



National Institute of Justice

S o l i c i t a t i o n

Sarah V. Hart, Director

September 2002

Graduate Research Fellowship 2003 Program

Notice: NIJ continues to experience delays in delivery of U.S. mail. If you are sending time-sensitive materials to NIJ, and in particular proposals responding to NIJ solicitations, we recommend that you use an alternative to the U.S. Postal Service. For delivery by commercial carriers and courier services, our ZIP Code is 20001.

APPLICATION DEADLINES:

January 15, 2003
September 15, 2003

U.S. Department of Justice
Office of Justice Programs
810 Seventh Street N.W.
Washington, DC 20531

John Ashcroft
Attorney General

Deborah J. Daniels
Assistant Attorney General

Sarah V. Hart
Director
National Institute of Justice

For grant and funding information, contact:
Department of Justice Response Center
800-421-6770

Office of Justice Programs
World Wide Web Site:
<http://www.ojp.usdoj.gov>

National Institute of Justice
World Wide Web Site:
<http://www.ojp.usdoj.gov/nij>

Graduate Research Fellowship 2003 Program

I. Introduction

The National Institute of Justice's Graduate Research Fellowship Program provides dissertation research support to outstanding doctoral students undertaking independent research on issues in crime and justice. Students from any academic discipline are encouraged to apply. NIJ encourages diversity in approaches and perspectives in its research programs. NIJ awards these fellowships in an effort to encourage doctoral students to contribute critical and innovative thinking to pressing justice problems.

NIJ encourages dissertation advisers to bring this program to the attention of promising students early in their dissertation development.

The subject of the proposed doctoral dissertation should constitute the research for this fellowship. This research must focus on a topic relevant to filling key gaps in scientific knowledge, especially those relevant to criminal justice policy or to the concerns of criminal justice agencies and other agencies focusing on crime and justice problems.

NIJ seeks applicants who have completed all doctoral degree requirements except the research, writing, and defense of a dissertation. At the conclusion of the grant period, the dissertation must be completed and submitted as a final product.

II. Selection Criteria

NIJ is firmly committed to a competitive process in making grant awards. External peer review panels consider both technical and programmatic merits of a proposed topic. Successful applicants must demonstrate to an independent peer review panel that: (1) the gap in knowledge they seek to fill is critical to understanding crime and justice

and is policy relevant; (2) the proposed research design is rigorous and appropriate to posited research questions; and, (3) principal investigators are highly qualified to execute the design within the proposed budget. Institute staff then make recommendations to the NIJ Director based on the results of the independent reviews. The NIJ Director makes final decisions after consultation with Institute staff. NIJ reviews grant applications based upon the following criteria:

- **Impact of the Project**

- Importance of the problem.
- Potential for significant advances in areas such as violence and victimization, drugs and crime, crime prevention, law enforcement, courts, corrections.
- Potential for advancement of scientific understanding of the problem area.
- Relevance to improving the policy and practice of criminal justice and related agencies and for improving public safety, security, and quality of life.

- **Quality and Technical Merit**

- Awareness of existing research.
- Soundness of methodology, analytics, or technical approach.
- Innovation and creativity, where appropriate.
- Feasibility of proposed project and awareness of pitfalls.

- **Capabilities, Demonstrated Productivity, and Experience of Applicants**

- Qualifications and experience.
- Demonstrated ability to manage proposed effort.

The review (including peer review, decision-making, and other considerations) and award

process may take about 6 months to complete. Notifications will be sent to the address indicated on the Application for Assistance. Notifications will be sent to both the student applicant and faculty advisor. Information regarding award status will not be available until notifications are distributed in writing.

- Letters of cooperation or administrative agreements from organizations collaborating in the research project.
- Other materials.

