

## **Notices regarding the solicitation “NIJ FY24 Graduate Research Fellowship”**

March 1, 2024: Footnote 1 on page 6 has been removed. Questions about whether a degree program qualifies under “sciences or engineering” may be directed to the OJP Response Center. In particular, we would like to clarify that Social Work is considered to be a qualifying degree program field.

February 7, 2024: Footnote 1 on page 6 has been modified.

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The original funding opportunity document begins on the next page.

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



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# NIJ FY24 Graduate Research Fellowship

**Assistance Listing Number:** 16.560  
**Grants.gov Opportunity Number:** O-NIJ-2024-171946  
**Solicitation Release Date:** January 18, 2024  
**Step 1: Application Grants.gov Deadline:** 11:59 p.m. Eastern Time on April 10, 2024  
**Step 2: Application JustGrants Deadline:** 8:59 p.m. Eastern Time on April 17, 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 to fund doctoral dissertation research that is relevant to preventing and controlling crime, advancing knowledge of victimization and effective victim services, or ensuring the fair and impartial administration of criminal or juvenile justice in the United States. This program furthers the DOJ's mission by increasing the pool of researchers who are engaged in providing science-based solutions to problems relevant to criminal and juvenile justice policy and practice in the United States.

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

## Eligibility

- Public and State controlled institutions of higher education
- Private institutions of higher education

An applicant may submit more than one application, but each application must propose sponsoring a different doctoral candidate's dissertation research.

## 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.

## **Pre-Application Information Session**

NIJ will hold an informational webinar on this solicitation on February 14, 2024 at 12pm EST. This meeting will provide a detailed overview of the solicitation and allow participants to ask questions. Visit the [registration page](#) for details.

## **Application Submission Information**

### **Registration**

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

### **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 [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 [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](#) by the JustGrants application deadline. See the [Submission Dates and Time](#) section for application deadlines.

# Program Description

## Program Description Overview

The Graduate Research Fellowship (GRF) program provides grants to accredited academic institutions to support outstanding doctoral students whose dissertation research is relevant to criminal or juvenile justice. Applicant academic institutions are eligible to apply only if:

1. The student is currently enrolled in a Ph.D. program in the sciences or engineering.
2. The student's proposed dissertation research has demonstrable relevance to preventing and controlling crime, advancing knowledge of victimization and effective victim services, or ensuring the fair and impartial administration of criminal or juvenile justice, in the United States.

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.

NIJ also seeks proposals that include consideration and measurement of issues of diversity, discrimination, and bias across age, gender, race, ethnicity, religion, and sexual orientation, as applicable.

## 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.

## Program-Specific Information

Degree-granting academic institutions are encouraged to sponsor outstanding and promising doctoral students whose dissertation research has direct implications for preventing and controlling crime, advancing knowledge of victimization and effective victim services, or ensuring the fair and impartial administration of criminal or juvenile justice, in the United States.

In prior years, NIJ posted separate solicitations for applicants in the social and behavioral sciences (GRF-SBS) and for those in science, technology, engineering, and mathematics fields (GRF-STEM). **All eligible applicants are now invited to apply under this single funding opportunity (GRF), without distinction between SBS and STEM.** NIJ anticipates continued support for graduate research from all branches of the sciences, and invites applications from eligible applicants regardless of degree program. Proposals will continue to be reviewed by panels of experts appropriate to the field of study. **Clearly indicating the student's degree**

**program on the proposal narrative cover page will facilitate assignment to appropriate reviewers.**

To learn more about the program, including answers to Frequently Asked Questions, go to <https://www.nij.ojp.gov/GRF>. Look for information on a webinar scheduled for a date to be determined. Webinar slides and a transcript will be posted after the event.

Awards are anticipated to be made to successful applicant institutions in the form of grants to cover fellowships for the sponsored doctoral students. Each fellowship provides up to three years of support usable within a five-year period. For each year of support, NIJ provides the degree-granting institution \$41,000 for Salary and Fringe, up to \$16,000 in Cost of Education Allowance, and up to \$3,000 in Research Expenses (see Federal Award Information section).

The award will be made for the total fellowship amount (up to three years of funding). Although the award is made for the full amount, after the first year, each annual funding increment is withheld pending annual demonstration of continued enrollment and adequate progress towards the degree.

Successful applicants must demonstrate clearly how the proposed dissertation research will advance criminal or juvenile justice practice and/or policy in the United States.

