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The U.S. Department of Justice, Office of Justice Programs, [Bureau of Justice Statistics](#) (BJS) is pleased to announce that it is seeking proposals for Methodological Research to Support the Redesign of the National Crime Victimization Survey. As the statistical arm of the U.S. Department of Justice, BJS is responsible for the collection, analysis, publication, and dissemination of statistical information on crime, criminal offenders, victims of crime, and the operations of criminal justice systems at all levels of government. The NCVS, a major component of the BJS Criminal Justice Statistics Program, furthers the mission of the Department and the Office of Justice Programs by providing data about crime, its victims and the consequences of victimization that inform the public and support innovative strategies and approaches for dealing with the challenges that crime presents.

## **Methodological Research to Support the Redesign of the National Crime Victimization Survey Solicitation**

### **Eligibility**

Applications for funds may be submitted by both for-profit (commercial) and non-profit organizations  
(See more information in the "Eligibility" section on page 4)

### **Deadline**

All applications are due by 5:00 p.m. Eastern time, on May 29, 2008.  
(See "Deadline: Applications" on page 4)

### **Contact Information**

For assistance with the requirements of this solicitation, contact Michael Rand, Chief Victimization Statistics, at (202) 307-0765 or via e-mail at [askbjs@usdoj.gov](mailto:askbjs@usdoj.gov). Include "ncvs08" in the subject line.

This application must be submitted through [grants.gov](http://grants.gov). For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1-800-518-4726.

**2008-BJS-1834**

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# Methodological Research to Support the Redesign of the National Crime Victimization Survey

CDFR Number 16.734

## Overview

The National Crime Victimization Survey (NCVS) was instituted in 1972 to produce national estimates of the levels and rates of crimes of violence and theft, including crime not reported to police departments. Along with the FBI's Uniform Crime Reporting Program, the NCVS constitutes a key component of our Nation's system to measure the extent and nature of crime in the United States.

The NCVS is conducted for the Bureau of Justice Statistics (BJS) by the U.S. Census Bureau at a sample of housing units and group quarters in the United States and the District of Columbia selected using a stratified, multi-stage cluster design. In 2007, the NCVS sample was comprised of about 83,000 sample housing units with interviews completed in about 75,000 of these households. The sample excludes persons who are crews of vessels, in institutions, members of the armed forces living in military barracks, and the homeless.

The NCVS produces estimates of a set of violent and property offenses against people age 12 and older and their households. The survey utilizes a two-stage process to determine whether survey respondents have been victims of crime during the reference period and to collect information about the victimization uncovered during the screening process. A screen questionnaire screens for crime victimizations committed against the household or against an individual household member during the 6-month reference period, and a crime incident report is filled for each time the respondent was victimized by one of the measured offenses.

For information about the NCVS sample design and methodology, see *Criminal Victimization in the United States - Statistical Tables* at:  
<http://www.ojp.usdoj.gov/bjs/abstract/cvusst.htm>.

While the survey's core methodology has been validated over the past three decades, the viability of the survey and its ability to meet the goals it was created to meet are being threatened by increasing costs in a period of fiscal austerity.

To develop an agenda for reconfiguring the survey to enable it to continue to be a viable forum for assessing the impact of crime on its victims, BJS sponsored an expert panel study carried out by The National Research Council of the National Academies to review of the survey's methodology and provide guidelines for options for redesigning the NCVS. The panel's initial recommendations are contained in: *Studying Victims: Options for Conducting the National Crime Victimization Survey* (National Research Council 2008), which can be downloaded online at:  
[http://www.nap.edu/catalog.php?record\\_id=12090](http://www.nap.edu/catalog.php?record_id=12090).

The research proposed in this solicitation responds to one or more of the panel's recommendations. Ultimately it is the goal of BJS to redesign the NCVS to improve its methodology, introduce economies towards assuring its sustainability, and better meet the challenges of measuring the extent, characteristics and consequences of criminal victimization as it exists today or may evolve in the future.

