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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [National Institute of Justice](#) (NIJ) is seeking applications for funding for research to be conducted by one or more postdoctoral research associate fellows. As the principal research agency within the Department, NIJ is dedicated to improving knowledge and understanding of crime and justice issues through science. This program offers scientists an opportunity to participate full-time on research addressing tribal crime, victimization, and criminal justice issues relevant to the work of NIJ and public policy. 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, tribal, and local levels.

## **Tribal Program Postdoctoral Research Associate Fellowship**

### **Eligibility**

In general, eligible applicants are individuals. (Organizations are not eligible to apply.) Applicants must have graduated within the past five years (or must be expected to graduate by no later than the fellowship start date) from a research-based doctoral program at a university that is fully accredited by one of the regional accreditation commissions recognized by the U.S. Secretary of Education. To be eligible for an award, applicants must demonstrate the capacity to manage the cooperative agreement (including financial and programmatic administration), and must successfully complete all U.S. Department of Justice pre-screening and background investigation processes.

**Please note:** Successful applicants must agree to abstain from any outside employment, either compensated or uncompensated, for the duration of the fellowship, unless approved in writing by the Director of NIJ.

NIJ may elect to make awards for applications submitted under this solicitation in future fiscal years, dependent on the merit of the applications and on the availability of appropriations.

### **Deadline**

Applicants must register with [Grants.gov](#) prior to submitting an application. (See "How to Apply," page 23.) All applications are due by 11:59 p.m. eastern time on June 10, 2014. (See "Deadlines: Registration and Application," page 3.)

All applicants are encouraged to read this [Important Notice: Applying for Grants in Grants.gov](#).

### **Contact Information**

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, or via e-mail to [support@grants.gov](mailto:support@grants.gov). The [Grants.gov](#) Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the NIJ contact identified below **within 24 hours after the application deadline** and request approval to submit their application.

For assistance with any other requirements of this solicitation, e-mail NIJ at [TribalResearch@usdoj.gov](mailto:TribalResearch@usdoj.gov). General information on applying for NIJ awards can be found at [www.nij.gov/funding/Pages/welcome.aspx](http://www.nij.gov/funding/Pages/welcome.aspx). Answers to frequently asked questions that may assist applicants are posted at [www.nij.gov/funding/Pages/faqs.aspx](http://www.nij.gov/funding/Pages/faqs.aspx).

Grants.gov number assigned to this announcement: NIJ-2014-3760

Release date: April 11, 2014

SL001099

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# Tribal Program Postdoctoral Research Associate Fellowship

(CFDA No. 16.560)

## Overview

The purpose of this solicitation is to support [NIJ's violence against Indian women \(VAIW\) program of research](#), and expand the body of criminal justice policy-relevant research. NIJ will award up to two tribal postdoctoral research associate fellowships to individuals who show the greatest potential for future achievement as scholars and researchers; and who can demonstrate experience relevant to the unique demands of working with tribal communities, including experience working in Indian Country<sup>1</sup> and Alaska Native villages. Proposed research must have direct relevance to NIJ's VAIW program of research.<sup>2,3</sup>

**Authorizing Legislation:** Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (sections 201 and 202); Department of Justice Appropriations Act, 2014 (Public Law 113-76).

## Deadlines: Registration and Application

Applicants must register with Grants.gov prior to submitting an application. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on June 10, 2014. See "How to Apply" on page 23 for details.

## Eligibility

Refer to the title page for eligibility under this program.

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<sup>1</sup> "Indian Country" is defined by 18 U.S.C. 1151 as—

(a) all land within the limits of any Indian reservation under the jurisdiction of the United States Government, notwithstanding the issuance of any patent, and, including the rights-of-way running through the reservation, (b) all dependent Indian communities within the borders of the United States whether within the original or subsequently acquired territory thereof, and whether within or without the limits of a state, and (c) all Indian allotments, the Indian titles to which have not been extinguished, including rights-of-way running through the same.

<sup>2</sup> Title IX, Section 904(a) of the Violence Against Women and Department of Justice Reauthorization Act of 2005 (VAWA 2005), Pub. L. No. 109-162 (codified at 42 U.S.C. § 3796gg-10 note), as amended by Section 907 of the Violence Against Women Reauthorization Act, Pub. L. No. 113-4, calls for NIJ to conduct analyses and research on violence against Indian women living in Indian Country and in Alaska Native villages. In conducting its analyses and research, this section asks NIJ to conduct a "national baseline study" focusing on domestic violence, dating violence, sexual assault, stalking, sex trafficking, and murder, and to evaluate the effectiveness of responses to those violations (see [www.nij.gov/topics/tribal-justice/vaw-research/welcome.htm](http://www.nij.gov/topics/tribal-justice/vaw-research/welcome.htm)).

<sup>3</sup> For a more detailed description of NIJ's VAIW program, see [www.vaw.sagepub.com/content/19/6/771.full.pdf+html](http://www.vaw.sagepub.com/content/19/6/771.full.pdf+html).

## Program-Specific Information

In consultation with the [Office on Violence Against Women](#), the VAIW research program's [Federal Advisory Task Force](#), and tribal stakeholders, NIJ has implemented a program of research on violence against American Indian (AI) and Alaska Native (AN) women living in tribal communities. In partnership with other Federal, State, local and tribal stakeholders, NIJ has developed a program that will (1) produce a deeper understanding of the issues faced by Native American women living in tribal communities, (2) evaluate governmental responses to violence against AI and AN women, and (3) provide information and expertise that assists in the formulation of public policies and prevention strategies to decrease the incidence of violent crimes against AI and AN women.

