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NIJ Ph.D. Graduate Research Fellowship Program FY 2010 CFDA No. 16.562

Overview

The NIJ Ph.D. Graduate Research Fellowship (GRF) program provides awards for research on crime, violence, and other criminal justice-related topics to accredited universities that support graduate study leading to research-based doctoral degrees. NIJ invests in doctoral education by supporting universities that sponsor students who demonstrate the potential to successfully complete doctoral degree programs in disciplines relevant to the mission of NIJ. Applicants sponsoring doctoral students in policy and health sciences or in an education field are eligible to apply only if the doctoral research dissertation is in an NIJ-supported discipline (i.e., social and behavioral sciences, operations technology, information and sensors research and development, and investigative and forensic sciences).

The GRF program is intended to support universities that sponsor students who are in the final stages of graduate study. Awards are granted to successful applicants in the form of a grant to cover a doctoral student stipend. Currently, the GRF stipend is \$25,000.

Deadlines: Registration and Application

Registration is required prior to submission. The deadline to register in GMS is **11:45 p.m. eastern time on April 2, 2010** and the deadline for applying for funding under this announcement is **11:45 p.m. eastern time on April 2, 2010**. Please see the “How to Apply” section, page 7, for more details.

Eligibility

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

Specific Information—NIJ Ph.D. Graduate Research Fellowship Program FY 2010

Universities are encouraged to sponsor outstanding and promising doctoral students whose dissertation prospectus demonstrates independent and original research that has direct implications for criminal justice in the United States.

Successful applicants must clearly demonstrate how the proposed dissertation research advances basic criminal justice knowledge, practice, and/or policy for criminal justice agencies in the United States. Quantitative, qualitative, primary, and secondary data analysis studies are encouraged. Special consideration will be given to applicants who use the most rigorous research methods applicable to their proposed research topic to maximize the validity and reliability of findings.

Official Applicant

The official applicant under this solicitation must be a degree-granting educational institution in the United States. To be eligible, the institution of record must be fully accredited by one of the regional institutional accreditation agencies recognized by the U.S. Secretary of Education. Applicants sponsoring doctoral students in policy and health sciences or in an education field are eligible to apply only if the doctoral research dissertation is in an NIJ-supported discipline (i.e., social and behavioral sciences, operations technology, information and sensors research and development, and investigative and forensic sciences).

Working with a qualified doctoral student (candidate) and his or her dissertation chair or advisor, the university or college office of sponsored research or research office must complete an application and submit it electronically using GMS (see "What an Application Must Include," pages 9–12).

In addition, the university applicant must submit an official statement regarding the student's progress in his or her current program of study. This statement must be signed by either the department chair or the college dean. Copies of the student's current academic transcripts are required. The transcripts must document current matriculation toward a doctoral degree.

Doctoral Student Eligibility Requirements

Universities are encouraged to sponsor doctoral students who have nearly completed all Ph.D. requirements. Below are general guidelines for determining doctoral student eligibility.

Although it is not necessary for the student to have formally defended the dissertation prospectus at the time of the application due date (i.e., February 3, 2010), the following must have occurred and be documented in the application:

- The doctoral student must have completed all required course work.
- The doctoral student must have passed qualifying comprehensive exams.
- The doctoral student must be advanced to candidacy by the university.

Prior to award, documentation must be provided indicating that the doctoral student's dissertation prospectus has been approved and successfully defended. FY10 awards are anticipated to be made by no later than September of 2010. Failure to provide documentation of any of these requirements will result in disqualification from eligibility for an award under this program.

Doctoral Student Advisor Requirements

The sponsored student's dissertation chair or advisor must submit a signed statement of support on university letterhead which:

- Evaluates the student's proposed project.
- Describes the current status of the proposed work.
- Outlines any other outstanding work toward completion of the degree.
- States (demonstrates) the student's potential to successfully complete the dissertation.

The statement must also:

- Describe the advisor's role in monitoring the project and present evidence of both the department's and the advisor's track record with respect to doctoral candidates' completion of their degrees.
- Verify that the dissertation research has begun or will begin by the time of award (i.e., by no later than September 30, 2010).
- Indicate that the student has the full support of the dissertation committee.
- Verify that the advisor will review and approve all progress reports prior to their submission to NIJ.

Relevance of the student's project for policy and practice in the United States.