Applicants contemplating research relevant to the forensic sciences may consider the problem areas highlighted by [NIJ's Forensic Science Technology Working Group \(TWG\)](#), which identifies current technology challenges encountered in operational forensic science laboratories, as well as [NIJ's Forensic Science Strategic Research Plan](#). Additional research needs of the forensic science community can be found at the [Organization of Scientific Area Committees \(OSAC\) website](#).

Applicants contemplating research on topics relevant to the other sciences, mathematics, or engineering in the areas of criminal or juvenile justice, victimization, or victims services, may consider the information provided here: [Search | National Institute of Justice \(ojp.gov\)](#).

Although the above priorities are provided as possible focus areas for proposed research, they should not be considered as limiting the range of eligible research. All eligible applicants proposing research with demonstrated relevance to criminal and/or juvenile justice practice and/or policy in the United States are invited to apply.

### **Applicant Information**

The applicant under this solicitation will be a degree-granting academic institution in the United States or its territories. To be eligible, the academic institution of record must be fully accredited by one of the regional institutional accreditation agencies recognized by the U.S. Secretary of Education. An applicant institution sponsoring a doctoral student is eligible to apply only if the doctoral student satisfies the [Doctoral Student Eligibility Requirements listed below](#).

### **Applications from students who apply as individuals will be removed from consideration.**

The academic institution's institution-wide research office (e.g., office of sponsored research) must submit an application electronically. The applicant institution must demonstrate that the sponsored graduate student is enrolled in a qualifying doctoral degree program at the time of application. This should take the form of a document from the Office of the Registrar, or an



equivalent university- or college-wide office with the authority to verify status. A transcript may be accepted if it clearly indicates the student's current full-time enrollment in the qualifying doctoral degree program.

## **Doctoral Student Eligibility Requirements**

The graduate student must:

1. Be currently enrolled full-time in a doctoral degree program in the sciences or engineering<sup>1</sup> at the eligible academic institution.
2. Propose a dissertation research topic that has demonstrable relevance to preventing and controlling crime, advancing knowledge of victimization and effective victim services, or ensuring the fair and impartial administration of criminal or juvenile justice, in the United States.

The doctoral student need not have a dissertation committee at the time the application is submitted, nor is it necessary for the student's dissertation topic to have been accepted by the committee. However, if the application is selected for award, grant funds will be withheld until the applicant academic institution submits proof that the student's dissertation topic has been accepted by the committee, and that it is substantively the same as that proposed in the application.

If the doctoral student has an approved topic at the time of application, then it should be noted in a statement of support from the doctoral student's dissertation committee chair (see [Dissertation Committee Chair Requirements](#) below).

If the doctoral student does not yet have a dissertation committee, or the dissertation topic has not yet been approved at the time of application, then the expected dates by which the doctoral student will meet these requirements should be indicated in the project timeline (see "Project Timeline and Expected Milestones" under [Appendices](#)). In addition, the doctoral student's faculty advisor, department chair, departmental director of graduate studies, or an individual with similar responsibilities, must submit a statement of support at the time of application. That statement of support should generally follow the outline provided below for the statement of support from the dissertation committee chair, including all relevant elements.

Even though an award may be made, access to award funds will be withheld until the required documentation is received and approved by NIJ. NIJ anticipates that award notifications will be made on or before September 30, 2024. The applicant academic institution and the doctoral student are cautioned not to anticipate the availability of fellowship funds for meeting any necessary or required expenses until the requirements stipulated above have been met in full.

Awarded applicants may receive fellowship funding only while the student is actively enrolled in the doctoral degree program and is carrying out research for the dissertation identified in the applicant's funding application.

## **Dissertation Committee Chair Requirements**

Although a fellowship may be awarded based on consideration of a letter of support from the faculty advisor, department chair, departmental director of graduate studies, or individual with similar responsibilities, NIJ must receive a signed statement of support from the sponsored

student's dissertation committee chair prior to authorizing the disbursement of award funds. If the dissertation committee has accepted the student's topic at the time of application, that statement of support must be submitted as part of the application. If the topic has not been accepted by the time of application, it must be submitted as soon as is reasonable after the topic has been approved. The approved dissertation topic must remain substantively similar to that initially proposed.

The statement of support should:

- Evaluate the student's proposed project.
- Describe the current status of the proposed work.
- Outline any pending milestones — academic or otherwise — toward completion of the degree.
- Describe the committee chair's role in monitoring the project, and verify that the committee chair will review all performance reports prior to submission to NIJ.

