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The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), National Institute of Justice (NIJ) is pleased to announce that it is seeking applications for funding for research under its Visiting Fellowship Program. The Visiting Fellowship Program supports research and development on high-priority topics that enhance the capabilities of criminal justice systems to combat crime, violence, and substance abuse. The Visiting Fellowship Program offers criminal justice professionals and researchers an opportunity to participate fulltime on research addressing criminal justice issues relevant to the work of NIJ and public policy.

## Solicitation: NIJ Visiting Fellowship Program

### Eligibility

In general, NIJ is authorized to make grants to, or enter into contracts or cooperative agreements with, States (including territories), local governments (including federally-recognized Indian tribal governments as determined by the Secretary of the Interior and published in the Federal Register), nonprofit and profit organizations (including tribal nonprofit and profit organizations), institutions of higher education (including tribal institutions of higher education), and certain qualified individuals. Foreign governments, foreign organizations, and foreign institutions of higher education are not eligible to apply.

### Deadline

Registration with [Grants.gov](http://Grants.gov) is required prior to application submission.  
(See "How to Apply," page 9.)

All applications are due by **11:59 p.m. eastern time on June 21, 2010.**  
(See "Deadlines: Registration and Application," page 3.)

### Contact Information

For technical assistance with submitting the application, contact the Grants.gov Customer Support Hotline at 1-800-518-4726 or via e-mail to [support@grants.gov](mailto:support@grants.gov).

**Note:** The [Grants.gov](http://Grants.gov) Support Hotline hours of operation are 24 hours, seven days a week, except for Federal holidays.

For assistance with any other requirement of this solicitation, contact Christine Crossland at 202-616-5166 or by e-mail to [Christine.Crossland@usdoj.gov](mailto:Christine.Crossland@usdoj.gov) or Ronald Wilson at 202-305-8711 or by e-mail to [Ronald.Wilson@usdoj.gov](mailto:Ronald.Wilson@usdoj.gov).

Grants.Gov number assigned to announcement: **NIJ-2010-2440**

**SL# 000888**

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# NIJ Visiting Fellowship Program

## CFDA No. 16.560

### Overview

NIJ is seeking applications for funding for research under its Visiting Fellowship Program. Through its support of criminal justice research funded under this program, NIJ not only advances knowledge on a variety of criminal justice topics, but also fosters the professional development of criminal justice researchers and professionals by providing them an opportunity to work closely with career and political Federal staff, contractors, grantees, and myriad other public and private organizations in Washington, DC. Most important, the Visiting Fellowship Program offers criminal justice professionals and researchers an opportunity to work full-time on research addressing criminal justice issues relevant to the work of NIJ and public policy.

The Fiscal Year (FY) 2010 NIJ Visiting Fellowship Program consists of four fellowships: the Native American Studies Fellowship, the Criminal Justice Professional Fellowship, the Geography and Crime Fellowship, and the Offenders and Drug Abuse Research Fellowship.

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

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

Please note that Fellows funded under this program will be based in Washington, DC and will work in residency at NIJ for the duration of the award period. The Fellow is expected to (1) establish residence in the Washington, DC metropolitan area and (2) focus full-time on NIJ's program of research and avoid other commitments that may detract from this core business.

All Fellowship awards are conditional on the Fellow's successful completion of a DOJ security review and execution of a nondisclosure agreement (pertaining to access to non-public information that the Fellow may have during the course of the NIJ Visiting Fellowship).

### Deadlines: Registration and Application

Registration is required prior to submission. OJP strongly encourages registering with Grants.gov several weeks before the deadline for application submission. The deadline for applying for funding under this announcement **11:59 p.m. eastern time on June 21, 2010**. Please see the "How to Apply" section, page 9, for more details.

## Eligibility

Please refer to the title page for general eligibility information applicable to this program.