NIJ's specific research, development, testing, and evaluation interests are established and are modified in response to the needs of the field of criminal justice. For a detailed list of NIJ's priorities, please see <http://www.ojp.gov/nij/about/research-priorities.htm>. High-quality proposals that clearly articulate the practical implications of the research to the field of criminal justice are preferred. Applicants may include letters of support or agreement from collaborating agencies; however, these carry less weight than clear evidence that the applicant understands how and why policymakers and practitioners would benefit from the proposed research.

Amount and length of awards: A fellowship stipend in the form of a \$25,000 grant will be awarded to successful applicants (i.e., accredited universities in the United States). It is anticipated that up to five awards will be made during the year, depending upon the availability of funds and the number of qualified applications. **All NIJ awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.**

Students do not receive awards directly. The university will be responsible for the administration of grant funds and for distributing payments to the fellowship recipient. Grant recipient organizations should request funds based upon immediate disbursement/reimbursement requirements. Funds will not be paid in a lump sum, but rather disbursed over time as project costs are incurred or anticipated. Recipients should time their drawdown requests to ensure that Federal cash on hand is the minimum needed for disbursements/reimbursements to be made immediately or within 10 days. The official grant end date must be calculated to reflect the expected successful completion and submission of the student's dissertation to NIJ. In addition, it is important to note that the fellowship recipient is eligible for funding only during months of enrollment in a full-time program leading to the doctoral degree.

A grant made by NIJ under this solicitation may account for up to 100 percent of the total cost of the project. See "Cofunding" under "What an Application Must Include."

Evaluation Research: Within applications proposing evaluation research, funding priority will be given to experimental research designs that use random selection and assignment of participants to experimental and control conditions. When randomized designs are not feasible, priority will be given to quasi-experimental designs that include (but are not limited to) contemporary procedures like Propensity Score Matching and Regression Discontinuity Design to address selection bias in evaluating outcomes and impacts.

Evaluations that also include measurements of program fidelity and implementation as part of a thorough process assessment are desirable. Measurements of program fidelity should be

included as part of an assessment of program processes and operations to ensure that policies, programs, and technologies are implemented as designed. As one aspect of a comprehensive evaluation, assessments of program processes should include objective measurements and qualitative observations of programs as they are actually implemented and services are delivered. These may include assessment of such aspects as adherence to program content and protocol, quantity and duration, quality of delivery, and participant responsiveness.

Proposed evaluation research designs with multiple units of analysis and multiple measurements will also be given priority. Design aspects that contribute to the validity of results are necessary to effectively address issues of generalizability and representativeness of findings.

Finally, evaluation applications that include cost/benefit analysis will be given priority. NIJ views cost/benefit analysis as an effective means in which to communicate and disseminate findings from evaluation research.

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.

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.)
3. Direct or indirect administrative expenses of the applicant university.
4. Research that lacks clear implications for criminal justice policy and practice in the United States.

Limitation on Use of Award Funds for Employee Compensation; Waiver: No portion of any award of more than \$250,000 made under this solicitation may be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The 2010 salary table for SES employees is available at <http://www.opm.gov/oca/10tables/indexSES.asp>.) Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Director of the National Institute of Justice. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request that the applicant adjust and resubmit its budget.

The justification should include: the particular qualifications and expertise of the individual, the uniqueness of the service being provided, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's

salary is commensurate with the regular and customary rate for an individual with his or her qualifications and expertise, and for the work that is to be done.

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. 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"> 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. 2. Quality of the research as assessed by peer reviewers. 3. Quality of management as measured by whether significant interim project milestones were achieved, final deadlines were met, and costs remained within approved limits. 4. Number of NIJ final grant reports, NIJ research documents, and grantee research documents published. 	<ol style="list-style-type: none"> 1. A final report (doctoral student’s dissertation) providing a comprehensive overview of the project and a detailed description of the project design, data, and methods; a full presentation of scientific findings; and a thorough discussion of the implications of the project findings for criminal justice practice and policy in the United States. 2. Quarterly financial reports, semi-annual progress reports, and a final progress report.

How to Apply

Applications will be submitted through OJP’s Grants Management System ([GMS](#)). [GMS](#) is a Web-based, data-driven computer application that provides cradle to grave support for the application, award and management of grants at OJP. Applicants should begin the process immediately to meet the GMS registration deadline, especially if this is the first time they have used the system. Complete instructions on how to register and submit an application in GMS can be found at www.ojp.usdoj.gov/gmscbt/. If you experience technical difficulties at any point during this process, please e-mail GMSHelpDesk@usdoj.gov, or call 1–888–549–9901 (option 3), Monday–Friday from 6:00 a.m. to midnight eastern time, except for Federal holidays. OJP highly recommends starting the registration process as early as possible to prevent delays in the application submission by the specified deadline.

