



National Institute of Justice

G u i d e l i n e s

Jeremy Travis, Director

Guidelines for Submitting Proposals for NIJ Investigator-Initiated Research

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In this document, NIJ *Guidelines for Submitting Proposals for NIJ Investigator-Initiated Research*, applicants will find requirements for proposal writers, requirements for award recipients, general application information, and a reiteration of the 1998 grant application deadlines.

Application Information

Please see “Requirements for Proposal Writers” below for general application and eligibility requirements and selection criteria. Proposals not conforming to these application procedures will not be considered. Proposals requesting less than \$50,000 will be considered Small Grants across all goals and subjects. Readers should consult the Investigator-Initiated Research Solicitation for additional information on the differences in application requirements for the Small Grants program. NIJ’s Data Resources Program is another researcher-initiated source of funding that provides support for secondary analysis of data sets created by NIJ grantees. Further information can be downloaded from the Justice Information Center Web site: <http://www.ncjrs.org>, or the National Institute of Justice Web site: <http://www.ojp.usdoj.gov/nij>.

Award period. NIJ generally limits its grants and cooperative agreements to a maximum period of 24 months. However, longer budget periods will be considered.

Mailing Address. Ten (10) copies of **fully executed proposals** should be sent to:

(**Topic Area**—See Topic Area Designation form in the Solicitation)

Investigator-Initiated Research Solicitation Program
National Institute of Justice
810 Seventh Street N.W.
Washington, DC 20531
[Overnight carrier ZIP code: 20001]

Due Date. Completed proposals **must be received** at the National Institute of Justice by the close of business on **June 16** and **December 15, 1998**. Extensions of these deadlines will not be permitted. Proposals must be complete; additions at a later date will not be accepted.

The author(s) of the proposal should be clearly identified. Proposals that are incorrectly collated, incomplete, or handwritten will be judged as submitted or, at NIJ’s discretion, will be returned without a deadline extension. No additions to the original submission are allowed. Proposals exceeding the page limit will not be read. The Institute suggests that applicants make certain that they address the questions, issues, and requirements set forth below when preparing an application.

Information and contacts. If you wish to obtain further information about topics covered here, gain access to background literature, inquire about the status of an application, or learn about other matters, please see “Information and Contacts” below. To obtain additional copies of required application forms, see “Application Forms” below.

Requirements for Proposal Writers

Over the past 5 years, Institute staff have reviewed thousands of grant applications. On the basis of those reviews and inquiries from applicants, the Institute offers the following recommendations to help potential applicants present workable, understandable proposals.

1. What technical materials are required to be included in the application?

- An abstract of the full proposal, not to exceed 400 words. When read separately from the rest of the application, the abstract will serve as a succinct and accurate description of the proposed work. The abstract will concisely describe the research goals and objectives, research design, and methods for achieving the goals and objectives. Summaries of past accomplishments are to be avoided, and proprietary/confidential information is not to be included. Abstract headers are to be: “Project Goals and Objectives” and “Proposed Research Design and Methodology.”
- A program narrative, which is the technical portion of the proposal. It should include a clear, concise statement of the problem, goals, and objectives of the project and related questions to be explored. A discussion of the relationship of the proposed work to the existing research literature is expected.

- A list of key personnel, as well as key positions that have yet to be filled.
- A statement of the project's anticipated contribution to criminal justice policy and practice. It is important that applicants briefly cite those particular issues and concerns of present-day criminal justice policy that stimulate the proposed line of inquiry and suggest what their own investigations would contribute to current knowledge.
- A detailed statement of the proposed research or study design and analytical methodologies. The proposed data sources, data collection strategies, variables and issues to be examined, and procedures of analysis to be employed should be delineated carefully and completely. When appropriate, experimental designs are encouraged because of their potential relevance to policymaking and the strength of the evidence they can produce.
- A Privacy Certificate.
- The organization and management plan to conduct the study. A list of major milestones of events, activities, and products and a timetable for completion that indicates the time commitments to individual project tasks should be included. All grant activities, including writing of the final report, should be completed within the duration of the award period.
- A plan to disseminate the results of the research, evaluation, technology, or demonstration beyond the jurisdictions and individuals directly affected by the project. The plan should identify the specific methods that will be used to inform the field about the project such as the publication of journal articles or the distribution of key materials. Expectations regarding products are discussed more fully in the following section, "Requirements for Award Recipients." Applicants must concisely describe the interim and final products and address each product's purpose, audience, and usefulness to the field. This discussion should identify the principal criminal justice constituency or type of agency for which each product is intended and describe how the constituent group or agency would be expected to use the product or report. In addition, a schedule of delivery dates of all products should be delineated.
- The key personnel's curriculum vitae should summarize education, research experience, and bibliographic information related to the proposed work.
- A detailed statement identifying all machine-readable and non-machine-readable databases that will be developed as

part of the proposed project. This statement should also identify any anticipated problems associated with the archiving of this data.