Fellowships may be awarded as grants to individuals or to their parent agencies or organizations. Or, Intergovernmental Personnel Act (IPA) appointments may be negotiated with Fellows' parent agencies under the provisions of the IPA mobility program and applicable law.<sup>1</sup> Generally, professionals working in the criminal justice field, including university or college-based academic researchers and upper-level managers in criminal justice agencies are eligible to apply.

**Additional information:** Applicants must demonstrate the financial and administrative capacity to manage an agreement or award, as well as the knowledge and skills to successfully execute research and evaluation activities under the designated program of research.

Applicants are advised to read the entire program solicitation carefully to ensure that the requirements are clearly understood. Applicants must exercise judgment in assessing eligibility. Eligibility will be determined only after review of a complete, submitted application.

## Specific Information—NIJ Visiting Fellowship Program

### Native American Studies Fellowship

NIJ will award one post-doctoral Native American Studies Research Fellowship. The Fellowship will be awarded to the applicant who shows the greatest potential for future achievement as a scholar and researcher, and who can demonstrate experience relevant to the unique demands of working with tribal communities, including experience living or working in Indian Country. The Fellow is expected to study for a 12-month period while in residence at NIJ.

The Native American Studies Fellow will work directly with NIJ staff on a new research program that will collect information on violence against Indian women in Indian Country and Alaska Native villages. This will be the first national research effort to collect information from enrolled members of American Indian and Alaska Native tribes in Indian Country. The program is also conducting, or funding, a number of studies evaluating the effectiveness of Federal, State, tribal, and local response to violence against Indian women in Indian Country. For more information, see <http://www.ojp.usdoj.gov/nij/topics/tribal-justice/vaw-research/welcome.htm>.

The ideal candidate is an individual who has recently graduated (within the last five years) or will be graduating by the Fellowship start date from an accredited Ph.D. program in the United States. Applicants should have expertise in American Indian and Alaska Native research and evaluation including developing research capacity and culturally appropriate research methods and tools. Expertise on violence against Indian women and public health and/or public safety issues in Indian Country should also be demonstrated. Most important, the applicant must demonstrate solid experience in instrumentation development and testing, primary data collection, and statistical expertise.

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<sup>1</sup> See the Office of Personnel Management Web site at <http://www.opm.gov/programs/ipa/Mobility.asp> for information about this program.

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

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

#### **Native American Studies Fellowship Award Allocation—**

The Native American Studies Fellowship funding allocation will be based on the applicant's salary history and experience. In addition, the applicant should anticipate significant travel. A travel budget should be developed that covers the following activities: as many as six (6) site visits related to NIJ's tribal data collection efforts; two (2) Federal partners meetings; and two (2) professional conferences (e.g., American Evaluation Association (AEA), American Sociological Association (ASA), American Psychological Association (APA), American Society of Criminology (ASC), or Academy of Criminal Justice Sciences (ACJS)). The location and nature of travel will be finalized in consultation with NIJ after the award is made. Applicants should note that travel per diem and lodging must not exceed Federal guidelines (see [General Services Administration per diem rates](#)).

Allowable expenditures under this Fellowship area include a stipend covering salary (based on the applicant's salary history and experience), fringe benefits, travel, and office expenses not provided by NIJ (e.g., statistical software and reference materials).

#### **Native American Studies Fellowship Deliverables—**

The Native American Studies Fellowship requires the following products by the award's end date. It will involve at least two (2) peer reviewed publication submissions, two (2) technical articles for trade journal submissions (e.g., *Indian Country Today*), two (2) presentations at professional conferences, two (2) presentations at tribal stakeholder meetings, two (2) newsletters or Web-based documents on the activities of the Section 904 Program, and one (1) final report about the Fellow's experience at NIJ.

### **Criminal Justice Professional Fellowship**

NIJ seeks research-oriented practitioners at the middle and upper levels of the justice profession. These applicants have demonstrated their leadership ability and a particular

criminal justice field-based expertise that they wish to enhance through an NIJ Fellowship. NIJ is particularly interested in applications from candidates working in areas related to the long-range goals of the Institute's research, evaluation, and science and technology programs, including forensic science (see <http://www.ojp.gov/nij/about/research-priorities.htm>). The Fellow is expected to study for a 12-month period while in residence at NIJ.