All applicants are required to complete the following steps.

1. **Acquire a DUNS Number.** A DUNS number is required to submit an application in GMS. 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 application 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. Individuals are exempt from this requirement.

2. **Acquire or Renew Registration with the Central Contractor Registration (CCR) Database.** CCR registration is required to receive funding. OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. 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.
3. **Acquire a GMS Username and Password.** If you are a new user, please create a GMS profile by selecting the first time user link under the sign-in box of the [GMS](#) home page. For more information on how to register in GMS, go to www.ojp.usdoj.gov/gmscbt/.
4. **Search for the Funding Opportunity on GMS.** After you log in to GMS or complete your GMS profile for your username and password, go to the Funding Opportunities link on the left hand side of the page. Please select “National Institute of Justice” and then “NIJ FY 10 ORE Ph.D. Graduate Research Fellowship Program.”
5. **Select the Apply Online Button Associated with the Solicitation Title.** The search results from step 4 will display the solicitation title along with the Registration and Application Deadlines for this funding opportunity. Please select the Apply Online button in the Action Column to create an application in the system.
6. **Submit an Application Addressing All of the Requirements Outlined in this Solicitation by Following the Directions in GMS.** Once submitted, GMS will display a confirmation screen stating your submission was successful. **Important:** You are urged to submit your application at least 72 hours prior to the due date of the application.

Note: OJP’s Grants Management System (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 GMS Technical Issues

If you experience unforeseen GMS technical issues beyond your control which 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 GMS Help Desk tracking number(s). After the program office reviews all of the information submitted, and contacts the GMS Helpdesk 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 GMS 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 GMS are posted on the OJP funding Web page, www.ojp.usdoj.gov/funding/solicitations.htm.

What an Application Must Include

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 required attachments. Where resumes are required, OJP recommends that all resumes be included in a single file.

Standard Form 424

Please see 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

The program narrative is the student's dissertation prospectus, or an abridged version of it.

Program Narrative Guidelines:

- a. **Title Page** (not counted against the 15-page program narrative limit).
The title page should include the title of the project, submission date, and the student's name and complete contact information (i.e., name, address, telephone number, and e-mail address).
- b. **Project Abstract** (not counted against the 15-page program narrative limit).
The 400 to 600-word abstract should state the problem under investigation (including research goals and objectives) and the anticipated relevance of the project to criminal justice public policy, practice, or theory. It should describe the proposed method and/or research design, including data to be used in addressing research questions, data collection procedures and instrumentation, access to data, and other methods or procedures of the proposed study. It should also describe procedures for data analysis and all expected products, including interim and final reports, instrumentation, and devices. If applicable, it should describe the subjects who will be involved in the proposed project, including the number of participants; participants' age, gender, and race/ethnicity; and other pertinent characteristics, such as methods used to gain access to subjects.

- c. **Resubmit Response** (if applicable). If an applicant is resubmitting a proposal that was presented previously to NIJ, but not funded, the applicant must indicate this. A two-page document addressing the previous consensus review must be provided that covers the following: (1) the title, submission date, and NIJ-assigned application number of the previous proposal, and (2) a brief summary of responses to the peer review and/or revisions to the proposal. This document should be inserted after the abstract. This document will not be counted against the 15-page program narrative limit.
- d. **Table of Contents and Figures** (not counted against the 15-page program narrative limit).
- e. **Main body.** The main body of the Program Narrative should describe the project in depth and include the following sections:
- Purpose, goals, and objectives.
 - Review of relevant literature.
 - Detailed description of research design and methods (a minimum 5-page description), to include: research questions, hypotheses, description of sample, research method justification, analysis plan and justification, etc.
 - Research independence and integrity (see “Selection Criteria,” below).
 - Implications for criminal justice policy and practice in the United States.
 - Management plan and organization.
 - Dissemination strategy.