**An application that does not include the statement of support from (1) the dissertation committee chair or (2) the doctoral student's faculty advisor, department chair, departmental director of graduate studies, or individual with similar responsibilities, will be removed from consideration.**

For information on application elements designated as critical by NIJ under this solicitation, see [Application and Submission Information](#).

### **Evaluation Research**

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

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

If an application proposes an evaluation involving program staff, the applicant must demonstrate research/evaluation independence and provide a description of and justification for 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.

NIJ also encourages applicants to consider the feasibility of including a cost/benefit analysis. In cases where evaluations find that interventions have produced the intended benefit, cost/benefit analysis provides valuable and practical information for practitioners and policymakers that helps with decision-making. Evaluation research projects may also address a wide range of

research questions beyond those focused on the effectiveness or impact of an intervention. Different research designs may be more appropriate for different research questions and at different stages of program development. The intervention strategies, setting, other contextual factors, and resources should be considered when selecting an evaluation design.

In all cases, applications are expected to propose the most rigorous evaluation design appropriate for the research questions to be addressed. Applicants are encouraged to review evidence-rating criteria at <https://crimesolutions.ojp.gov/about/how-we-review-and-rate-program-start-finish> for further information on high-quality evaluation design elements.

## Solicitation Goals and Objectives

### Goals

The ultimate goal of this program is to increase the pool of researchers who are engaged in providing solutions to problems relevant to criminal and/or juvenile justice policy and practice in the United States. Through the GRF program, NIJ supports the research of promising doctoral students as they train to become the creators of future innovation. This is consistent with national research and development (R&D) priorities<sup>2</sup>:

- Cultivating an equitable STEM education, engagement, and workforce ecosystem.

The training of the American workforce, a critical component of maintaining American competitiveness, is a national priority. This program supports the training of young scientists capable of meeting future science and technology workforce demands. NIJ's GRF program seeks to engage these emerging researchers to help meet the needs of America's criminal and/or juvenile justice practitioners, while simultaneously developing their skills to contribute broadly to America's research and development enterprise.

### Objectives

The objective of this solicitation is to support Ph.D. students who are engaged in research relevant to NIJ's mission to the successful completion of their degree programs. The fellowship stipend, cost of education allowance, and research expenses allowance are intended to provide the financial resources to allow these students to devote maximum effort to the completion of their degrees.

### Deliverables

Fellowship award recipients are expected to produce the following deliverables.

Recipients of awards made under this solicitation will be required to submit annual and final performance reports, and quarterly financial reports, to NIJ by specified deadlines (see [Federal Award Administration Information](#) section). The final deliverable for awards under this solicitation are:

- A copy of the doctoral student's defended dissertation.
- Archived datasets with associated metadata and documentation.

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<sup>2</sup> <https://www.whitehouse.gov/wp-content/uploads/2022/07/M-22-15.pdf>.

- A list of scholarly products resulting from the dissertation research, as well as products developed for broad dissemination to informal audiences.

Such scholarly products may take the form of peer-reviewed journal articles, indexed conference abstracts, book chapters or books in the academic press, technological prototypes, software, patented inventions, or similar scientific products. Products developed for broad dissemination to informal audiences may take the form of websites, webinars, podcasts, informational documents, online tools, or other similar products.

NIJ may forward the dissertation for public archiving or abstracting at the [National Criminal Justice Reference Service \(NCJRS\) Virtual Library](#). Any request for an embargo period on public archiving of the full text dissertation, or for abstracting only with a link to a full-text resource (such as a dissertation repository), must be made to the grant manager at the time of dissertation submission.

GRF fellows are expected to archive all datasets in venues appropriate to their scientific communities and in accordance with their data archiving plan (see Data Archiving Plan under “Application and Submission Information”). This should include associated metadata and any documentation necessary for others to reproduce the project’s findings. Applicants are encouraged to review [NIJ’s Data Archiving page](#) for information on archiving study datasets and appropriate data repositories, including the NIJ-funded [National Archive of Criminal Justice Data \(NACJD\)](#) for criminal justice social science data.

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.

For information about what the applicant needs to submit regarding Goals, Objectives, and Deliverables, please see the Solicitation Goals and Objectives.

## **Priority Areas**

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

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 this priority area 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: Approximately 20 awards. Total number of awards NIJ expects to make to be determined by the number of applications received and their merit.