NIJ's VAIW program of research is designed to provide an accurate reporting of violence against AI and AN women in tribal communities and provide reliable and valid estimates of the scope of the problem while identifying problems and possible solutions in dealing with these issues. In addition, the program of research will:

- Evaluate the effectiveness of Federal, State, tribal, and local responses to violence committed against Indian women in Indian Country and Alaska Native villages.
- Estimate the extent of victimization and revictimization and the coexistence of other forms of victimization (e.g., witnessed and indirect victimization).
- Address women's experiences with formal service utilization (e.g., reporting victimization to law enforcement; seeking legal remedies; receiving victim advocacy services, therapeutic services, and/or medical services) and be able to document their satisfaction with services received or determine why services were not sought.
- Examine Indian women's formal and informal help-seeking behavior such as disclosure to and support from family, friends/peers, first responders, public safety representatives, medical personnel, and others regarding their victimization.

Results from these studies are expected to help establish and enhance justice systems that successfully restore victim safety and promote healing.

NIJ's VAIW program of research is particularly crucial in the wake of the signing of the [Tribal Law and Order Act](#) (TLOA), which changes how Federal government agencies are expected to deliver law enforcement, prosecution, and correctional services in Indian Country. TLOA also aims to increase AI and AN victims' access to justice system resources and imposes higher standards on tribes for the reporting of crimes to federal law enforcement and prosecution, including crimes of violence against women.

### Goals, Objectives, and Deliverables

NIJ seeks applications that will improve data collection, research, analyses, and reporting on crime and criminal justice administration in Indian Country and in Alaska Native villages as it specifically pertains to Native American women. Accurate, comprehensive, and current information on the incidence, prevalence, and the nature of crime and victimization in Indian Country and Alaska Native villages is critically needed to improve our understanding of the programmatic, service, and policy needs of AI and AN women and communities, and to educate

and inform policymakers and the public about the threat to the health and well-being of AI and AN women. Information also is also needed on victims' experiences with, and opinions of, the services they receive from justice authorities and health providers, as well as their reasons for not seeking those services.

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

- Provide subject matter expertise in specific program areas.
- Conduct seminars in their area of expertise.
- Assist in research design strategies (e.g., developing and modifying program of research proposals, procedures, tools/instruments).
- Participate in the planning, development, and execution of VAIW research activities.
- Collaborate with NIJ staff, NIJ's federal partners and tribal stakeholders (e.g., Bureau of Indian Affairs, Census Bureau, Centers for Disease Control and Prevention, Executive Office for United States Attorneys, Federal Bureau of Investigation, Indian Health Service, other bureaus and offices of the Office of Justice Programs, DOJ's Office of Tribal Justice, and the VAWA 2005 Section 904 Federal Advisory Task Force).
- Assist with tribal outreach activities that include data collection, site visits, and research dissemination activities (e.g., meeting presentations, press releases, talking points, articles, topical webpages).
- Draft publications (e.g., government reports, peer-reviewed journal articles, NIJ publications, trade magazine articles, and other appropriate media).

The expected twelve-month appointments for Tribal Program Postdoctoral Research Associate Fellows require at least 50 percent of the Fellow's time in residence at NIJ in Washington, D.C. Fellows are expected to devote 85 percent of their time working on their individual proposed and approved research studies. Fellows also will work directly with NIJ staff and should budget at least 15 percent of their overall time to provide technical and subject matter expertise on NIJ's tribal crime and justice research program. Fellows must avoid other commitments (either compensated or uncompensated) that may detract from these core activities, unless approved in writing by the Director of NIJ.

### **Fellowship Candidates**

The fellowship candidate must have graduated recently (within the last five years), or must be expected to graduate by the fellowship start date, from a research-based doctoral program (in a discipline relevant to the mission of NIJ) from a university that is fully accredited by one of the regional institutional accreditation commissions recognized by the U.S. Secretary of Education. Candidates must have expertise in AI and AN research and evaluation, including developing research capacity, and culturally appropriate research methods and tools; the application should include information and documentation that clearly demonstrate these qualifications. Expertise on violence against Indian women and public health and/or public safety issues in Indian

Country and Alaska Native villages also should be demonstrated. Most importantly, the application should demonstrate the candidate's knowledge of advanced research and evaluation methods and analyses and possession of a very good understanding of statistical principles.

Fellowship awards are conditioned upon the fellow's successful completion of and on the approval of all required U.S. Department of Justice profile and pre-screening paperwork, security reviews, and background investigations (i.e., credit and criminal), and on the execution of a confidentiality/nondisclosure agreement (pertaining to access to non-public information that the Fellow may have during the course of his/her fellowship).

### **Deliverables**

In addition to an executive summary for all NIJ-funded research studies conducted during the Fellow's tenure, NIJ requires the submission of the following products by the award's end date: all data sets and supporting documentation; at least two peer-reviewed publication submissions; two technical articles for trade journal submissions (e.g., Indian Country Today); two presentations at professional conferences; two presentations at tribal stakeholder meetings; and one final report about the Fellow's experience at NIJ.

The selected Fellows will present a plan and timetable and, through negotiation with the NIJ Tribal Program Manager, will arrive at a final project plan and production schedule. NIJ expects project deliverables to be delivered at specific times during the project period, rather than at the end of the project period. Final reports may be delivered at or near the end of the project period.