The Application Package is available at the NIJ Web site under the URL:

http://www.ojp.usdoj.gov/nij/funding_app.htm

III. How to Apply

Individuals interested in submitting proposals in response to this solicitation must complete the required application forms and related documents. Applicants must include all of the following information and completed forms to qualify for consideration:

PART A:

- Application for Federal Assistance—Standard Form (SF 424).
- Proposal abstract.
- Table of contents.
- Budget Detail Worksheet.
- Budget Narrative.
- Proposal narrative.

PART B:

- Privacy certificate.
- Protection of Human Subjects Assurance Identification/Certification/Declaration (Form 310).
- Environmental assessment (if required).
- Geographic Areas Affected Worksheet.
- Assurances.
- Certifications Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (one form).
- Disclosure of lobbying activities.
- Appendixes:
 - Vita/résumé.
 - Letter of support from dissertation chair/faculty advisor.
 - Official transcripts (student issued).

The Application for Assistance. The Standard Form 424, Application for Federal Assistance should be the first page of the application. Please follow instructions that accompany the Standard Application for Assistance Form.

The official applicant in item number 5 of the application is the sponsoring academic institution. The University or College Office of Sponsored Research must assist in completing the Standard Form as well as other accompanying forms such as Assurances, Certifications, Disclosures, and the Privacy Certificate. Students applying for the Graduate Research Fellowship are advised to visit and seek the assistance of your University Office of Sponsored Research or Office of Research, Grants and Contracts early in the application process.

In item 10 of the Application, be sure to include 16.562 as the Catalog for Federal Domestic Assistance Number. Indicate the “Title” as “Graduate Research Fellowship.”

Enter the title of your proposal in item 11. Start and end dates in item 13 should be adjusted to accommodate a 6-month grant-making process.

The Proposal Abstract. The proposal abstract is a very important part of the application. The abstract is used in sorting applications for review by the appropriate independent peer panel. Once an award has been granted, the abstract is computerized and serves as a summary available to all interested parties for the duration of the grant. When read separately from the rest of the application, the abstract should serve as a succinct and accurate description of the proposed work. Applicants should concisely describe research goals and objectives, research design, and methods for

achieving the goals and objectives. Length is not to exceed 400 words. Use the following two headers and instructions in developing the abstract.

Research Goals and Objectives:

Statement of Purpose. State the problem under investigation including goals and objectives of the proposed research project, and anticipated relevance of the project to public policy, practice, or theory.

Research Subjects. If applicable, describe subjects who will be involved in the proposed project including the number of participants, age, gender, race/ethnicity, and other pertinent characteristics such as how you will gain access to participants.

Proposed Research Design & Methodology:

Methods. Describe the research method and/or design including data to be used in addressing research questions, data collection procedures and instrumentation, access to data, and other methods or procedures unique to the proposed study.

Data Analysis and Products. Describe proposed techniques for data analysis and all expected products including interim and final reports, instrumentation, and data to be archived under NIJ's Data Resource Program.

The Program Narrative. The program narrative should provide information and detail to adequately describe the proposed project and should include:

- Purpose, goals, and objectives.
- Brief review of relevant literature.
- Methodology.
- Anticipated results, implications for policy and practice.
- Task management plan/research calendar.
- ***Tables, charts, figures and research time-line (not within page limit).***

Page limit. The number of pages included in the "Program Narrative" section of the application must not exceed ten (10) double-spaced pages in

12-point font, with 1-inch margins. Bibliographic references along with tables, charts and figures describing the research design, calendar, analysis plan, and similar items are not counted in the 10-page limitation.

Due date. Three (3) copies (one unbound) of complete applications must be received at the National Institute of Justice by 4:30 p.m. on the due date (*Due dates are listed on the cover of this announcement and on the NIJ Web site*).

Extensions to these deadlines are not permitted. Faxed or electronically transmitted copies will not be accepted. Names and affiliations of the author and faculty or dissertation advisor should be clearly identified on the cover page of the proposal.