Emphasizing the nexus of research and practice, the Criminal Justice Professional Fellowship solicits applications from candidates focused on projects aimed at improving our understanding of crime, delinquency, and criminal justice administration by conducting research projects of their own creation and design. Previous Fellows under this program have conducted research on crime causation, crime measurements, crime prevention, law enforcement, criminal justice administration, and the effectiveness and efficiency of anti-crime programs. Fellows may wish to investigate new approaches for resolving criminal justice operational problems or the opportunity to address the application of science and technology within criminal justice.

Candidates must develop a substantive research project and demonstrate that participation in NIJ's program will produce benefits of significance to the larger criminal justice community.

#### **Criminal Justice Professional Fellowship Award Allocation—**

Allowable expenditures under this Fellowship area include a stipend covering salary (based on the applicant's salary history and experience), fringe benefits, travel, and office expenses not provided by NIJ (e.g., statistical software and reference materials).

The applicant's travel budget should cover the following activities: as many as four (4) Federal partners meetings and two (2) professional conferences (e.g., International Association of Chiefs of Police (IACP), American Correctional Association (ACA), ASC, or ACJS). The location and nature of travel will be finalized in consultation with NIJ after the award is made. Applicants should note that travel per diem and lodging must not exceed Federal guidelines (see [GSA per diem rates](#)).

#### **Criminal Justice Professional Fellowship Deliverables—**

The Criminal Justice Professional Fellowship will require the following products by the award's end date. It will require at least two (2) peer reviewed publication submissions, two (2) technical articles for trade journal submissions, two (2) presentations at professional conferences, and one (1) final report about the Fellow's experience at NIJ.

### **Geography and Crime Fellowship**

NIJ will award one resident senior Fellowship in the Mapping and Analysis for Public Safety (MAPS) Program. This Fellowship will be awarded to an individual who demonstrates superior academic achievement, shows significant accomplishment as a researcher, and who can demonstrate relevant experience and knowledge in two project areas. The first project involves participation in building a neighborhoods and crime research portfolio. This portfolio will be reflective of research that requires an applicant with a background in psychology that combines geography and criminology for a more comprehensive understanding of the dynamics between neighborhoods and crime. The second project involves technical research that evaluates the performance of multiple hot spot techniques across a variety of jurisdictions. This project requires an applicant with a solid understanding

of the major spatial statistical techniques designed to evaluate performance and interpret results from a geographic perspective. The Fellow is expected to study for a 12-month period while in residence at NIJ. In rare cases, 6-month appointments are also possible.

#### **Geography and Crime Fellowship Award Allocation—**

Allowable expenditures under this Fellowship area include a stipend covering salary (based on the applicant's salary history and experience), fringe benefits, travel, and office expenses not provided by NIJ (e.g., statistical software and reference materials).

The applicant's travel budget should cover the following activities: as many as four (4) Federal partners meetings and two (2) professional conferences (e.g., ASA, APA, ASC, or ACJS). The location and nature of travel will be finalized in consultation with NIJ after the award is made. Applicants should note that travel per diem and lodging must not exceed Federal guidelines (see [GSA per diem rates](#)).

#### **Geography and Crime Fellowship Deliverables—**

The Geography and Crime Fellowship will require the following products by the award's end date. It will require at least two (2) peer reviewed publication submissions, two (2) technical articles for trade journal submissions, two (2) presentations at professional conferences, and one (1) final report about the Fellow's experience at NIJ.