### **Amount and Length of Awards**

NIJ anticipates that it will make up to two awards under this solicitation. The period of performance for these fellowships is normally 12 months beginning on January 1, 2015, and ending December 31, 2015; however, the start date is contingent upon successful completion of all required DOJ profile and pre-screening paperwork, security reviews, and/or background investigations. Fellowships may not be deferred or delayed. The maximum amount of federal funding to be awarded is \$150,000.

Applicants should be aware that the total period for a fellowship award ordinarily will not exceed one year. Whether supplemental funding, if any, will be provided will be determined by how well project milestones have been met, the availability of funding, and agency priorities, among other factors.

Proposed personnel/salary costs should be based on the fellowship candidate's salary history and experience. In addition, Fellows should anticipate significant travel. A travel budget should be developed that covers the following activities: as many as three site visits related to NIJ's VAIW program research activities; two meetings with other federal agencies outside of Washington, D.C. (e.g., Bureau of Indian Affairs, the Federal Bureau of Investigation, Indian Health Service, United States Attorney Offices); one meeting at a Department-sponsored tribal meeting or consultation; and two professional conferences (e.g., American Public Health Association, American Evaluation Association, American Sociological Association, American Psychological Association, American Society of Criminology). The location and nature of travel will be finalized in consultation with NIJ after the award is made. Applicants should note that travel per diem and lodging must not exceed federal guidelines (see General Services Administration per diem rates).

Fellows will have access to certain resources at NIJ. Workspace and equipment, including telephone, computer, office supplies, and Internet access will be provided. Therefore, fellowship awards will cover personnel/salary costs, fringe benefits, travel essential to NIJ projects/programs, and office expenses not provided by NIJ (e.g., statistical software and reference materials).

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

### **Type of Award**

NIJ anticipates that any award under this solicitation will be made in the form of a cooperative agreement, which is a particular type of grant used if NIJ expects to have ongoing substantial involvement in award activities.

As discussed later in the solicitation, important rules (including limitations) apply to any conference/meeting/training costs under cooperative agreements.

### **Evaluation Research**

If an application includes an evaluation research component (or consists entirely of evaluation research), the application is expected to propose the use of random selection and assignment of participants to experimental and control conditions, if feasible. Applications that include evaluation research but do not propose the use of randomization should explain clearly why randomization is not feasible, and should propose a strong quasi-experimental design that can address the risk of selection bias.

Also, applications that include evaluation research are expected to consider seriously incorporation of cost/benefit analysis. NIJ views cost/benefit analysis as an effective way to communicate and disseminate findings from evaluation research and best serve our criminal justice constituents.

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

### **Budget Information**

#### **What may be funded:**

- Personnel/salary (section A of the Budget Detail Worksheet). NIJ will fund salaries ranging from \$40,000 to \$95,000 depending on the Fellow's education, experience, and salary history. Benefits are not included as part of salary.
- Benefits (section B of the Budget Detail Worksheet) may include life, health, and disability insurance; state workers' compensation; retirement plan; FICA (the employer match of 7.65% of salary only); and a public transportation stipend that does not exceed \$130 monthly (based on actual expenses), if the Fellow resides in the Washington, D.C., metropolitan area. Applicants must clearly identify which benefits they are requesting and the actual calculations. For example, if the individual is requesting health insurance,

the applicant should indicate the amount paid monthly and multiply by 12 to get the annual expense.

- Travel will involve research site visits with DOJ staff, attendance at conferences, and meetings (both local and outside of the Washington, D.C. area). Applicants should budget for 10 trips costing approximately \$1,500 per trip (totaling approximately \$15,000), and applicants should indicate that the dates, locations, and nature of travel will be determined in consultation with the NIJ Tribal Program Manager after the award is made. Applicants should include in the budget narrative a notation that travel costs, such as per diem and lodging, will not exceed the federal guidelines. Travel expenses should be listed in section C of the Budget Detail Worksheet.
- Supplies (section E of the Budget Detail Worksheet) may include expenses to cover professional and academic reference materials and resources relating to the fellowship activities (not to exceed \$500), and business cards (not to exceed \$30).
- Other costs (section H of the Budget Detail Worksheet) may include costs for a cell phone and Blackberry to maintain communication with DOJ staff, and expenses associated with professional development and training directly relating to the NIJ-funded Fellow's research project(s). Fees for up to four trainings at up to \$1,000 each could be included. Note: most training opportunities will be in the Washington, D.C. metro area; however, final decisions will be made in consultation with the NIJ Tribal Program Manager. Applicants should identify the type of training that they believe would be most helpful in carrying out fellowship activities.

**What will not be funded:**

- Proposals primarily to purchase equipment, materials, supplies, training, and programs or services. (A budget may include these items if they are necessary to conduct research, development, demonstration, evaluation, or analysis.)
- Proposals that are not responsive to this specific solicitation.
- Moving expenses.

**Limitation on Use of Award Funds for Employee Compensation; Waiver**

With respect to any award of more than \$250,000 made under this solicitation, recipients may not use federal funds to pay total cash compensation (salary plus cash 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.<sup>4</sup> The 2014 salary table for SES employees is available at [www.opm.gov/salary-tables](http://www.opm.gov/salary-tables). Note: A recipient may compensate an employee at a greater 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.)

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<sup>4</sup> This limitation on use of award funds does not apply to the non-profit organizations specifically named at Appendix C to 2 C.F.R. Part 230.

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

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service the individual will provide, 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 to be done.

### **Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs**

OJP strongly encourages applicants that propose to use award funds for any conference-, meeting-, or training-related activity to review carefully – before submitting an application – the OJP policy and guidance on “conference” approval, planning, and reporting available at [www.ojp.gov/funding/confcost.htm](http://www.ojp.gov/funding/confcost.htm). OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most such costs for cooperative agreement recipients and of some such costs for grant recipients; and (3) set cost limits, including a general prohibition of all food and beverage costs.

