## Performance Measures

Objective	Performance Measure(s)	Data Recipient Provides
<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, semiannual and final progress reports, and products of the work performed under the NIJ award (including, at minimum, a final research report). If applicable, an annual audit report.</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>

## Application Checklist

### NIJ FY24 Research and Evaluation on Violence Against Women

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*

- Confirm your entity's registration in the [System Award Management \(SAM.gov\)](#) is active through the solicitation period; submit a new or renewal registration in SAM.gov if needed (see [Application Resource Guide](#)).

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

- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password (see [Application Resource Guide](#)).
- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see [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).
- Access the funding opportunity and application package (see Step 7 in the [Application Resource Guide](#)).
- Sign up for Grants.gov email [notifications](#) (optional) (see [Application Resource Guide](#)).
- Read [Important Notice: Applying for Grants in Grants.gov](#) (about [browser compatibility and special characters in file names](#)).
- Read OJP policy and guidance on conference approval, planning, and reporting available at <https://www.ojp.gov/funding/financialguidedo/iii-postaward-requirements#6g3y8> (see [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 2024 Awards](#)" in the [OJP Funding Resource Center](#).

##### *Review Eligibility Requirement*

- Review the "Eligibility" section in the synopsis and "Eligibility Information" section in the solicitation.

#### Application Step 1

After registering with SAM.gov (*unless applicant is an individual*), 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 [Application Resource Guide](#) section on [Experiencing Unforeseen Technical Issues](#)).

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

- Entity and User Verification (First Time Applicant).
- Standard Applicant information (SF-424 information from Grants.gov).
- Proposal Abstract.
- **Proposal Narrative\*** (Critical Component).
- Application Goals, Objectives, Deliverables, and Timeline.

### Budget and Associated Documentation

- **Budget Detail Narrative and web-based form\*** (Critical Component).
- Financial Management and System of Internal Controls Questionnaire (see [Application Resource Guide](#)).
- Indirect Cost Rate Agreement (if applicable) (see [Application Resource Guide](#)).

### Additional Application Components

- **Curriculum Vitae or Resumes\*** (Critical Component).
- Tribal Authorizing Resolution (if applicable) (see [Application Resource Guide](#)) (Critical Component).
- Letters of Support and Commitment.
- Research and Evaluation Independence and Integrity Statement (see [Application Resource Guide](#)).
- Bibliography/References.
- Any Tools/Instruments, Questionnaires, Tables/Charts/Graphs, or Maps.
- List of Individuals in the Application.
- Human Subjects Protection Documentation.

- Privacy Certificate.
- Request to Use Incentives or Stipends.
- Documentation of “New Investigator” Status (if applicable).
- Consortium/Contractual Arrangements.
- Data Archiving Plan.
- Project Management Plan and Timeline.
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [Application Resource Guide](#)).

### **Disclosures and Assurances**

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [Application Resource Guide](#)).
- Applicant Disclosure of Duplication in Cost Items (see [Application Resource Guide](#)).
- DOJ Certified Standard Assurances (see [Application Resource Guide](#)).
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing (see [Application Resource Guide](#)).
- Applicant Disclosure and Justification – DOJ High-Risk Grantees (if applicable) (see [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 [Application Resource Guide](#) for additional information.



## Standard Solicitation Resources

[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.