



The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), National Institute of Justice (NIJ) is pleased to announce that it is seeking to fund applications that will reproduce, replicate, or extend previous findings and conduct original research extending data from the National Archive of Criminal Justice Data (NACJD). This program furthers the Department's mission by sponsoring research to provide objective, independent, evidence-based knowledge and tools to meet the challenges of crime and justice, particularly at the State and local levels.

Solicitation: Data Resources Program 2010: Funding for the Analysis of Existing Data Eligibility

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

Deadline

Registration with [OJP's Grants Management System](#) is required prior to application submission.
(See "How to Apply," page 6.)

All applications are due by **11:45 p.m. eastern time on April 16, 2010.**
(See "Deadlines: Registration and Application," page 3.)

Contact Information

For technical assistance with submitting the application, contact the Grants Management System Support Hotline at 1-888-549-9901, option 3 or via e-mail to GMS.HelpDesk@usdoj.gov.

Note: The [GMS](#) Support Hotline hours of operation are Monday–Friday from 6:00 a.m. to midnight eastern time, except for Federal holidays.

For assistance with any other requirement of this solicitation, contact Ronald E. Wilson, Program Manager, at 202-305-8711 or by e-mail to Ronald.Wilson@usdoj.gov.

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CONTENTS

Overview	3
Deadlines: Registration and Application	3
Eligibility	3
Specific Information	3
Performance Measures.....	6
How to Apply.....	6
What an Application Must Include.....	8
Standard Form 424	8
Program Narrative	8
Budget Detail Worksheet and Budget Narrative	10
Indirect Cost Rate Agreement (if applicable)	11
Tribal Authorizing Resolution (if applicable).....	11
Other Standard Forms	11
Selection Criteria.....	12
Review Process	13
Additional Requirements.....	14
Application Checklist	16

Data Resources Program 2010: Funding for the Analysis of Existing Data

CFDA No. 16.560

Overview

NIJ is requesting proposals to reproduce, replicate, or extend previous findings and conduct original research extending data from the National Archive of Criminal Justice Data (NACJD). NACJD houses quantitative and qualitative data from NIJ-funded research and provides online access to downloadable, machine-readable (SPSS, SAS, or ASCII) files, as well as data dictionaries, study abstracts, and in limited cases MapInfo or ESRI geographic data. The archive is maintained by the Inter-University Consortium for Political and Social Research (ICPSR) at the University of Michigan and is supported by NIJ. Learn more by visiting the Data Resources Program Web site at <http://www.ojp.usdoj.gov/nij/funding/data-resources-program/welcome.htm>.

NIJ is particularly interested in NACJD data, but will consider data from other sources. All data files resulting from Data Resources Program (DRP) grants must be added to NACJD, regardless of their source.

Authorizing Legislation: Omnibus Crime Control and Safe Streets Act of 1968 (sections 201 and 202).

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 16, 2010** and the deadline for applying for funding under this announcement is **11:45 p.m. eastern time on April 16, 2010**. Please see the “How to Apply” section, page 6, for more details.

Eligibility

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

Specific Information—Data Resources Program 2010: Funding for the Analysis of Existing Data

NIJ is interested in secondary analysis that enhances understanding of crime and informs criminal justice policy and practice in the United States. Research proposals should seek either to replicate original findings or, preferably, extend research by testing new hypotheses with existing data. NIJ will give preference to research that asks compelling crime and justice questions rather than research that merely furthers statistical methods or technical refinement of data sets. Researchers interested in those latter categories should consider grants from the American Statistical Association (ASA)/Bureau of Justice Statistics (BJS) Small Grants Research Program for Analysis of Crime and Justice Data. Additional information about this program can be found at: <http://www.amstat.org/careers/bjs.cfm>.

Hundreds of NIJ-sponsored datasets covering a wide range of criminal justice topics are now available at NACJD. Data collections, abstracts, and codebooks are available to download from NACJD at <http://www.icpsr.umich.edu/nacjd>. Printed copies of user guides and codebooks are available at no charge from NACJD by calling 1-800-999-0960 or 734-647-5000.