NIJ reserves the right to return incomplete applications, those not responsive to the scope of this solicitation, or those not complying with format requirements. Applications that are incorrectly collated, incomplete, or handwritten may be considered as submitted or, at NIJ's discretion, may be returned without further review. Proposals exceeding the page limit will not be reviewed. No additions to the original submission are allowed.

Award Amounts. A \$20,000 stipend will be awarded to successful applicants for costs associated with dissertation research. It is anticipated that up to 10 awards will be made during the year depending upon the availability of funds. ***No indirect costs are allowed under the Graduate Research Fellowship Program.***

Application Materials. Applicants should obtain two packets: (1) application forms (including a sample budget worksheet); and, (2) guidelines for submitting proposals (including requirements for proposal writers and requirements for grant recipients). To receive them, applicants can:

- Access the NIJ Web site and download application information at:

<http://www.ojp.usdoj.gov/nij/funding.htm>

- Request hard copies of the forms and guidelines by mail from NCJRS at 800–851–3420 or from the Department of Justice Response Center at 800–421–6770 (in the Washington, D.C., area, at 202–307–1480).
- Request copies by fax. Call 800–851–3420 and select option 1, then option 1 again for NIJ. Code is 1023.

Please note that instructions provided in this announcement supersede those outlined in the document: *Guidelines for Submitting Proposals for National Institute of Justice-Sponsored Research*.

IV. Eligibility Requirements

Individuals may not receive awards directly; grant awards will be made only to educational institutions.

To be eligible to administer a Graduate Research Fellowship grant on behalf of a doctoral candidate, an institution must be fully accredited by one of the regional institutional accreditation commissions recognized by the U.S. Commissioner of Education and the Council on Post-secondary Accreditation.

NIJ seeks applicants who have completed all doctoral degree requirements except the research, writing, and defense of a dissertation. While it is not necessary to have formally defended the dissertation prospectus at the time of application, the applicant's dissertation chair must submit a statement of support with the application that evaluates the applicant's proposed project, potential to succeed in the graduate program, the advisor's role in monitoring the project, and evidence of both the department's and the advisor's track record with respect to Ph.D. candidates' completion of their degrees. This statement should also ensure that the dissertation research has begun or is about to be undertaken, that the applicant has the full support of the dissertation committee, and that the chair will review and sign all progress reports and the final product submitted by the applicant to NIJ.

V. Performance Guidelines

To ensure compliance with the Government Performance and Results Act (GPRA), Public Law 103-62, this solicitation notifies successful applicants that they will be required to collect and report information and data that measure the results of the grant. In order to ensure accountability, the following performance standards are established for all NIJ grantees under this solicitation.

Grantees should use plain English in writing funding proposals and all grant products. (See <http://www.plainlanguage.gov> for assistance). However, we recognize that descriptions of research methodologies may necessarily involve some technical information. The grantee should put this technical information in context for the non-researcher.

Research & Evaluation Performance Standards

Grantees are required to submit in draft form the following deliverables ninety (90) days before the grant end date:

Deliverables Required 90 Days Before the Grant End Date

- Abstract (400 words).
 - Dissertation report.
 - Electronic data and supporting documentation capable of being re-analyzed and used by other researchers.
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The graduate student is required to submit the dissertation document (including an abstract) as approved by the University along with the final data set and codebook/data dictionary by the end date of the grant. The dissertation document is to be submitted in both paper and electronic/diskette versions. The data set and codebook/dictionary are also to be submitted in electronic form.

Data sets must be received by the grant end date. Grant applicants should ensure that the proposed

time line and budget accommodates these requirements.

In addition to the dissertation and data set, grantees are required to submit financial status reports and progress reports.

Other Required Reports

- Quarterly Financial Status Reports (Standard Form 269-A).
- Final Financial Status Report (Standard Form 269-A).
- Semiannual Categorical Assistance Progress Reports (OJP Form 4587).
- Final Categorical Assistance Progress Report (OJP Form 4587).