### **Costs Associated with Language Assistance (if applicable)**

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

For additional information, see the "Civil Rights Compliance" section of the OJP "Other Requirements for OJP Applications" Web page at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

### **Match Information**

See “Cofunding” paragraph under “What an Application Should Include” (below).

### **Performance Measures**

To assist the Department with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. OJP will require any award recipient, post award, to provide the data requested in the “Data Grantee Provides” column so that OJP can calculate values for the “Performance Measures” column. (Submission of performance measures data is not required for the application.) Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
<p>Develop and analyze information and data in support of NIJ's VAIW program of research, with clear implications for criminal justice policy and practice in the United States.</p>	<ol style="list-style-type: none"> <li>1. Relevance to the needs of the field as measured by whether the project's substantive scope did not deviate from the funded proposal or any subsequent agency-approved modifications to the scope.</li> <li>2. Quality of the research as demonstrated by the scholarly products that result in whole or in part from work funded under the NIJ award (published, peer-reviewed, scientific journal articles, and/or (as appropriate for the funded project) law review journal articles, book chapter(s) or book(s) in the academic press, technological prototypes, patented inventions, or similar scientific products).</li> <li>3. Quality of management as measured by such factors as whether significant project milestones were achieved, reporting and other deadlines were met, and costs remained within approved limits.</li> </ol>	<ol style="list-style-type: none"> <li>1. Quarterly financial reports, semi-annual and final progress reports under the NIJ award.</li> <li>2. List of citation(s) to all scholarly products that resulted in whole or in part from work funded under the NIJ award.</li> <li>3. If applicable, each data set that resulted in whole or in part from work funded under the NIJ award.</li> <li>4. Other project specific-deliverables as stated in the proposal (e.g., peer-reviewed publication manuscripts for scientific and practitioner journals or trade magazines)</li> <li>5. A draft and final executive summary for each research project, documenting the purpose of the project, project subjects, research design and methods, the data analysis and results, and findings and implications for policy and practice.</li> <li>6. At least two peer-reviewed publication submissions.</li> <li>7. Two technical articles for trade journal submissions (e.g., Indian Country Today).</li> <li>8. Two presentations at professional conferences.</li> <li>9. Two presentations at tribal stakeholder meetings.</li> <li>10. A final report about the Fellow's experience at NIJ.</li> </ol>

## What an Application Should Include

Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may affect negatively the review of their application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications determined to be nonresponsive to the scope of the solicitation, or that do not include the application elements that NIJ has designated to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, NIJ has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet, Budget Narrative, and resumes/curriculum vitae of key personnel. For

purposes of this solicitation, “key personnel” means the principal investigator (the Fellow), and any and all co-principal investigators.

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

## 1. Information to Complete the Application for Federal Assistance (SF-424)

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and OJP’s Grants Management System (GMS) take information from the applicant’s profile to populate the fields on this form. When selecting “type of applicant,” if the applicant is a for-profit entity, select “For-Profit Organization” or “Small Business” (as applicable).

## 2. Project Abstract

The project abstract is a very important part of the application, and serves as an introduction to the proposed project. NIJ uses the project abstract for a number of purposes, including assignment of the application to an appropriate review panel. If the application is funded, the project abstract typically will become public information and be used to describe the project.

Applications should include a high-quality project abstract that summarizes the proposed project in 250-400 words. Project abstracts should be—

- Written for a general public audience.
- Submitted as a separate attachment with “Project Abstract” as part of its file name.
- Single-spaced, using a standard 12-point font (Times New Roman) with 1-inch margins.

As a separate attachment, the project abstract will **not** count against the page limit for the program narrative.

Project abstracts should follow the detailed template (including the detailed instructions as to content) available at [www.nij.gov/funding/documents/nij-project-abstract-template.pdf](http://www.nij.gov/funding/documents/nij-project-abstract-template.pdf).

## 3. Program Narrative

The program narrative section of the application should not exceed 30 double-spaced pages in 12-point font with 1-inch margins. If included in the main body of the program narrative, tables, charts, figures, and other illustrations count toward the 30-page limit for the narrative section. The project abstract, table of contents, appendices, and government forms do not count toward the 30-page limit.

If the program narrative fails to comply with these length-related restrictions, NIJ may consider such noncompliance in peer review and in final award decisions.

The following sections should be included as part of the 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, funding opportunity number, and the name and complete contact information (that is, address, telephone number, and e-mail address) for both the applicant organization and the principal investigator.

b. **Resubmit Response** (if applicable) (not counted against the 30-page program narrative limit).

If an applicant is resubmitting a proposal presented previously to NIJ, but not funded, the applicant should indicate this. A statement should be provided, no more than two pages, addressing: (1) the title, submission date, and NIJ-assigned application number of the previous proposal, and (2) a brief summary of revisions to the proposal, including responses to previous feedback received from NIJ.

c. **Table of Contents and Figures** (not counted against the 30-page program narrative limit).

d. **Main Body.**

The main body of the program narrative should describe the proposed project in depth. The following sections should be included as part of the program narrative:

- *Understanding of the Problem, Its Importance, and the Population.*
- *Project Design and Implementation.*
- *Professional Capability/Competencies and Project Management.*
- *Impact/Outcomes and Evaluation.*

Within these sections, the narrative should address:

- Purpose, goals, and objectives.
- Review of relevant literature.
- Detailed description of research design and methods, such as research questions, hypotheses, description of sample, and analysis plan.
- Implications for criminal justice policy and practice in the United States.
- Management plan and organization.