- Past performance. In an appendix to the proposal, applicants must list their prior and current funded grants with NIJ, the status of each of these grants, and, where appropriate, the products that resulted (final report, specific NIJ publications, other publications, etc.).

2. What is the page order? The requisite page order is given below. Omission of sections can result in rejection of the application:

- Topic Area Designation form (from the Solicitation).
- A copy of Standard Form (SF) 424, Application for Federal Assistance.
- Assurances.
- Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements.
- Disclosure of Lobbying Activities.
- Budget Detail Worksheet.
- Budget Narrative.
- Negotiated indirect rate agreement, if appropriate.
- Names and affiliations of all key persons from applicant and subcontractor(s), advisers, consultants, and Advisory Board members. Include the name of the Principal Investigator, title, organizational affiliation (if any), department (if institution of higher education), address, and phone and fax numbers.
- Proposal abstract.
- Table of contents.
- Program narrative or technical proposal.
- Privacy Certificate.
- References.
- Resumes of key personnel.
- Appendixes, if any (e.g., letters of cooperation from collaborating organizations, list of previous NIJ awards and products).

3. Is there a page limit? (a) Grants of \$50,000 or more: The Institute has established a limit of 30 double-spaced pages (in font size no smaller than 12

point) for all normal grant applications. This page limit applies only to the program narrative section of the proposal (described in item 1 above) and not to references, budget narrative, curriculum vitae, or necessary appendixes (the latter include, for example, letters of cooperation from collaborating organizations and a list of previous NIJ awards and products). Applicants may include additional substantive material in a technical appendix but should be advised that reviewers have the option of not reading material exceeding the page limit.

(b) Applications for small grants (less than \$50,000): The program narrative section is limited to 15 double-spaced pages (in font size no smaller than 12 point). Proposals failing to conform to these page and font limitations will not be accepted.

4. What are the specific costs involved? The budget application should be presented clearly. Major budget categories such as personnel, benefits, travel, supplies, equipment, and indirect costs should be identified separately. The components of “other” or “miscellaneous” items should be specified in the application budget narrative and should not include set-asides for undefined contingencies. Grant funds may be used to purchase or lease equipment essential to accomplishing the objectives of the project. The budget narrative must list such equipment and explain why the equipment is necessary. Funds may not be used for operating programs, augmenting program staff time, writing texts or handbooks, training, or writing proposals.

5. How much detail should be included in the budget narrative? The budget narrative should list all planned expenditures and detail the salaries, materials, and cost assumptions used to estimate project costs for the full period of the proposed project. Budget Detail Worksheets are one of the application forms, and a sample worksheet is available. The narrative and cost estimates should be presented under the following standard budget categories: personnel, fringe benefits, travel, equipment, supplies, contracts, other, and indirect costs. For multiyear projects, applicants must include the full amount of NIJ funding for the entire life of the project. This amount should be reflected in item 15g on SF 424. When appropriate, grant applications should include justification for use of consultants and a full explanation of daily rates for any consultants proposed. To avoid common shortcomings of application budget narratives, include the following information:

- Personnel estimates that accurately provide the amount of time to be spent by personnel involved with the project

and the total associated costs, including current salaries for the designated personnel (e.g., Project Director, 50 percent of 1 year’s annual salary of \$50,000 = \$25,000). If salary costs are computed using an hourly or daily rate, the annual salary and number of hours or days in a work year should be shown.

- Estimates for supplies and expenses supported by a complete description of the supplies to be used, nature and extent of printing to be done, anticipated telephone charges, and other common expenditures, with the basis for computing the estimates included (e.g., 100 reports x 75 pages each x \$0.05/page = \$375.00). Supply and expense estimates offered simply as “based on experience” are not sufficient.