### **Offenders and Drug Abuse Research Fellowship**

NIJ will award one six-month resident Fellowship to conduct research in support of OJP's programs related to offenders and drug use. OJP's program goal is to improve information on alcohol and other drug use, drug markets, and treatment needs among criminal defendants and offenders, such as to examine the impact of law enforcement and other criminal justice system policies on local drug indicators. This Fellowship will be competitive and awarded to an individual who demonstrates academic achievement, accomplishment in drugs and crime research, and relevant experience with advanced statistical analysis. Specifically, applicants must have strong quantitative skills in the areas of multi-level and spatial statistics. The Fellow will work on tasks including secondary analysis of data on drug use and markets, in the context of regional and demographic characteristics. Key data sources are NIJ's Arrestee Drug Abuse Monitoring (ADAM) Program (ADAM reports are available at [www.ojp.usdoj.gov/nij/topics/drugs/adam.htm](http://www.ojp.usdoj.gov/nij/topics/drugs/adam.htm)), and the Office of National Drug Control Policy's ADAM-II Program (ADAM-II reports are available at <http://www.ondcp.gov/news/press09/052809.html>). The Fellow is expected to study for a 6-month period while in residence at NIJ.

#### **Offenders and Drug Abuse Research Fellowship Award Allocation—**

Allowable expenditures under this Fellowship area include a stipend covering salary (based on the applicant's salary history and experience), fringe benefits, travel, and office expenses not provided by NIJ (e.g., statistical software and reference materials).

The applicant's travel budget should cover the following activities: as many as two (2) Federal partners meetings and two (2) professional conferences (e.g., ASA, ASC, or ACJS). The location and nature of travel will be finalized in consultation with NIJ after the award is made. Applicants should note that travel per diem and lodging must not exceed Federal guidelines (see [GSA per diem rates](#)).

### **Offenders and Drug Abuse Research Fellowship Deliverables—**

The Fellowship will require collaboration with Bureau of Justice Statistics staff and Fellows (see the BJS FY 2010 Visiting Fellow: Arrestee Drug Abuse Monitoring solicitation at <http://bjs.ojp.usdoj.gov/index.cfm?ty=fun>) to develop tasks and timelines that result in internal papers and briefings, as well as reports for public release.

**Amount and length of awards:** Funding allocations for the NIJ Visiting Fellowship Program are based on the quality of the proposals received and the extent to which the applicant's expertise and experience relate to ongoing research and evaluation work of NIJ.

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

Fellows will have access to resources at NIJ. Workspace and equipment, including telephone, computer, office supplies, and Internet access will be provided. Therefore, Fellowship awards will cover salary, fringe benefits, travel essential to NIJ projects/programs, and office expenses not provided by NIJ. Applicants should develop reasonable budgets that adequately cover the costs of their tenure at NIJ and the specific travel outlined under the NIJ program of consideration. To aid in application preparation, applicants are encouraged to review the OJP Financial Guide and the applicable Federal cost principles published by the Office of Management and Budget for information regarding the treatment of selected items of cost.

NIJ recognizes that in extraordinary cases a move to the Washington, DC area could impose a financial hardship. Hence, the salary may be adjusted to compensate for differences in costs of living between the applicant's place of residence and Washington, DC. This differential cannot exceed 20 percent of the applicant's current salary. An allocation for relocation expenses may be approved to supplement the cost of temporary housing in the Washington, DC area or commuter travel from the Fellow's permanent residence to Washington, DC.

The tenure of an NIJ Fellow is expected to begin no earlier than July 1, 2010 and end no later than August 31, 2011. Fellowships may not be deferred or delayed. The period in residency and starting date at NIJ are negotiable, but are also contingent upon successful completion of all required DOJ profile and pre-screening paperwork, security reviews, and/or background investigations. For Fellowships involving IPAs, for which IPA agreements must be negotiated with the Fellows' parent agency, the initiation of the Fellowship is further contingent upon the successful negotiation and execution of an IPA agreement with the parent agency. Fellows must also be U.S. citizens.

NIJ Fellow performance will be monitored by an Office Director, with ultimate oversight by the NIJ Director.