- Plan for Dissemination to Broader Audiences (if applicable to the proposed project). Applicants should identify plans (if any) to produce or to make available to broader interested audiences – such as criminal justice practitioners or policymakers – summary information from the planned scholarly products of the proposed project (such as summaries of articles in peer-reviewed scientific journals), in a form designed to be readily accessible and useful to those audiences. (Such dissemination might include, for example, trade press articles and webinars.)

e. **Appendices** (not counted against the 30-page program narrative limit) include:

- Bibliography/references.
- Any tools/instruments, questionnaires, tables/charts/graphs, or maps pertaining to the proposed project that are supplemental to such items included in the main body of the narrative.

Curriculum vitae that directly demonstrates experience, skill, and dates acquired in performing specific or relevant tasks. Vita must be detailed sufficiently to permit an assessment of the capability of the applicant to perform the work described and include years of experience. Years of experience and clearly demonstrated competencies must be shown. CV also should include all relevant employment, volunteer experience, and academic work. Contact information for previous supervisors should be provided in order for NIJ staff to verify work experience.

- Proposed project timeline and expected milestones.
- Human Subjects Protection paperwork (documentation and forms related to Institutional Review Board (IRB) review).  
(See [www.nij.gov/funding/humansubjects/Pages/welcome.aspx](http://www.nij.gov/funding/humansubjects/Pages/welcome.aspx).) NOTE: Final IRB approval is not required at the time an application is submitted.
- Privacy Certificate (for further guidance go to [www.nij.gov/funding/humansubjects/pages/confidentiality.aspx](http://www.nij.gov/funding/humansubjects/pages/confidentiality.aspx)).
- List of any previous and current NIJ awards to applicant organization and investigator(s), including the NIJ-assigned award numbers and a brief description of any scholarly products that resulted in whole or in part from work funded under the NIJ award(s).
- 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 this proposal has been submitted (if applicable).
- Data archiving plan. Applicants should anticipate that NIJ will require (through special award conditions, including a partial withholding of award funds) that

data sets resulting in whole or in part from projects funded under this solicitation be submitted for archiving with the National Archive of Criminal Justice Data (NACJD). (For a detailed discussion of the information NIJ expects to find in a data archiving plan, see [www.nij.gov/funding/data-resources-program/applying/Pages/data-archiving-strategies.aspx](http://www.nij.gov/funding/data-resources-program/applying/Pages/data-archiving-strategies.aspx).)

Applications should include as an appendix a brief plan – labeled “Data Archiving Plan” – to comply with data archiving requirements. The plan should provide brief details about proposed data management and archiving, including submission to NIJ (through NACJD) of **all files and documentation** necessary to allow for future efforts by others to reproduce the project’s findings and/or to extend the scientific value of the data set through secondary analysis. Pertinent files and documentation typically would include, among other things, qualitative and quantitative data produced, instrumentation and data collection forms, codebook(s), any specialized programming code necessary to reproduce all constructed measures and the original data analysis, description of necessary de-identification procedures, and (when required) a copy of the privacy certificate and informed consent protocols.

The plan should be one or two pages in length and include the level of effort associated with meeting archiving requirements.

Note that required data sets are to be submitted 90 days before the end of the project period.

#### 4. Budget Detail Worksheet and Budget Narrative

##### a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at [www.ojp.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.gov/funding/forms/budget_detail.pdf). Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet. (Work associated with satisfying data archiving requirements should be reflected.) **Please note:** NIJ expects applicants to provide a thorough narrative to each section of the Budget Detail Worksheet, as described under “Budget Narrative,” below.

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

##### b. Budget Narrative

The budget narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

Applicants should demonstrate in their budget narratives how they will maximize cost effectiveness of grant expenditures. Budget narratives generally should describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are

necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

The narrative should be sound mathematically and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

**c. Cofunding**

An award made by NIJ under this solicitation may account for up to 100 percent of the total cost of the project. The application should indicate whether it is feasible for the applicant to contribute cash, facilities, or services as non-federal support for the project. The application should identify generally any such contributions that the applicant expects to make and the proposed budget should indicate in detail which items, if any, will be supported with non-federal contributions.

If a successful application proposes a voluntary match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

**d. Non-Competitive Procurement Contracts In Excess of Simplified Acquisition Threshold**

If an applicant proposes to make one or more non-competitive procurements of products or services, where the non-competitive procurement will exceed the simplified acquisition threshold (also known as the small purchase threshold), which is currently set at \$150,000, the application should address the considerations outlined in the [OJP Financial Guide](#).

**5. Tribal Authorizing Resolution (if applicable)**

Applicants proposing to conduct tribal research or evaluate services provided to tribes and/or tribal members are required to obtain tribal authorizations from all tribes that would be included in the study's sampling plan. If applicable, applications should include a resolution, letter, affidavit, or other documentation, as appropriate, that certifies the applicant has the legal authority from the tribe(s) to implement the proposed project on tribal lands.

Applicants unable to submit an application that includes a fully executed (i.e., signed) copy of appropriate legal documentation, as described above, consistent with the applicable tribe's governance structure, should, at a minimum, submit an unsigned, draft version of such legal documentation as part of its application (except for cases in which, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If an applicant is selected for funding, NIJ will make use of and access to funds contingent on receipt of the fully executed legal documentation.