Anticipated Maximum Dollar Amount per Award: Up to \$180,000. Maximum dollar amount for each award to be determined by the requirements of the research proposed in grants 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: 01/01/2025.

Period of Performance Duration (Months): Up to 60 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.

Anticipated Total Amount To Be Awarded Under This Solicitation: \$2,250,000.

Additional Information: Grantees must clear all required award 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.

### **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. 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**

The applicant's budget should reflect the entire proposed project timeline of up to three years of funding, in discrete 12-month increments. The Application for Federal Assistance (SF-424) should reflect the cumulative funding request.

Each year of support includes:

1. \$41,000 Salary and Fringe Benefits.
2. Up to \$16,000 Cost of Education Allowance.
3. Up to \$3,000 Research Expenses.

The \$41,000 Salary and Fringe Benefits budget category may include fringe benefits (if applicable) and health insurance, at the applicant institution's discretion. Where possible, in accordance with institutional policy, academic institutions should account for the full amount of \$41,000 when justifying the personnel expenses of the doctoral student. The Salary and Fringe category may not include support for any person other than the doctoral student.

The \$16,000 Cost of Education Allowance may include any combination of the doctoral student's tuition, student fees, or university administrative or indirect costs. If the university elects not to use the entire \$16,000 Cost of Education Allowance for tuition, fees, or administrative or indirect costs, the remaining portion may be used to supplement allowable expenses under the Research Expenses category.

The \$3,000 Research Expenses category may include research supplies, instrumental user facility time, incentives for human subjects participation, undergraduate research assistants, data collection site travel, conference travel, or professional society membership fees, among other allowable expenses during the award period of performance.

All travel should be relevant, reasonable, and justified. As the goal of the GRF program is to support the development of new scholars, some conference travel early in the project period to attend and observe, rather than present original research, may be acceptable. International travel requires additional justification and prior approval.

The following are sample budget narrative descriptions of relevant cost items that might be used by an applicant:

### **Salaries and Wages — Personnel**

The Principal Investigator (i.e., the doctoral student), Mr./Ms. xxx, will devote xxx summer months and xxx academic months per year toward the project. One summer month effort is equivalent to xxx hours. One academic month's effort is equivalent to xxx hours. Therefore, the salary paid to Mr./Ms. xxx in each academic month will be xxx, and in each summer month will be xxx. (Note that if a stipend will be allocated in equal disbursements each month, please provide such a description with the corresponding monthly breakdown.)

The fringe benefit rate during the academic year for the graduate student is \_\_\_\_ %. The summer fringe benefit rate is \_\_\_\_ %. The benefits included in this rate cover \_\_\_\_\_.

### **Travel**

Attendance at the xxx Annual Meeting will provide an opportunity to disseminate the results of my work within the relevant academic community. The meeting will be held in xxx. The expected

lodging rate is \$xxx, based on xxx source, for a total of xxx nights (\$xxx total). The meal allowance is \$xxx per day, based on xxx source. (Note that whether the appropriate source is the [federal per diem rate](#) or a lower rate stipulated by the academic institution is at the institution's discretion.) The expected transportation cost is \$xxx, based on xxx source. Other anticipated costs include an anticipated baggage fee of \$xxx. The total requested funding for this travel event is \$xxx.

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 for dissertation research by doctoral students who are not pursuing research relevant to crime, advancing knowledge of victimization and effective victim services, or the fair and impartial administration of criminal or juvenile justice in the United States.
- Applications that are not responsive to the purposes of this specific solicitation.

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](#).

## 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.

### 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](#).

### 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 10, 2024.



The **full application** must be submitted in JustGrants by 8:59 p.m. ET on April 17, 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).
- Verification of Current Enrollment in a qualifying degree program.
- Undergraduate and Graduate Transcripts (official or unofficial).
- Statement of Support from the dissertation committee chair (or, if the student does not yet have a committee, the student’s faculty advisor, department chair, departmental director of graduate studies, or an individual with similar responsibilities).
- Biosketches, Curriculum Vitae, or Resumes for Key Personnel. (For purposes of this solicitation, “key personnel” means the student and the person providing the Statement of Support.)
- Financial Management and System of Internal Controls Questionnaire, including applicant disclosure of high-risk status (in JustGrants).

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 the questions additional guidance on how to complete the form.

## 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](#).

## Proposal Narrative

The Proposal Narrative should be submitted as an attachment in JustGrants. The document should not exceed 10 numbered pages. If included in the main body of the proposal narrative, any tables, charts, figures, and other illustrations do count toward the 10-page limit. Title page, resubmit response (if applicable), table of contents, and any appendices do not count toward the page limit.