**Please note:** All applicants under this solicitation must comply with Department of Justice regulations on confidentiality and human subjects' protection. See "Other Requirements for OJP Applications" at [http://www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

### **What will *not* be funded:**

1. Provision of training or direct service.
2. Proposals primarily to purchase equipment, materials, or supplies. (Your budget may include these items if they are necessary to conduct applied research, development, demonstration, evaluation, or analysis.)

## Performance Measures

To assist in fulfilling the Department’s responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measure the results of their work. Applicants who receive funding under this solicitation are required to provide the data requested in the “Data Grantee Provides” column so that OJP can calculate values for the “Performance Measures” column. Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
Develop and analyze information and data having clear implications for criminal justice policy and practice in the United States.	<ol style="list-style-type: none"> <li>1. Relevance to the needs of the field as measured by whether the grantee’s substantive scope did not deviate from the funded proposal or any subsequent agency modifications to the scope.</li> <li>2. Quality of the research as assessed by peer reviewers.</li> <li>3. Quality of management as measured by whether significant interim project milestones were achieved, final deadlines were met, and costs remained within approved limits.</li> <li>4. Number of NIJ final grant reports, NIJ research documents, and grantee research documents published.</li> </ol>	<ol style="list-style-type: none"> <li>1. A final report providing a comprehensive overview of the Fellow’s tenure at NIJ.</li> <li>2. Quarterly financial reports, semi-annual progress reports, and a final progress report.</li> <li>3. If applicable, each data set that was collected, acquired, or modified in conjunction with the project.</li> <li>4. Citation to report(s)/ document(s).</li> </ol>

## How to Apply

Applications will be submitted through Grants.gov. Grants.gov is a “one-stop storefront” that provides a unified process for all customers of Federal grants to find funding opportunities and apply for funding. Complete instructions on how to register and submit an application can be found at [www.grants.gov](http://www.grants.gov). If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at 1–800–518–4726, 24 hours, seven days a week, except for Federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur and it can take up to several weeks** for first-time registrants to receive confirmation and a user password. OJP highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the application deadline specified.

All applicants are required to complete the following steps.

1. **Acquire a DUNS Number.** A DUNS number is required for [Grants.gov](http://Grants.gov) registration. The Office of Management and Budget requires that all businesses and nonprofit applicants for Federal funds include a DUNS (Data Universal Numbering System) number in their applications for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and

keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point-of-contact information for Federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling 1–866–705–5711 or by applying online at [www.dunandbradstreet.com](http://www.dunandbradstreet.com). Individuals are exempt from this requirement.

2. **Acquire or Renew Registration With the Central Contractor Registration (CCR) Database.** OJP requires that all applicants (other than individuals) for Federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. An applicant must be registered in the CCR to successfully register in Grants.gov. The CCR database is the repository for standard information about Federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about CCR registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).
3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov Username and Password.** Complete your AOR profile on Grants.gov and create your username and password. You will need to use your organization's DUNS Number to complete this step. For more information about the registration process, go to [www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp).
4. **Acquire Authorization for Your AOR From the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at your organization must login to Grants.gov to confirm you as an AOR. Please note that there can be more than one AOR for your organization.
5. **Search for the Funding Opportunity on Grants.gov.** Please use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.560, titled "*National Institute of Justice Research, Evaluation, and Development Projects Grants*," and the funding opportunity number is NIJ–2010–2440.
6. **Submit an Application Consistent With This Solicitation.** Within 24–48 hours after submitting your electronic application, you should receive an e-mail validation message from Grants.gov. The validation message will tell you whether the application has been received and validated or rejected, with an explanation. **Important:** You are urged to submit your application at least 72 hours prior to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.