Financial Status Reports

Financial status reports (SF 269-A) are to be submitted quarterly no later than 45 days following the end of each calendar quarter. Two copies of the financial status report must be submitted to the Office of the Comptroller every quarter during which the award is active even if there has been no financial activity during the reporting period.

Additionally, a final financial report is due 120 days after the end date of the award. Future awards and fund drawdowns will be withheld if financial status reports are delinquent.

Progress Reports

Recipients of funding are also required to submit semiannual Categorical Assistance Progress Reports (OJP Form 4587). Two copies of the progress report must be submitted to the Office of the Comptroller twice a year even if there has been no substantive activity during the reporting period. The progress report should describe activities during the reporting period and status or accomplishment of objectives as set forth in the approved application for funding. For the duration of the award, progress reports must be submitted within 30 days after the end of the reporting

periods (January 1 through June 30 and July 1 through December 31).

Additionally, a Final Progress Report providing a summary of achievement of the goals and objectives of the award, significant results, and any products developed under the award, is due 90 days after the end date of the award. Future awards and fund drawdowns may be withheld if progress reports are delinquent.

Forms for submitting financial and progress reports are available at the NIJ Web site. Report formats will also be provided by the Office of Justice Programs at the time of the grant award.

This information will facilitate future program planning and/or research efforts and will allow OJP to provide the Congress and others with measurable results of its grants.

Research Report

The final research report, due in draft form 90 days prior to the end of the grant, should provide a comprehensive overview of the study and should include a detailed description of the research design, data, and methods, a full presentation of scientific findings, and a thorough discussion of the implications of the research findings for criminal justice practice and policy.

Evaluation Report

For *evaluation* studies, the research report should also include a section on **Measuring Program Performance**. This section should outline the measures used to evaluate program effectiveness, modifications made to those measures as a result of the evaluation, and recommendations regarding these and other potential performance measures for similar programs. (This information will be particularly valuable to NIJ and other Federal program agencies in implementing performance measures for federally funded criminal justice programs.)

CONFIDENTIALITY OF INFORMATION AND HUMAN SUBJECT PROTECTION

NIJ has adopted new policies and procedures regarding the confidentiality of information and human subjects protection.

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 regulations at 28 CFR Part 22 require applicants for NIJ funding to outline specific procedures for protection of private information about individuals as part of the Privacy Certificate submitted with the application package.

In addition to the regulations in Part 22, DOJ has adopted policies concerning protection of human subjects which 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. In general, 28 CFR Part 46 requires that all research involving human subjects conducted or supported by a Federal department or agency be reviewed and approved by an Institutional Review Board (IRB) before Federal funds are expended for that research. If IRB approval is required for this project, a copy of the IRB's approval as well as supporting documentation concerning the IRB's institutional affiliation, its policies and procedures, and necessary assurances must be submitted to the National Institute of Justice prior to the initiation of any research activities that are not exempt from the provisions of 28 CFR Part 46.

Further information regarding Confidentiality and Human Subjects Protections may be found in *Guidelines for Submitting Proposals for National Institute of Justice-Sponsored Research*.

Guidance and information. Applicants who wish to receive additional guidance and information may contact the U.S. Department of Justice Response Center at 800-421-6770. Center staff can provide assistance or refer applicants to an appropriate NIJ professional.

Send applications to:

Office of Research and Evaluation
Graduate Research Fellowship Program
National Institute of Justice
810 Seventh Street N.W., Rm. 7324
Washington, DC 20531
[overnight courier ZIP code 20001]

SL 000579

For more information on the National Institute of Justice, please contact:

National Criminal Justice Reference Service
Box 6000
Rockville, MD 20849-6000
800-851-3420
e-mail: askncjrs@ncjrs.org

You can view or obtain an electronic version of this document from the NCJRS Justice Information Center Web site (<http://www.ncjrs.org>) or the NIJ Web site (<http://www.ojp.usdoj.gov/nij>).

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