The proposal narrative is expected to be the intellectual product of the student. Although the involvement of graduate advisors and others is encouraged in the development of research ideas and in the revision of drafts, the student should be the primary author of the research proposal.

The Proposal Narrative should include the following sections:

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

The title page should include:

- Project title.
- Submission date.
- Funding opportunity number.
- Name and contact information (address, phone, and email) for the sponsored doctoral student.
- Unique author identifier (e.g., ORCID, ResearcherID, Scopus Author ID).
- Name of the enrolled doctoral program (degree field).
- Key words.

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

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

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

1. Statement of the Problem and Research Questions

The statement of the problem should address the need for research in the area of study. 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. As part of this discussion, applicants should present a review of previous literature and discuss previous research related to these problems.

This section should also identify the proposed research questions and discuss the purpose, goals, and objectives of the proposed project. The relevance of the proposed research to crime, victimization, or criminal or juvenile justice in the United States should be clearly articulated, as well as the potential significance of the proposed research to the particular field of study.

Discussion of potential risk or harm (if applicable)

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.

2. Project Design and Implementation

Applicants should provide a detailed description of the strategies to implement this research project and address the research questions. Design elements should follow directly from the research project's goals and objectives and address the program-specific information noted in the solicitation. Applicants should describe the research methodology and analysis plan in 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.

This section should include a discussion of the deliverables, including planned scholarly products and a plan for dissemination to appropriate audiences. Applicants should also identify plans, if appropriate, to make the results available to interested criminal and/or juvenile justice practitioners and the broader public in a form that is readily accessible and useful to them.

### 3. Capabilities and Competencies

This section should describe the experience and capabilities of the doctoral student, the research advisor or committee chair (if applicable), and the academic environment, highlighting previous experience implementing similar research.

Applicants should address:

- The preparation and qualifications of the doctoral student.
- The academic environment and supporting resources.
- Experience producing and disseminating research deliverables (publications and presentations).

Applicants should also outline a management plan. This should identify the people involved in the execution of the project, their specific roles, and any framework to be used for ensuring that their tasks are fulfilled.

Additionally, applicants should include, if applicable, a description contextualizing the proposed doctoral work relative to, or within, any other work being conducted under an existing NIJ award, which must be specifically identified.

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

- Bibliography/references. Provide a bibliography of any references cited in the Proposal Narrative.
- Any tables/charts/graphs, questionnaires, or maps pertaining to the proposed project that are supplemental to such items included in the main body of the narrative. (Tables, charts, graphs, or other relevant illustrations that are essential for comprehension of the project design should be included in the main body of the narrative.)
- Project Timeline and Expected Milestones. Should detail student progress milestones, including: advancement to candidacy (if applicable), the writing of the dissertation, major events in the dissemination plan, and expected dissertation defense date. Any steps that are specifically required by the sponsoring institution for successful completion of the degree program should be noted.

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

## ***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.

### 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.

#### 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.

#### Verification of Current Enrollment



Verification of full-time enrollment in a qualifying doctoral program at the time of application (CRITICAL COMPONENT).

### Undergraduate and Graduate Transcripts

Undergraduate and graduate transcripts, official or unofficial (CRITICAL COMPONENT).

### Statement of Support

Statement of support from the dissertation committee chair or the doctoral student's faculty advisor, department chair, departmental director of graduate studies, or individual with similar responsibilities, as applicable (CRITICAL COMPONENT).

### Biosketches, Curriculum Vitae, or Resumes

Biosketches, curriculum vitae, or resumes for the student and the person providing the Statement of Support (CRITICAL COMPONENT). NIH encourages use of the SciENCv standard format biosketch (<https://www.ncbi.nlm.nih.gov/sciencv/>), and in particular the "NIH Fellowship Biosketch" format for the student fellow.

### Personal Statement

Personal statement from the student discussing their academic background, research experience, career goals, and the anticipated role of the fellowship in their professional trajectory, not to exceed one page. If using the "NIH Fellowship Biosketch" format SciENCv biosketch, this can be included in the "Personal Statement" field rather than attached as a separate document.

### 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 project. This should include the student and the student's dissertation committee (if known). The dissertation chair should be clearly identified. Applicants should use the "[Proposed Project Staff, Affiliation, and Roles](#)" form available on the NIH webpage to prepare this list.