**Note: Grants.gov will forward the application to OJP's Grants Management System (GMS). GMS does not accept executable file types as application attachments.** These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

### **Experiencing Unforeseen Grants.gov Technical Issues**

If you experience unforeseen Grants.gov technical issues beyond your control that prevent you from submitting your application by the deadline, you must contact the NIJ staff member listed

on the title page within **24 hours after the deadline** and request approval to submit your application. At that time, NIJ staff will require you to e-mail the complete grant application, your DUNS number, and provide a Grants.gov Help Desk tracking number(s). After the program office reviews all of the information submitted, and contacts the Grants.gov Help Desk to validate the technical issues you reported, OJP will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be validated, your application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time; (2) failure to follow Grants.gov instructions on how to register and apply as posted on its Web site; (3) failure to follow all of the instructions in the OJP solicitation; and (4) technical issues experienced with the applicant's computer or information technology (IT) environment.

Notifications regarding known technical problems with Grants.gov are posted on the OJP funding Web page, [www.ojp.usdoj.gov/funding/solicitations.htm](http://www.ojp.usdoj.gov/funding/solicitations.htm).

## **What an Application Must Include**

This section describes what an application is expected to include and sets out a number of elements. Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application and, should a decision nevertheless be made to make an award, may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are not responsive to the scope of the solicitation, or do not include a program narrative, budget detail worksheet, budget narrative, tribal resolution (if applicable), and resumes/curriculum vitae of key personnel will not proceed to peer review and will not receive further consideration.

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

### **Standard Form 424**

Please see [www07.grants.gov/assets/SF424Instructions.pdf](http://www07.grants.gov/assets/SF424Instructions.pdf) for instructions on how to complete your SF424. When selecting "type of applicant," if the applicant is a for-profit entity, please select "For-Profit Organization" or "Small Business" (as applicable) in the Type of Applicant 1 data field. For-profit applicants also may select additional applicable categories (e.g., "Private Institution of Higher Education").

### **Program Narrative**

A research in brief paper (10-15 double-spaced pages) that describes the applicants research portfolio to include research objectives, how his/her work contributes to knowledge and practice, and how the residence at NIJ would contribute to the work of the Institute. NIJ will review these papers for suitability with current NIJ needs and solicitation priorities and selectively invite applicants to submit a full proposal reflecting the Fellow's proposed scope of work while at NIJ.

The program narrative section of the application must not exceed 15 double-spaced pages in 12-point font with 1-inch margins. Appendices and government forms do not count toward the 15-page limit for the narrative section.

Applicants should anticipate that if the program narrative fails to comply with these length-related restrictions, such that it provides a significant competitive advantage, the failure to comply may be considered in peer review and in final award decisions.

### **Appendices**

- a. A resume is requested for the Criminal Justice Professional Fellowship and curriculum vitae are requested for the Native American Studies Fellowship, the Geography and Crime Fellowship and the Offender Drug Abuse Monitoring Program Fellowship. These documents must directly demonstrate experience, skill, and dates acquired in performing specific or relevant tasks. Vitae must be sufficiently detailed to permit an assessment of the capability of the applicant to perform the work described and include years of experience. Years of experience and clearly demonstrated competencies must be shown.
- b. Minimum of three but no more than five professional and/or academic references
- c. List of previous and current NIJ awards to applicant organization and investigator/Fellow.
- d. Letters of cooperation/support (if applicable).
- e. Project timeline and research calendar with expected milestones.
- f. Other materials specified by the solicitation.

### **Budget Detail Worksheet and Budget Narrative**

#### **a. Budget Detail Worksheet**

A sample Budget Detail Worksheet can be found at [www.ojp.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.gov/funding/forms/budget_detail.pdf). If the budget is submitted in a different format, the budget categories listed in the sample budget worksheet must be included.

For questions pertaining to budget and examples of allowable and unallowable costs, please see the OJP Financial Guide at [www.ojp.gov/financialguide/index.htm](http://www.ojp.gov/financialguide/index.htm).

#### **b. Budget Narrative**

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how all costs were estimated and calculated and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes and can be provided in a Microsoft Office Word document. As with the Budget Detail Worksheet, the Budget Narrative must be broken down by year.