The program narrative section of your application must not exceed 15 double-spaced pages in 12-point font with 1-inch margins. Abstract, table of contents, charts, figures, appendices, and government forms do not count toward the 15-page limit for the narrative section. **Failure to follow page-limit and format specifications will result in automatic disqualification.**

- f. **Appendices** (not counted against the 15-page program narrative limit).
- Bibliography/references (required).
 - Any tools/instruments, questionnaires, tables/charts/graphs, or maps pertaining to the proposed study (required).
 - List of names of the student’s dissertation committee and their complete contact information to include: names, addresses, telephone numbers, and email addresses (required).
 - Curriculum vitae, resumes or biographical sketches of student and his or her dissertation chair or advisor (required).
 - Dissertation chair or advisor’s statement of support (required). *For information on required content, see pages 4–5.*
 - University statement of student progress in the current program of study (required). *For information on required content, see page 4.*
 - A copy of the student’s academic transcripts (required). *For information on required content, see page 4.*
 - Project timeline and research calendar with expected milestones (required).

- Human Subjects Protection Paperwork including Institutional Review Board (IRB) documentation and forms (see <http://www.ojp.gov/nij/funding/humansubjects/human-subjects.htm>).
- Privacy Certificate (for further guidance go to <http://www.ojp.gov/nij/funding/humansubjects/privacy-certificate-guidance.htm>).
- List of previous and current NIJ grants and contracts to applicant organization (required). Note: Applicant universities with a history of poor performance may not be considered for funding (i.e., failures to meet grant deadlines and reporting requirements or failure to comply with special conditions of awards).
- Letters of cooperation/support or administrative agreements from organizations collaborating in the project, such as law enforcement and correctional agencies (if applicable).
- List of other agencies, organizations, or funding sources to which you have submitted this proposal (if applicable).

Budget Detail Worksheet and Budget Narrative

a. **Budget Detail Worksheet & Summary** (required)

A sample Budget Detail Worksheet can be found at 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 <http://www.ojp.gov/financialguide/index.htm>.

b. **Budget Narrative** (required)

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 dissertation. 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 description of a cost item.

Salaries and Wages-Personnel (\$25,000)

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

The fringe benefit rate during the academic year for the graduate student is ____%. The summer fringe benefit rate is ____%. The benefits included in the rate cover_____.

Cofunding: A grant made by NIJ under this solicitation may account for up to 100 percent of the total cost of the project. You must indicate whether you believe it is feasible for you to contribute cash, facilities, or services as non-Federal support for the project. Your application should identify generally any such contributions that you expect to make and your proposed budget should indicate in detail which items, if any, will be supported with non-Federal contributions.

Other Standard Forms

Additional forms that may be required 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 of all applicants as part of the GMS application process)
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 of all applicants as part of the GMS application process)

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 Requirements.

Selection Criteria

Successful applicants must demonstrate the following:

Statement of the Problem/Program Narrative (Understanding of the problem and its importance)—20%

- Clarity of problem statement and its importance to the field of study.
- Demonstrated connection between problem and proposed research.
- Awareness of the state of current research and/or technology.
- Identification of gaps in existing research.
- Demonstrated understanding of the population under investigation.
- Connection to NIJ priority areas (see <http://www.ojp.usdoj.gov/nij/about/research-priorities.htm>).

Project/Program Design and Implementation (Quality and technical merit)—35%

- Detailed and complete discussion of proposed research methods.
- Explanation for research method approach.
- Detailed and complete discussion of analytic and technical technique(s).
- Identification of appropriate approach to answer proposed research questions.

- Awareness of limitations of analysis plan and proposed practical solutions.
- Awareness of human subjects' matters.
- Overall feasibility of proposed project.
- Innovation and creativity.

Impact/Outcomes and Evaluation (Impact of the proposed project and relevance to policy and practice)—20%

- Potential for major advances in scientific or technical understanding of the problem.
- Potential for significant advances in the field and filling key gaps in scientific knowledge related to criminal justice policy and practice in the United States.
- Relevance for improving criminal justice policy and practice, public safety, security, and quality of life.
- Relevance to the concerns of criminal justice agencies focusing on crime and justice problems.
- Perceived potential for commercialization and/or implementation of new technology (when applicable).

Capabilities/Competencies (Capabilities, demonstrated productivity, and experience of applicants)—10%

- Qualifications and experience of doctoral student and dissertation chair or advisor (i.e., successful coursework completion, relevant work and/or research experience, leadership roles, mentoring experience, and record of publication).
- Demonstrated ability of dissertation advisor to manage endeavor.
- Adequacy of management plan to ensure project completion.
- Identification of appropriate stakeholders and/or consultants in field of interest.
- University record of accomplishment with respect to doctoral candidates' completion of degrees.
- University record of past performance regarding NIJ grants and contracts.