6. What travel regulations apply to the budget estimates? Transportation costs and per diem rates must comply with the policies of the applicant organization, and a copy of the applicant’s travel policy should be submitted as an appendix to the application. If the applicant does not have a travel policy established in writing, then travel rates must be consistent with those established by the Federal Government. The budget narrative should state which regulations are in force for the project and should include the estimated fare, the number of persons traveling, the number of trips to be taken, and the length of stay. The estimated costs of travel, lodging, ground transportation, and other subsistence should be listed separately. When combined, the subtotals for these categories should equal the estimate listed on the budget form.

7. To what extent may indirect costs be included in the budget estimates? It is the policy of the Institute that all costs should be budgeted directly; however, if an applicant has an indirect cost rate that has been approved by a Federal agency within the past 2 years, an indirect cost recovery estimate may be included in the budget. A copy of the approved rate agreement should be submitted as an appendix to the application. If an applicant does not have an approved rate agreement, the applicant should contact the Office of the Comptroller, Office of Justice Programs, at 202-307-0623 to obtain information about preparing an indirect cost rate proposal.

8. What, if any, matching funds are required? Units of State and local governments (not including publicly supported institutions of higher education) are encouraged to contribute a match (cash, noncash, or both) of requested funds. Other applicants also are encouraged to seek matching contributions from other Federal agencies or private foundations to assist in meeting the costs of the project.

9. Should other funding sources be listed?

Coordination of funding sources. Applicants are expected to identify all other Federal, local, or private sources of support, including other NIJ programs, to which this or a closely related proposal has been or will be submitted. This information permits NIJ to consider the joint funding potential, limits the possibility of inadvertent duplicate funding, and promotes coordination of Federal funding of related efforts. Applicants must state how these other pending and/or active awards will be coordinated with the funding sought with this application.

For each related Federal effort, the applicant should include the program/project title, the name of the Federal grantor agency, the Federal award amount, and a very brief description of the purpose. "Related efforts" is defined for these purposes as for:

- The same purpose (i.e., the proposed award would supplement, expand, complement, or continue activities funded with other Federal grants).
- Another phase or component of the same program/project.

Applicants may submit more than one proposal to NIJ, but the same proposal cannot be submitted in more than one program area.

10. What does the review process entail? After all applications for a competition are received, NIJ will convene a series of peer review panels of researchers and criminal justice professionals. When appropriate, NIJ will assign proposals to peer panels based on the applicant's choice in the Topic Area Designation form; however, NIJ is the final authority on assignments to peer panels. Panel members read each proposal and meet to assess the technical merits and policy relevance of the proposed research. Panel assessments of the proposals, together with assessments by NIJ staff, are submitted to the Director, who has sole and final authority over approval and awards. The review normally takes 60 to 90 days, depending on the number of applications received. Each applicant receives written comments from the peer review panel concerning the strengths and weaknesses of the proposal. These comments may include suggestions for how a revised or subsequent application to NIJ might be improved.

11. What are the criteria for an award?

Quality and technical merit

- Soundness of methodology or of analytic or technical approach.

- Innovation and creativity.
- Feasibility of proposed project; awareness of pitfalls.
- Awareness of existing research and related applications.

Impact of the project

- Understanding the importance of the project.
- Potential for significant advance in crime prevention, law enforcement, courts, corrections, or other practice or policy area.
- Potential for advancement of scientific understanding of problem area.
- Relevance to practice, including development and demonstration in application domains (if applicable).
- Affordable end products (if applicable).

Capabilities, demonstrated productivity, and experience of applicants

- Qualifications and experiences of personnel as related to proposed project.
- Responsiveness to the goals of the solicitation.
- Demonstrated ability to manage proposed effort.
- Adequacy of proposed resources to undertake effort.

Budget considerations

- Total cost relative to perceived benefit.
- Appropriate budgets and level of effort.
- Use of existing resources to conserve costs.
- Cost-effectiveness of program or product for application in the criminal justice system (if applicable).

12. Who is eligible to apply? NIJ awards grants to, or enters into cooperative agreements with, educational institutions, nonprofit organizations, public agencies, individuals, and profitmaking organizations that are willing to waive their fees. Where appropriate, special eligibility criteria are indicated in the separate solicitations.

13. Does NIJ accept resubmission of proposals?

The Institute will accept resubmission of a previously submitted proposal. The applicant should indicate for Question 8, SF 424, that the application is a revision. The applicant should include this information in the abstract. Finally, the applicant should prepare a one-page response to the earlier panel review (to follow the abstract), including (1) the title, submission date, and NIJ-assigned application number of the previous proposal, and (2) a brief summary of responses to the review and/or revisions to the proposal.