## 6. Additional Attachments

### a. Applicant disclosure of pending applications

Applicants are to disclose whether they have pending applications for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to state agencies that will subaward federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

- The federal or state funding agency.
- The solicitation name/project name.
- The point of contact information at the applicable funding agency.

<b>Federal or State Funding Agency</b>	<b>Solicitation Name/Project Name</b>	<b>Name/Phone/E-mail for Point of Contact at Funding Agency</b>
DOJ/COPS	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov
HHS/ Substance Abuse & Mental Health Services Administration	Drug Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

Applicants should include the table as a separate attachment, with the file name "Disclosure of Pending Applications," to their application. Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page (e.g., "[Applicant Name on SF-424] does not have pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.").

## **b. Research and Evaluation Independence and Integrity**

If a proposal involves research and/or evaluation, regardless of the proposal's other merits, in order to receive funds, the applicant must demonstrate research/evaluation independence, including appropriate safeguards to ensure research/evaluation objectivity and integrity.

For purposes of this solicitation, research and evaluation independence and integrity pertains to ensuring that the design, conduct, or reporting of research and evaluation funded by NIJ grants, cooperative agreements, or contracts will not be biased by any personal or financial conflict of interest on the part of the investigators responsible for the research and evaluation or on the part of the applicant organization. Conflicts can be either actual or apparent. Examples of potential investigator (or other personal) conflict situations may include those in which an investigator would be in a position to evaluate a spouse's work product (actual conflict), or an investigator would be in a position to evaluate the work of a former colleague (potential apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization could not be given a grant to evaluate a project if that organization had itself provided substantial prior technical assistance to that project, as the organization in such an instance would appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research or evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability is a problem.

In the attachment dealing with research and evaluation independence and integrity, the applicant should explain the process and procedures that the applicant has put in place to identify and eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or subrecipients. It also should identify any potential organizational conflicts of interest on the part of the applicant with regard to the proposed research/evaluation. If the applicant reasonably believes that no potential personal or organizational conflicts of interest exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest.

For situations in which potential personal or organizational conflicts of interest exist, in the attachment, the applicant should identify the safeguards the applicant has or will put in place to eliminate, mitigate, or otherwise address those conflicts of interest.

Considerations in assessing research and evaluation 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 or 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.

**c. Academic Transcripts**

Applications should include transcripts of all post-secondary education. Certified copies are not required to be submitted with this application, but NIJ may request certified copies of transcripts before making an award.

**d. Professional and/or Academic References (at least three and no more than five should be submitted).**

## **Selection Criteria**

The selection process is highly competitive. Fellows will be chosen based on their educational background, professional experience, public service, public policy experience, volunteer activities, communication skills, proposed professional goals and objectives (as they relate to the fellowship), and narrative response to the solicitation.

### **Understanding of the Problem, Its Importance, and the Population—20%**

1. Demonstrated knowledge of the extant literature on Native American and indigenous research and evaluation to include strength of citations and other appropriate information to support the understanding of the problem.
2. Demonstrated knowledge of the U.S. and tribal criminal justice systems and jurisdictional issues.
3. Demonstrated knowledge of potential limitations and challenges of conducting research in Indian Country and in Alaska Native villages with members of indigenous communities on sensitive topics.
4. Demonstrated knowledge of and expertise with community-based research principles.
5. Demonstrated understanding of the complexity of the problems faced by Native American women living in tribal communities.
6. Clarity of the problem statement and its importance to the field of study.
7. Demonstrated connection between problem and proposed research.

### **Project Design and Implementation (Quality and technical merit) – 40%**

1. Detailed and complete discussion of proposed research methods.
2. Soundness of methods and analytic and technical approach.
3. Practical considerations and difficulty of successfully conducting and completing the study(s).
4. Effort to ensure research methods are respectful of tribal sovereignty, customs, and traditions.

5. Proof of principle of the proposed methods or support by preliminary data presented in or referenced in the proposal.
6. Sufficient information provided on the content of the intervention (and/or control condition), if applicable.
7. Awareness of limitations of analysis plan and proposed practical solutions.
8. Awareness of human subjects' matters.
9. Innovation and creativity (when appropriate).

### **Professional Capability/Competencies and Project Management – 25%**

The selected applicant must demonstrate sufficient subject matter and project management expertise and other necessary skills, such as technical writing and technological proficiency with specific software programs, to perform crucial functions of the fellowship.

1. Qualifications and experience of the candidate; e.g., successful coursework completion, relevant work and/or research experience, and record of publication.
  - a. Demonstrated knowledge and understanding of the United States' and tribal justice systems, and laws governing federal and tribal justice systems.
  - b. Demonstrated knowledge of tribal government governance structures, infrastructure, and systems; and intergovernmental protocols and tribal community norms.
  - c. Demonstrated knowledge and understanding of federal, state, county, and tribal jurisdictional complexities, and their application on tribal lands.
  - d. Demonstrated knowledge of, and proven subject matter expertise on, the extant literature on violence against and victimization among AI and AN women who are members of federally recognized tribes.
  - e. Demonstrated knowledge of, and expertise with, addressing potential limitations and challenges of conducting research in Indian Country and Alaska Native villages with members of indigenous communities on sensitive topics.
  - f. Demonstrated knowledge of, and expertise with, community-based participatory research (CBPR) principles, practices, and ethical issues as it specifically relates to tribal communities.
  - g. Experience conducting Native American or indigenous research and evaluation in Indian Country and Alaska Native villages, including developing research capacity, and culturally appropriate research methods and tools.
  - h. Demonstrated experience in instrument development, testing, primary data collection, and statistical analysis, as appropriate.