The following is a sample budget narrative.

#### ***Salaries and Wages-Personnel (\$75,000)***

The Principal Investigator (i.e., Fellow), Dr. xxxx, will devote XXX summer and XXX academic months per year toward the project. The University has established that one-month effort is equivalent to XXX hours.

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

### **Indirect Cost Rate Agreement**

Visiting Fellowships provide substantial benefits and prestige to the Fellow and to their home institution. In keeping with this, applications that include a reduced or offsite indirect rate will be viewed favorably.

### **Tribal Authorizing Resolution**

If an application is being submitted by either (1) a tribe or tribal organization, or (2) by a third party proposing to provide direct services or assistance to residents on tribal lands, then a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal organization and its residents must be included with the application. In those instances when an organization or consortium of tribes proposes to apply for a grant on behalf of a tribe or multiple specific tribes, then the application must include a resolution from all tribes that will be included as a part of the services/assistance provided under the grant.

### **Other Standard Forms**

Additional forms that may be required in connection with an award are available on OJP's funding page at <http://www.ojp.usdoj.gov/funding/forms.htm>. Please note in particular the following forms.

1. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#) (required to be submitted in GMS prior to the receipt of any award funds)
2. [Disclosure of Lobbying Activities](#) (required for any applicant that expends any funds for lobbying activities)
3. [Accounting System and Financial Capability Questionnaire](#) (required for any applicant that is a nongovernmental entity and that has not received any award from OJP within the past 3 years)
4. [Standard Assurances](#) (required to be submitted in GMS prior to the receipt of any award funds)

**Note:** Attachments to the application should be included in one of the following four categories: 1) Program Narrative; 2) Budget Detail Worksheet and Budget Narrative; 3) Appendices; and 4) Other.

## Selection Criteria

The selection process is highly competitive. Candidates will be chosen on the basis of their education, background, and experience, as well as on the quality of their application and the fit of the Fellow's experience with NIJ programs. Other factors include the significance and conceptualization of the project topic, the quality and feasibility of the research design, and the potential impact of the project on the criminal justice system.

## Review Process

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

Peer reviewers will be reviewing the applications submitted under this solicitation that meet basic minimum requirements. NIJ will use internal peer reviewers. An internal reviewer is a current U.S. Department of Justice employee who is well-versed or has expertise in the subject matter of this solicitation. Eligible applications will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer (OCFO), in consultation with NIJ, conducts a financial review of applications for potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable Federal cost principles and agency regulations.

All final award decisions will be made by the Director of the National Institute of Justice, who also may give consideration to factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

## Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. NIJ strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each can be found at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality and Human Subjects Protection (if applicable)
- Anti-Lobbying Act
- Financial and Government Audit Requirements

- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Nonsupplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in excess of \$5,000,000 – Federal taxes certification requirement

# Application Checklist

## NIJ Visiting Fellowship Program

The application checklist has been created to aid you in developing your application.

### Eligibility Requirement:

- Tribal authorizing resolution (if applicable)
- Demonstrated financial and administrative capacity to manage agreement
- Demonstrated research and/or evaluation expertise under the designated program area

### Application Components:

- Program Narrative (see pages 11–12 and “Selection Criteria,” page 14)
- Appendices to the Program Narrative
  - Resumes and/or curriculum vitae
  - Minimum of three but no more than five professional and/or academic references
  - List of previous and current NIJ awards to applicant organization and investigators/Fellow
  - Letters of cooperation/support (if applicable)
  - Project timeline and research calendar with expected milestones
- Budget Narrative
- Budget Detail Worksheet

### Program Narrative Format:

- Double-spaced
- 12-point standard font
- 1” standard margins
- Narrative is 15 pages or less

### Other:

- Standard Form 424
- DUNS number
- Other standard forms as applicable (see page 13), including
  - Disclosure of Lobbying Activities (if applicable)
  - Accounting System and Financial Capability Questionnaire (if applicable)