14. Prohibition on supplanting funds. Federal funds must be used to supplement existing funds and not replace those funds which have been appropriated for the same purpose. Potential supplanting will be the subject of application review, as well as preaward review, postaward monitoring, and audit. If there is a potential presence of supplanting, the applicant or grantee will be required to supply documentation demonstrating that the reduction in non-Federal resources occurred for reasons other than the receipt or expected receipt of Federal funds.

NIJ Policy Regarding Unsolicited Proposals

It is NIJ’s policy to submit all unsolicited proposals to peer review. NIJ’s peer review process takes place in periodic cycles; unsolicited proposals received will be included in the next appropriate review cycle.

Requirements for Award Recipients

Confidentiality of Information and Human Subjects Protection

Research that examines individual traits and experiences plays a vital part in expanding our knowledge about criminal behavior. It is essential, however, that researchers protect human subjects from the risk of harm or embarrassment and proceed with their willing and informed consent.

The Department of Justice (DOJ) regulations at 28 Code of Federal Regulations (CFR) Part 22 require recipients of NIJ research funds to protect personally identifiable information that is collected from all research participants. The purpose of these regulations is, in part, (1) to protect the privacy of individuals by requiring that any information identifiable to a private person that is obtained for research or statistical purposes may only be used and/or revealed for the purpose for which it was acquired, and (2) to protect the integrity of research findings by minimizing subjects’ concerns over the subsequent uses of personally identifiable information.

The DOJ regulations at 28 CFR Part 22 require applicants for NIJ funding to file their “confidentiality plans” for the protection of private information about individuals as part of their proposal. All applicants, regardless of whether they intend to collect data identifiable to individual subjects, are required to submit a Privacy Certificate as part of their application for funding. The necessary assurances and safeguards are detailed in 28 CFR Part 22 (§22.23 Privacy Certification). The Privacy Certificate must either (1) assert that no information identifiable to a private per-

son is being collected, or (2) fully describe the procedures used to ensure data confidentiality, the procedures to ensure the security of the data, the procedures for notifying research subjects and providing informed consent, and the procedures for the final disposition of the data. For complete details on developing a “confidentiality plan” and drafting a Privacy Certificate, please consult the regulations at 28 CFR Part 22. Applicants should also consult the “Privacy Certificate Guidelines” and the sample format for a Privacy Certificate, both of which are included with the application forms packet.

In addition to the regulations in Part 22, DOJ has adopted policies on the protection of human subjects that are the same as those established by the Department of Health and Human Services in 45 CFR Part 46, Subpart A, also known as the “Common Rule.” The DOJ regulations are set forth in 28 CFR Part 46. Although many NIJ-supported research activities may be covered by one of the exemptions in 28 CFR §46.101(b) and, therefore, may not require review by an Institutional Review Board (IRB), all decisions as to whether IRB review is required must be made on an applicant-by-applicant basis by each applicant for funding and by NIJ during the process of application review. Applicants for NIJ funding should review 28 CFR Part 46 and particularly 28 CFR §46.101 to determine their individual project requirements.

Required Products

Each project is expected to generate tangible products of maximum benefit to criminal justice professionals, researchers, and policymakers. In particular, NIJ strongly encourages documents that provide information of practical utility to law enforcement officials, prosecutors, judges, corrections officers, victims service providers, and Federal, State, county, and local elected officials.

The recipient shall provide all products specified in the proposal. In addition, the recipient will provide:

- A summary of approximately 2,500 words (in hard copy and on diskette) highlighting the research findings and the policy issues those findings will inform. The material should be written in a style that will be accessible to policy officials and practitioners and suitable for possible publication as an NIJ *Research in Brief*.
- A full technical report (in hard copy and on diskette), including a discussion of the research question, review of the literature, description of project methodology, detailed review of project findings, and conclusions and policy

recommendations. (See *Guide to Writing Reports for NIJ: Policy, Requirements, and Procedures*.)

- Clean copies of all automated data sets developed during the research and full documentation prepared in accordance with the instructions in the NIJ publication *Depositing Data With the Data Resources Program of the National Institute of Justice: A Handbook*.
- A brief project summary (in hard copy and on diskette), on request, for NIJ use in preparing annual reports to the President and Congress.

Additional products such as case studies and interim reports (e.g., articles, manuals, or training materials) may be specified in the proposal or negotiated at the time of the award.