For Fiscal Year (FY) 2010, NIJ is particularly interested in sentencing and other Federal criminal case analysis.

In recognition of the 25th anniversary of the Sentencing Reform Act, the emphasis for this solicitation is on research on sentencing and other Federal criminal case processing. NIJ is interested in funding the analysis and evaluation of policies and practices that promote cost-effective alternatives to incarceration without jeopardizing public safety, due process, or fairness in the administration of justice. Proposals may focus on one or more phases of the Federal case process—from prosecution to sentence disposition. Proposals may use qualitative and/or quantitative data from one or more sources, such as Federal research grant data archives, or case data made available by Federal law enforcement and other criminal justice agencies. Proposals must demonstrate an understanding of case processing, relevant legislation, data resources, and statistical techniques. Information resources are available from a 2009 ICPSR Summer Workshop on Sentencing and Other Federal Case Data Analysis jointly developed by NIJ, BJS, and the U.S. Sentencing Commission.

Please visit the following Web sites for more information:

- ICPSR Summer Workshop on Sentencing and Other Federal Case Data Analysis at <http://www.icpsr.umich.edu/sumprog/ussc.html>.
- BJS Federal Justice Statistics Resource Center at <http://fjsrc.urban.org/>.
- U.S. Sentencing Commission reports and manuals at <http://www.ussc.gov/annrpts.htm>.
- National Archive of Criminal Justice Data at <http://www.icpsr.umich.edu/NACJD/>.

Amount and length of awards: NIJ anticipates that up to a total of \$35,000 may become available for each award made through this solicitation. **All NIJ awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.** NIJ expects to make up to six awards, depending on funds available, the number of high-quality applications, and other pertinent factors. An additional \$3,000 beyond the final proposed costs may be made available specifically for dissemination of research findings to atypical audiences, for a potential total award of \$38,000. Guidelines for including a request in the proposal for the additional funds are provided under “Dissemination Strategy,” page 13. If you propose a project that exceeds the amount of money that may be available for individual awards under this solicitation, we recommend that you divide the project into phases, stages, or tasks—each resulting in a measurable deliverable—so that NIJ can consider making an award for a specific portion of the work. NIJ cannot guarantee that subsequent phases, stages, or tasks will be funded. Such additional funding depends on, among other things, funding availability, strategic priorities, and your satisfactory completion of each phase, stage, or task. Note: Deliverables (e.g., final reports, data, etc.) will be required at the end of each phase, stage, or task and a proportion of total award funds will be withheld until all deliverables identified in the proposal are submitted to NIJ.

Applicants should be aware that the total period for an award, including one that receives additional funding, ordinarily will not exceed 3 years.

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."

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. Work that will be funded under another specific solicitation.
4. Proposals that duplicate research already supported by NIJ, BJS, or other OJP agencies.
5. Proposals to study civil cases.

Budget Information

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/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
<p>To analyze data for the purposes of reproduction, replication, or extension having clear implications for criminal justice policy and practice in the United States.</p>	<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. 	<ol style="list-style-type: none"> 1. A final report 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. 3. If applicable, each data set that was collected, acquired, or modified in conjunction with the project.

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 Data Resources Program 2010: Funding for the Analysis of Existing Data."
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

Program Narrative Guidelines:

- a. **Title Page** (not counted against the 30-page program narrative limit).
The title page should include the title of the project, submission date, and the applicant's name and complete contact information (i.e., name, address, telephone number, and e-mail address).
- b. **Project Abstract** (not counted against the 30-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 30-page program narrative limit.

- d. **Table of Contents and Figures** (not counted against the 30-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 to include: research questions, hypotheses, description of sample, analysis plan, 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 30 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 30-page limit for the narrative section.