- i. Able to work effectively as part of a larger research team.
  - j. Able to work independently, accurately, and in a timely manner.
2. Demonstrated ability to manage the effort.
3. Adequacy of the management plan to ensure project completion.

In addition, the applicants' past performance on projects of a similar nature and scope that resulted in final products of appropriate quality and acceptability will be evaluated.

### **Impact/Outcomes and Evaluation (Relevance to policy and practice) – 15%**

1. Potential for significant advances in scientific or technical understanding of the problem, or filling key gaps in scientific knowledge.
2. Potential for significant advances in the field related to criminal justice policy and practice in the United States.
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.

### **Review Process**

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

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. NIJ may use internal peer reviewers, external peer reviewers, or a combination, to review the applications. An external peer reviewer is an expert in the subject matter of a given solicitation who is NOT a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. Peer reviewers' ratings and any resulting recommendations are advisory only, although their views are considered carefully. 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, in consultation with NIJ, reviews applications for potential discretionary awards to evaluate the fiscal integrity and financial capability of applicants, examines proposed costs to determine if the Budget Detail Worksheet 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 may consider factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

## Additional Requirements

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

- Civil Rights Compliance
- Civil Rights Compliance Specific to State Administering Agencies
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- Reporting of Potential Fraud, Waste, and Abuse, and Similar Misconduct
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Non-profit Organizations
- For-profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act of 2006 (FFATA)
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement

- Active SAM Registration
- Policy and Guidance for Approval, Planning, and Reporting of Conferences (including Meetings and Trainings)
- OJP Training Guiding Principles for Grantees and Subgrantees

As indicated earlier in this solicitation, NIJ expects scholarly products to result from any award under this solicitation.

In addition to the expectation of scholarly products, successful applicants under this solicitation will be required to submit the following deliverables regarding the work funded by the NIJ award:

### **Semi-Annual and Final Progress Reports**

Applicants should anticipate that progress reports will be required to follow the non-budgetary components of the Research Performance Progress Report (RPPR) template/format. More information on post-award reporting requirements and RPPRs may be found at [www.nij.gov/funding/Pages/welcome.aspx](http://www.nij.gov/funding/Pages/welcome.aspx). Future award and fund draw-downs may be withheld if reports are delinquent.

### **Quarterly and Final Financial Reports; Audit Reports**

Quarterly and final financial status reports are required. If applicable, an annual audit report in accordance with Office of Management and Budget requirements must be submitted. Future award and fund draw-downs may be withheld if reports are delinquent.

### **Draft and Final Summary Overview of all Research Projects Conducted under the Award**

The overview is expected to provide an overall summary of the work under, and results of, the projects funded by NIJ under this solicitation. Among other things, the summary overview should address the purpose of the project, project subjects (if applicable), project design and methods, data analysis, project findings, and implications for criminal justice policy and practice in the United States.

A draft summary overview no longer than 10 pages long (double-spaced) is to be submitted 90 days prior to the end of the project period for NIJ review and comment.

### **Required Data Sets and Associated Files and Documentation**

As discussed earlier, NIJ requires recipients of an award under this solicitation to submit to NACJD all data sets that result in whole or in part from the work funded by NIJ, along with associated files and any documentation necessary to allow for future efforts by others to reproduce the project's findings and/or to extend the scientific value of the data set through secondary analysis. All data sets and necessary documentation are to be submitted 90 days prior to the end of the project period. For more information, see the "Program Narrative" section of "What an Application Must Include," above.

## How to Apply

Applicants must register in, and submit applications through Grants.gov, a “one-stop storefront” to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at [www.Grants.gov](http://www.Grants.gov). Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, 24 hours a day, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take several weeks** for first-time registrants to receive confirmation and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

NIJ strongly encourages all prospective applicants to sign up for Grants.gov email notifications regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates will be notified.

**Note on File Names and File Types: Grants.gov only permits the use of certain specific characters in names of attachment files. Valid file names may include only the characters shown in the table below. Grants.gov is designed to reject any application that includes an attachment(s) with a file name that contains any characters not shown in the table below. Grants.gov is designed to forward successfully submitted applications to OJP’s Grants Management System (GMS).**

Characters	Special Characters		
Upper case (A – Z)	Parenthesis ( )	Curly braces { }	Square brackets [ ]
Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Number 0 – 9	Comma ( , )	Semicolon ( ; )	Apostrophe ( ‘ )
Underscore ( _ )	At sign ( @ )	Number sign ( # )	Dollar sign ( \$ )
Hyphen ( - )	Percent sign ( % )	Plus sign ( + )	Equal sign ( = )
Space	<b>When using the ampersand (&amp;) in XML, applicants must use the “&amp;#amp;” format.</b>		
Period ( . )			

**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.” GMS may reject applications with files that use these extensions. It is important to allow time to change the type of file(s) if the application is rejected.

All applicants are required to complete the following steps:

- 1. Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating 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. Call Dun and Bradstreet at 866–705–5711 to obtain a DUNS number or apply online at [www.dnb.com](http://www.dnb.com). A DUNS number is usually received within 1-2 business days.

- 2. Acquire registration with the System for Award Management (SAM).** SAM is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. Applicants must **update or renew their SAM registration annually** to maintain an active status.

Applications cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. The information transfer from SAM to Grants.gov can take up to 48 hours. OJP recommends that the applicant register or renew registration with SAM as early as possible.

Information about SAM registration procedures can be accessed at [www.sam.gov](http://www.sam.gov).