Dissemination strategy—15%

- Extensiveness and creativity of the applicant's plan for print and electronic product dissemination to researchers, practitioners, and policymakers. Extensive dissemination may include plans for peer-reviewed journal articles; web-based documents; conference/meeting presentations; program guides/tools; trade articles; etc., and identification of journals and organizations through which products will be released. Creativity is the degree to which the applicant's plan goes beyond standard reporting requirements (i.e., final technical report) and may include multimedia products such as DVDs, blogs, and podcasts; etc.

Research Independence and Integrity

Regardless of a proposal's rating under the criteria outlined above, in order to receive funds, the applicant's proposal must demonstrate research independence, including appropriate safeguards to ensure research objectivity and integrity.

Considerations in evaluating research independence and integrity will include, but may not be limited to, the adequacy of the applicant's efforts to identify factors that could affect the

objectivity/integrity of the proposed staff and/or the organization in carrying out the research, development, or evaluation activity; and the adequacy of the applicant's existing or proposed remedies to control any such factors.

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 basic minimum program or legislative requirements as stated in the solicitation (including, but not limited to, requirements as to timeliness, proper format, and responsiveness to the scope of the solicitation).

Peer reviewers will be reviewing the applications submitted under this solicitation that meet basic minimum requirements. NIJ may use either internal peer reviewers, external peer reviewers, or a combination to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current U.S. Department of Justice employee. 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.

When awards will be made: All applicants, whether they are accepted or rejected, will be notified. The review and approval process takes about nine months. Lists of awards are updated regularly on NIJ's Web site at <http://www.ojp.usdoj.gov/nij/funding/welcome.htm>.

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at 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

If funded, several reports and other materials will be required, including:

- Documentation of Institutional Review Board review (human subjects) and approval of the proposed project prior to funding availability.
- Quarterly financial reports, semi-annual progress reports, a final progress report, and, if applicable, an annual audit report in accordance with Office of Management and Budget Circular A-133.
- A copy of the student's defended, approved, and edited dissertation.

Application Checklist

NIJ Ph.D. Graduate Research Fellowship Program FY 2010

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

Before submitting your application, please address the following:

Eligibility

- _____ University is fully accredited by one of the regional institutional accreditation agencies recognized by the U.S. Secretary of Education
- _____ Dissertation topic is in an NIJ-supported discipline (select one)
 - social and behavioral sciences
 - operations technology
 - information and sensors research and development
 - investigative and forensic sciences
- _____ Research proposal has direct implications for criminal justice in the U.S.
- _____ Documentation of doctoral student having completed all required course work, passed qualifying comprehensive exams, and advanced to candidacy by the university

Application Components:

- _____ Program Narrative (see pages 9–11 and “Selection Criteria” pages 12–14)
- _____ Appendices to the Program Narrative
 - _____ Bibliography/references (required)
 - _____ Any tools/instruments, questionnaires, tables/charts/graphs, or maps pertaining to the proposed study (required)
 - _____ Dissertation committee complete contact information (required)
 - _____ Curriculum vitae, resume or biographical sketch of student and advisor or chair
 - _____ Student Advisor’s or Chair’s Statement of Support (on university letterhead and signed by advisor or chair) (required)
 - _____ Official university statement regarding student’s progress in the doctoral program (on letterhead and signed by authorized university representative for example, department chair or college dean) (required)
 - _____ Transcripts (official or unofficial) (required)
 - _____ Project Timeline (required)
 - _____ Human Subjects Protection Paperwork
 - _____ Privacy Certificate
 - _____ List of previous and current NIJ awards to applicant organization (required)
 - _____ Letters of cooperation/support or administrative agreements from organizations collaborating in the project (if applicable)
 - _____ List of other agencies, organizations, or funding sources to which you have submitted this proposal (if applicable)
- _____ Budget Narrative
- _____ Budget Detail Worksheet

(cont., next page)

(Application Checklist, cont.)

Program Narrative/Abstract Format:

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

Other Requirements:

- Standard Form 424
- DUNS number
- Other standard forms as applicable (see page 12), including
 - Disclosure of Lobbying Activities (if applicable)
 - Accounting System and Financial Capability Questionnaire (if applicable)