Public Release of Automated Data Sets

NIJ is committed to ensuring the public availability of research data and, to this end, established its Data Resources Program in 1984. All NIJ award recipients who collect data are required to submit a machine-readable copy of the data and appropriate documentation to NIJ prior to the conclusion of the project. The data and materials are reviewed for completeness. NIJ staff then create machine-readable data sets, prepare users' guides, and distribute data and documentation to other researchers in the field. A variety of formats are acceptable; however, the data and materials must conform with requirements detailed in *Depositing Data With the Data Resources Program of the National Institute of Justice: A Handbook*. A copy of this handbook is sent to each project director at the time of the award.

Standards of Performance by Recipients

NIJ expects individuals and institutions receiving its support to work diligently and professionally toward completing a high-quality research or study product. Besides this general expectation, the Institute imposes specific requirements to ensure that proper financial and administrative controls are applied to the project. Financial and general reporting requirements are detailed in *OJP's Financial Guide*, published in April 1996 by the Office of Justice Programs. This guidance manual is sent to recipient institutions with the award documents. Project directors and recipient financial administrators should pay particular attention to the regulations in this document.

Financial and Related Requirements

Audit requirement. Audits of institutions of higher education and other nonprofit institutions must comply with

the organizational audit requirements of OMB Circular A-133, which states that recipients who expend \$300,000 or more of Federal funds during their fiscal year are required to submit an organizationwide financial and compliance audit report to their cognizant Federal agency within 13 months after the close of each fiscal year during the term of the award.

State and local units of governments must comply with the organizational audit requirements of OMB Circular A-128, which states that recipients who receive more than \$25,000 of Federal funds during their fiscal year are required to submit an audit report to their cognizant Federal agency. Recipients who receive less than \$25,000 of Federal funds are exempt from the audit requirements.

Certifications regarding lobbying; debarment, suspension, and other responsibility matters; and drug-free workplace requirements. Applicants should read and sign this certification form. Signing this form commits the applicant to compliance with the certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," and 28 CFR Part 67, "Government-Wide Debarment and Suspension (Nonprocurement) and Government-Wide Requirements for Drug-Free Workplace (Grants)." The certification will be treated as a material representation of fact upon which reliance will be placed by the U.S. Department of Justice in making awards.

Suspension or termination of funding. The National Institute of Justice may suspend, in whole or in part, terminate funding for, or impose another sanction on a recipient for the following reasons:

- Failure to comply substantially with the requirements or statutory objectives of the relevant legislation (e.g., the Omnibus Crime Control and Safe Streets Act of 1968, as amended), program guidelines issued thereunder, or other provisions of Federal law.
- Failure to make satisfactory progress toward the goals or strategies set forth in this application.
- Failure to adhere to the requirements in the agreement, standard conditions, or special conditions.
- Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.
- Failure to submit reports.
- Filing a false certification in this application or other report or document.

Before imposing sanctions, the National Institute of Justice will provide reasonable notice to the recipient of its intent to impose sanctions and will attempt to resolve the problem informally. Hearing and appeal procedures will follow those in Department of Justice regulations found in 28 CFR Part 18.

Reporting Requirements

Progress reports. Recipients of funding are required to submit an initial progress report and semiannual progress reports. The progress reports describe activities during the reporting period and the status or accomplishment of objectives as set forth in the approved application for funding. Progress reports are due for the first full quarter the award is active and then every 6 months after that for the remainder of the award period. Progress reports are due on the 30th day following the end of that reporting period.

For example, if the begin date of the award is October 1, the first report would cover the period from October through December and would be due January 30. The next report would cover the period of January through June and would be due July 30. If the begin date of the award is November 1, the first report would cover November through March (January through March being the first full quarter the award is active) and would be due April 30. The next report would cover April through September and would be due October 30. A report is due every 6 months.

A final report, which provides a summary of progress toward achieving the goals and objectives of the award, significant results, and any products developed under the award, is due 120 days after the end date of the award. Report forms will be provided to the recipient by the awarding agency.

Financial status reports. Financial status reports (SF 269A) are due quarterly on the 45th day following the end of each calendar quarter. A report must be submitted every quarter the award is active. The final report is due 120 days after the end date of the award. The Office of the Comptroller, Office of Justice Programs, will provide a copy of this form in the initial award package.

Future awards and fund drawdowns may be withheld if the progress and financial status reports are delinquent.