- f. **Appendices** (not counted against program narrative page limit) include:
 - Bibliography/references (required).
 - Any tools/instruments, questionnaires, tables/charts/graphs, or maps pertaining to the proposed study (required).
 - Curriculum vitae, resumes or biographical sketches of all key personnel (required).
 - 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 awards to applicant organization and investigator(s) (required).
 - 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).
 - Other materials required by the solicitation (required).
 - Data Archiving Strategy (see descriptive paragraph below).

Data Archiving Strategy: NIJ requires that each data set resulting from funded research be submitted as a grant product or deliverable for archiving with the National Archive of Criminal Justice Data. (Data sets are to be submitted 90 days before the end of the project period.) Applications for NIJ research grants must include a brief (one- or two-page) data archiving strategy. For purposes of research replication and extension, the inclusion of only the final data set often prevents other researchers from replicating or extending the study because there are no original data, intermediate data, or documentation detailing how the data changed throughout the project. This data archiving strategy therefore must briefly describe the—

- Anticipated manipulations of original, intermediate, and final data sets (as applicable).
- Methods of documentation of such manipulations.
- Preparation of original, intermediate, and final data sets for archive submission.

The data archiving strategy should be submitted as an appendix to the application and will NOT count toward the 30-page limit. Please label this appendix “Data Archiving Strategy.”

Examples of Data Archiving Strategies from applications that received awards can be found on the DRP Web site at:

<http://www.ojp.usdoj.gov/nij/funding/data-resources-program/welcome.htm>

Budget Detail Worksheet and Budget Narrative

a. Budget Detail Worksheet & Summary (required)

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

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

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 proposed project. The narrative may include tables for clarification purposes and can be provided in a Microsoft Office Word document. As with the Budget Detail Worksheet, the Budget Narrative must be broken down by year.

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.

Indirect Cost Rate Agreement (if applicable)

Applicants that do not have a federally negotiated indirect cost rate and wish to establish one can submit a proposal to their “cognizant” Federal agency. Generally, the cognizant Federal agency is the agency that provides the preponderance of direct Federal funding. This can be determined by reviewing an organization’s schedule of Federal financial assistance. If DOJ is your cognizant Federal agency, obtain information needed to submit an indirect cost rate proposal at <http://www.ojp.usdoj.gov/financialguide/part3/part3chap17.htm>.

Tribal Authorizing Resolution

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

Other Standard Forms

Additional forms that may be required 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

Statement of the Problem (Understanding of the problem and its importance)—15%

Project/Program Design and Implementation (Quality and technical merit)—30%

1. Awareness of the state of current research or technology.
2. Soundness of methodology and analytic and technical approach.
3. Feasibility of proposed project and awareness of pitfalls.
4. Innovation and creativity (when appropriate).

Capabilities/Competencies (Capabilities, demonstrated productivity, and experience of applicants)—20%

1. Qualifications and experience of proposed staff.
2. Demonstrated ability of proposed staff and organization to manage the effort.
3. Adequacy of the plan to manage the project, including how various tasks are subdivided and resources are used.
4. Successful past performance on NIJ grants and contracts (when applicable).
5. Successful submission of deliverables from past NIJ grants and contracts (if applicable).

Budget—15%

1. Total cost of the project relative to the perceived benefit.
2. Appropriateness of the budget relative to the level of effort.
3. Use of existing resources to conserve costs.

Impact/Outcomes and Evaluation (Relevance to policy and practice)—15%

1. Potential for significant advances in scientific or technical understanding of the problem.
2. Potential for significant advances in the field.
3. Relevance for improving the policy and practice of criminal justice and related agencies in the United States and improving public safety, security, and quality of life.
4. Affordability and cost-effectiveness of proposed end products, when applicable (e.g., purchase price and maintenance costs for a new technology or cost of training to use the technology).
5. Perceived potential for commercialization and/or implementation of a new technology (when applicable).