- 3. Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process, go to [www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp).
- 4. Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. Note that an organization can have more than one AOR.
- 5. Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance number for this solicitation is 16.560, titled "National Institute of Justice Research, Evaluation, and Development Project Grants," and the funding opportunity number is NIJ–2014-3760.
- 6. Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. Applicants that expend any funds for lobbying activities are to provide the detailed information requested on the form *Disclosure of Lobbying Activities* (SF-LLL). Applicants that do not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.
- 7. Submit a valid application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The message will state whether the application has been received and validated, or rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received and then receive a rejection notice a few minutes or hours later. Submitting well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges applicants to submit applications **at least 72 hours prior** to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

Click [here](#) for further details on DUNS, SAM, and Grants.gov registration steps and timeframes.

### **Note: Duplicate Applications**

If an applicant submits multiple versions of an application, NIJ will review only the most recent valid version submitted.

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

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the NIJ contact identified in the Contact Information section on; page 1 **within 24 hours after the application deadline** and request approval to submit their application. The e-mail must describe the technical difficulties, and include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any Grants.gov Help Desk or SAM tracking number(s). **Note: NIJ does not automatically approve requests.** After the program office reviews the submission, and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the applicant failed to follow all required procedures, which resulted in an untimely application submission, OJP will deny the applicant's request to submit their application.

The following conditions generally are insufficient to justify late submissions:

- Failure to register in SAM or Grants.gov in sufficient time.
- Failure to follow Grants.gov instructions on how to register and apply as posted on its website.
- Failure to follow each instruction in the OJP solicitation.
- Technical issues with the applicant's computer or information technology environment, including firewalls.

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

### **Provide Feedback to OJP**

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, the application submission process, and/or the application review/peer review process. Provide feedback to [OJPSolicitationFeedback@usdoj.gov](mailto:OJPSolicitationFeedback@usdoj.gov).

**IMPORTANT:** This e-mail is for feedback and suggestions only. Replies are **not** sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, **you must** directly contact the appropriate number or e-mail listed on the front of this solicitation document. These contacts are provided to help ensure that you can directly reach an individual who can address your specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please e-mail your resume to [ojppeerreview@lmbps.com](mailto:ojppeerreview@lmbps.com). The OJP Solicitation Feedback email account will not forward your resume. **Note:** Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization has submitted an application.

# Application Checklist

## Tribal Program Postdoctoral Research Associate Fellowship

This application checklist has been created to assist in developing an application.

### What an Applicant Should Do:

#### *Prior to Registering in Grants.gov:*

- \_\_\_\_\_ Acquire a DUNS Number (see page 23)
- \_\_\_\_\_ Acquire or renew registration with SAM (see page 24)

#### *To Register with Grants.gov:*

- \_\_\_\_\_ Acquire AOR and Grants.gov username/password (see page 24)
- \_\_\_\_\_ Acquire AOR confirmation from the E-Biz POC (see page 24)

#### *To Find Funding Opportunity:*

- \_\_\_\_\_ Search for the funding opportunity on Grants.gov (see page 24)
- \_\_\_\_\_ Download Funding Opportunity and Application Package (see page 24)
- \_\_\_\_\_ Sign up for Grants.gov email notifications (optional) (see page 22)
- \_\_\_\_\_ Read [Important Notice: Applying for Grants in Grants.gov](#)

### General Requirements:

- \_\_\_\_\_ Review "[Other Requirements](#)" webpage

### What an Application Should Include:

- \_\_\_\_\_ Application for Federal Assistance (SF-424) (see page 11)
- \_\_\_\_\_ Project Abstract (see page 11)
- \_\_\_\_\_ Program Narrative (see page 11)
- \_\_\_\_\_ Appendices (see page 13)
- \_\_\_\_\_ Budget Detail Worksheet (see page 14)
- \_\_\_\_\_ Budget Narrative (see page 14)
- \_\_\_\_\_ Employee Compensation Waiver request and justification (if applicable) (see page 8)
- \_\_\_\_\_ Read OJP policy and guidance on "conference" approval, planning, and reporting available at [www.ojp.gov/funding/confcost.htm](http://www.ojp.gov/funding/confcost.htm) (see page 9)
- \_\_\_\_\_ Disclosure of Lobbying Activities (SF-LLL) (see page 24)
- \_\_\_\_\_ Tribal Authorizing Resolution (if applicable) (see page 15)
- \_\_\_\_\_ Additional Attachments
  - \_\_\_\_\_ Bibliography/references
  - \_\_\_\_\_ Any tools/instruments, questionnaires, tables/charts/graphs, or maps pertaining to the proposed study (if applicable)
  - \_\_\_\_\_ Curriculum vitae or resumes of the principal investigator
  - \_\_\_\_\_ Project timeline and research calendar with expected milestones
  - \_\_\_\_\_ Human Subjects Protection paperwork
  - \_\_\_\_\_ Privacy Certificate
  - \_\_\_\_\_ List of previous and current NIJ awards to applicant organization and investigators
  - \_\_\_\_\_ 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 this proposal has been submitted (if applicable).
- \_\_\_\_\_ Professional and/or academic references
- \_\_\_\_\_ Academic transcripts
- \_\_\_\_\_ List of professional affiliations
- \_\_\_\_\_ Tribal authorizing resolutions, a letter, affidavit, or other documentation, as appropriate, that certifies that the applicant has the legal authority from the tribe(s) to implement the proposed project on tribal lands (if applicable).
- \_\_\_\_\_ Applicant Disclosure of Pending Applications (see page 16)
- \_\_\_\_\_ Research and Evaluation Independence and Integrity (see page 17)