Program Monitoring

Award recipients and Principal Investigators assume certain responsibilities as part of their participation in Government-sponsored research and evaluation. NIJ's

monitoring activities are intended to help grantees meet these responsibilities. They are based on good communication and open dialogue, with collegiality and mutual respect. Some of the elements of this dialogue are:

- Communication with NIJ in the early stages of the grant, as the elements of the proposal's design and methodology are developed and put into operation.
- Timely communication with NIJ regarding any developments that might affect the project's compliance with the schedules, milestones, and products set forth in the proposal. (See statement on "Timeliness" below.)
- Communication with other NIJ grantees conducting related research projects. An annual "cluster conference" should be anticipated and should be budgeted for by applicants at a cost of \$1,000 for each year of the grant.
- Providing NIJ, on request, with brief descriptions of the project in interim stages at such time as the Institute may need this information to meet its reporting requirements to Congress. NIJ will give as much advance notification of these requests as possible, but will expect a timely response from grantees when requests are made. NIJ is prepared to receive such communication through electronic media.
- Providing NIJ with copies of presentations made at conferences, meetings, and elsewhere based in whole or in part on the work of the project.
- Providing NIJ with prepublication copies of articles based on the project appearing in professional journals or the media, either during the life of the grant or after.
- Other reporting requirements (financial reports, progress reports, final reports, and other grant products) are spelled out above.

Timeliness

Grantees are expected to complete award products within the timeframes that have been agreed upon by NIJ and the grantee. The Institute recognizes that there are legitimate reasons for project extensions. However, NIJ does not consider the assumption of additional research projects that impinge upon previous time commitments as legitimate reasons for delay. Projects with unreasonable delays can be terminated administratively. In this situation, any funds remaining are withdrawn. Future applications from either the project director or the recipient institution are subject to strict scrutiny and may be denied support based on past failure to meet minimum standards.

Publications

The Institute encourages grantees to prepare their work for NIJ publication. In cases where grantees disseminate their findings through a variety of media, such as professional journals, books, and conferences, copies of such publications should be sent to the Program Manager as they become available, even if they appear well after a project's expiration. NIJ imposes no restriction on such publications other than the following acknowledgment and disclaimer:

This research was supported by grant number _____ from the National Institute of Justice. Points of view are those of the author(s) and do not necessarily represent the position of the U.S. Department of Justice.

Application Forms

All the application forms are available electronically from the Justice Information Center Web site at <http://www.ncjrs.org/fedgrant.htm#nij> or the NIJ Web site at <http://www.ojp.usdoj.gov/nij/funding.htm>, or in paper form from the Department of Justice (DOJ) Response Center at 800-421-6770 (in the Washington, D.C., area at 202-307-1480).

Information and Contacts

For (a) general information about NIJ programs and funding opportunities, (b) requests for reprints of articles, background research literature, final reports, or funded grants on related topics, or (c) names of researchers working on specific topics, contact the National Criminal Justice Reference Service at 800-851-3420 or at <http://www.ncjrs.org>, or visit the NIJ Web site at <http://www.ojp.usdoj.gov/nij>.

For assistance with questions of a general administrative or substantive research nature, please contact the DOJ Response Center at 800-421-6770 (in the Washington, D.C., area at 202-307-1480). If these persons cannot answer your question, they will put you in touch with the appropriate NIJ staff member.

If your question concerns the processing of an application (receipt of proposal, status of peer review, status of funding decisions, etc.), please contact one of the following NIJ staff:

- Science- and technology-related research proposals: Audrey Blankenship at 202-616-3675.
- General research: Louise Loftin at 202-307-2965.

Application Checkoff List

Those interested in submitting research proposals under this solicitation must complete the required application materials in addition to their technical proposals. Applications must contain the following information to qualify for consideration:

- Topic Area Designation form (from the Solicitation).
- A copy of SF 424, Application for Federal Assistance.
- Assurances.
- Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements.
- Disclosure of Lobbying Activities.
- Budget Detail Worksheet.
- Budget Narrative.
- Negotiated indirect rate agreement, if appropriate.
- Names and affiliations of all key persons from applicant and subcontractor(s), advisers, consultants, and Advisory Board members. Include the name of the Principal Investigator, title, organizational affiliation (if any), department (if institution of higher education), address, and phone and fax numbers.
- Proposal abstract.
- Table of contents.
- Program narrative or technical proposal.
- Privacy Certificate.
- References.
- Resumes of key personnel.
- Appendixes, if any.