Relevance of the project for policy and practice in the United States

Higher quality applications clearly explain the practical implications of the project. They connect technical expertise with criminal justice policy and practice. To ensure that the project has strong relevance for policy and practice, some researchers and technologists collaborate with practitioners and policymakers. You may include letters showing support from practitioners, but they carry less weight than clear evidence that you understand why policymakers and practitioners would benefit from your work and how they would use it. While a partnership may affect State or local activities, it should also have broader implications for others across the country.

As stated below, it is important to make sure that NIJ-sponsored research be disseminated to practitioners and policymakers that are relevant to the subject being proposed.

Dissemination Strategy—5%

All proposals should identify potential criminology and criminal justice audiences, including researchers, practitioners, and policymakers; criminology and criminal justice venues, including conferences; and criminology and criminal justice publications, including peer-reviewed journals and trade publications. Specific suggestions should be made for print and electronic products NIJ might develop for practitioners and policymakers.

As stated under “Amount and length of awards,” page 4, applicants may choose to include as part of the proposal a request for up to an additional \$3,000. These funds *must* be specifically programmed for disseminating research findings *beyond vehicles typical to criminology and criminal justice*. Proposals *must* identify potential *non-criminology and non-criminal justice* practitioner and policymaker audiences, venues, and publications that have a demonstrable relationship to the subject of the proposed project. Depending on the subject of the proposed project, this may include fields such as education, family violence, social services, adolescent development, and State and local government. Proposals must also make specific suggestions for potential articles in trade journals targeting practitioners and policymakers.

Examples of conference and publication venues for practitioners and policymakers can be found at <http://www.ojp.usdoj.gov/nij/funding/data-resources-program/applying.htm#subhead1>.

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.

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 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 your proposal is funded, you will be required to submit several reports and other materials, including:

Final substantive report: The final report should be a comprehensive overview of the project and should include a detailed description of the project design, data, and methods; a full presentation of scientific findings; a thorough discussion of the implications of the project findings for criminal justice practice and policy in the United States; etc. It must contain an abstract of no more than 600 words and an executive summary of 2,500 to 4,000 words.

A draft of the final report, abstract, and executive summary must be submitted 90 days before the end date of the grant. The draft final report will be peer reviewed upon submission. The reviews will be forwarded to the principal investigator with suggestions for revisions. The author must then submit the revised final report, abstract, and executive summary by the end date of the grant. The abstract, executive summary, and final report must be submitted in both paper and electronic formats.

For program evaluation studies, the final report should 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.)

Interim reports: Grantees must submit 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. Future awards and fund drawdowns may be withheld if reports are delinquent.

Data sets: NIJ requires submission of all data sets (original, intermediate, and final) produced or collected for the funded project, and any artifact associated with the project data. Included with the final sets of data should be the plan outlined in the Data Archiving Strategy section of the proposal.

Application Checklist

Data Resources Program 2010: Funding for the Analysis of Existing Data

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

Eligibility

Tribal authorizing resolution (if applicable)

Application Components:

Program Narrative (see pages 8–9 and “Selection Criteria,” pages 12–13)

Appendices to the Program Narrative

Bibliography/References (if applicable)

Any tools/instruments, questionnaires, tables/charts/graphs, or maps pertaining to the proposed study (required)

Curriculum vitae, resumes or biographical sketches of all key personnel (required).

Project timeline and research calendar with expected milestones (required)

Human Subjects Protection Paperwork

Privacy Certificate

List of previous and current NIJ awards to applicant organization and investigators (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)

Data Archiving Strategy

Budget Narrative

Budget Detail Worksheet

Indirect Cost Rate Agreement (if applicable)

Program Narrative/Abstract Format:

Double-spaced

12-point standard font

1” standard margins

Narrative is 30 pages or less

Other Requirements:

Standard Form 424

DUNS number

Other standard forms as applicable (see page 11), including

Disclosure of Lobbying Activities (if applicable)

Accounting System and Financial Capability Questionnaire (if applicable)