### Current and Pending (Other) Support

A list of currently active grants or fellowships supporting the student, as well as a list of all pending grant or fellowship proposals the student has submitted and the dates that funding would be active (if applicable). NIH encourages use of the SciENCv "NSF Current and Pending (Other) Support" standard format (<https://www.ncbi.nlm.nih.gov/sciencv/>).

### 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 to address potential conflicts of interest 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](#).

### Human Subjects Protection

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

### Privacy Certificate

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

### Data Archiving Plan

Applicants should anticipate that NIJ will require, through award conditions, that data sets resulting, in whole or in part, from projects funded under this solicitation be archived in accordance with the submitted Data Archiving Plan as approved by NIJ. See <https://nij.ojp.gov/funding/data-archiving>.

Applicants should attach a separate Data Archiving Plan detailing plans for data management and the archiving of **all files and documentation** necessary for others to reproduce the project's findings. Pertinent files and documentation include, among other things, raw or processed data, instrumental parameters, **qualitative and quantitative** data produced, data collection forms, codebook(s), any specialized programming code necessary to reproduce all reported results, 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.

The [National Archive of Criminal Justice Data \(NACJD\)](#) is NIJ's principal data repository and is the preferred repository for GRF social science data. However, NACJD is not equipped to accept many of the data types produced in the natural sciences (e.g., sequence data, spectra, images, video). NIJ encourages that data of this nature be archived at a repository appropriate to the particular field of study, and that a DOI or another persistent link be assigned. In this case, the DAP should refer to submission of only basic project information to NACJD along with a DOI link to the data in a publicly available repository elsewhere. See <https://nij.ojp.gov/funding/data-archiving#alternate-data-repositories> for further guidance.

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

### Letters of Support

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

### *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. See the list under Content of Application Submission.

### *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 and its Significance (30%)**

- Clarity of the problem statement and research questions.
- Demonstrated awareness of the state of current research.
- Connection between the problem and the proposed research.
- Demonstrated relevance of the proposed research to crime, victimization, or criminal or juvenile justice in the United States.
- Potential significance of the proposed research to the field of study.

#### **Project Design and Implementation (40%)**

- Detailed and complete discussion of proposed research methods.
- Soundness of the research methods and appropriateness to the proposed study.
- Feasibility of the proposed project, awareness of potential pitfalls, and proposed practical solutions.
- Strength of the proposed dissemination plan to produce scholarly products as well as to make summary information available to broader interested audiences, such as criminal or juvenile justice practitioners or policymakers.

#### **Capabilities and Competencies (25%)**

- Qualifications of the student, including:
  - a. Undergraduate record
  - b. Graduate coursework completed
  - c. Relevant work and/or research experience
  - d. Leadership roles
  - e. Publication record
- Academic environment and supporting resources of the applicant institution, degree program, and graduate advisor (if applicable).

#### **Budget (5%)**

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

- Appropriateness of requested research expenses and related costs to the proposed dissertation research.

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 available funding, geographic diversity, strategic priorities (specifically including, but not limited to, those priority areas already mentioned), 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, 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 dissertation research that has clear implications for crime, victimization, or criminal or juvenile justice policy and practice in the United States.</p>	<p>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>	<ol style="list-style-type: none"> <li>1. A copy of the student’s successfully defended and accepted final dissertation.</li> <li>2. List of citation(s) to all scholarly products that resulted, in whole or in part, from work funded under the NIJ award.</li> <li>3. Datasets archived according to the Data Archiving Plan.</li> <li>4. Quarterly financial reports, annual and final performance reports. If applicable, an annual audit report.</li> </ol>



## **Application Checklist**

### **NIJ FY24 Graduate Research Fellowship**

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#6q3y8> (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 the Scope Requirement***

- The federal amount requested is within the allowable limit(s) of \$180,000.

##### ***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, 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)
- **Verification of Current Enrollment\*** (Critical Component)
- **Undergraduate and Graduate Transcripts\*** (Critical Component)
- **Statement of Support\*** (Critical Component)
- **Biosketches, Curriculum Vitae or Resumes\*** (Critical Component)

### Budget and Associated Documentation

- **Budget 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

- Personal Statement
- Current and Pending (Other) Support
- List of Individuals in the Application
- Research and Evaluation Independence and Integrity (see [Application Resource Guide](#))
- Human Subjects

- Privacy Certificate
- Request to Use Incentives or Stipends
- Data Archiving Plan
- Letters of Support (if applicable)

### **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 resources 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.