Applicants applying for funds under this announcement may choose from among the four methodological research topics listed below. Applicants may choose one or more research topics by submitting a separate proposal for each topic. With relation to the chosen research topic proposed for funding, the application should provide a synopsis of the applicant's background in this field which supports their expertise with the issue, a complete explanation of the methodology to be employed, and how conclusions and recommendations will be framed.

### **Deadline: Registration**

Registering with Grants.gov is a one-time process; however, if you are a first time registrant it may take up to 5 business days to have your registration validated and confirmed and to receive your user password. It is highly recommended you start the registration process as early as possible to prevent delays in submitting your application package to our agency by the deadline specified. Note: Your Central Contractor Registry (CCR) Registration must be renewed once a year. Failure to renew your CCR registration will prohibit submission of a grant application through Grants.gov.

### **Deadline: Application**

The due date for applying for funding under this announcement is May 29, 2008.

### **Eligibility**

Both for-profit (commercial) and non-profit organizations may apply for funds. However, consistent with OJP fiscal requirements, for-profit organizations are not allowed to make a profit as a result of this award or to charge a management fee for the performance of this award.

**Faith-Based And Other Community Organizations:** Consistent with President George W. Bush's Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, it is DOJ policy that faith-based and other community organizations that statutorily qualify as eligible applicants under DOJ programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and other community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. DOJ grant funds, however, may not be used to

fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

**American Indian Tribes and Alaska Native Tribes and/or Tribal Organizations:**

Applicants are limited to for-profit (commercial) organizations, non-profit organizations, faith-based and community organization, institutions of higher learning, and consortiums with demonstrated organization and community based experience working with American Indian and Alaska Native communities, including tribal commercial and nonprofit organizations, tribal colleges and universities, and tribal consortiums.

All tribal applications must be accompanied by a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal counsel or comparable government body. If the grant will benefit more than one tribal entity, a current authorizing resolution or other enactment of the tribal counsel or comparable government body from each tribal entity must be included. If the grant application is being submitted on behalf of a tribal entity, a letter or similar document authorizing the inclusion of the tribal entity named in the application must be included.

Applicants are encouraged to review the Civil Rights Compliance section under "Additional Requirements" in this announcement.

## **Project-Specific Information**

The National Crime Victimization Survey (NCVS) is the Nation's primary source of information on criminal victimization. Each year, data are obtained from a nationally representative sample of 75,000 households comprising nearly 135,000 persons on the frequency, characteristics and consequences of criminal victimization in the United States. The survey enables BJS to estimate the likelihood of victimization by rape, sexual assault, robbery, assault, theft, household burglary, and motor vehicle theft for the population as a whole as well as for various genders, age, racial, ethnic, and geographic population subgroups. The NCVS provides the largest national forum for victims to describe the impact of crime and characteristics of violent offenders.

Increasing costs of data collection have forced BJS to reduce sample size. The sample size has been cut to the point that the survey can no longer adequately measure year to year changes in criminal victimization.

In 2006, the Bureau of Justice Statistics requested that the National Research Council of the National Academies convene a panel of experts to review and recommend alternative options for conducting the National Crime Victimization Survey. The Committee on National Statistics (CNSTAT), jointly with the Committee on Law and Justice (CLAJ) concluded their review of the NCVS and produced a report of their findings and recommendations: *Surveying Victims: Options for Conducting the National Crime Victimization Survey*, National Research Council (2008).

## Priority areas for grant funding

The National Academies panel provided several design and methodological alternatives to conduct NCVS as noted in the National Research Council (NRC) report. Through this competitive solicitation, BJS invites researchers to submit a proposal to address one of the four priority recommendations stated in the NRC report. If you would like to address more than one area of research, please submit a separate proposal under the associated competitive number.

**Recommendation 4.2: Changing from a 6-month reference period to a 12-month reference period has the potential for improving the precision per-unit cost in the NCVS framework, but the extent of loss of measurement quality is not clear from existing research based on the post-1992-redesign NCVS instrument. BJS should sponsor additional research—involving both experimentation as well as analysis of the timing of events in extant data—to inform this trade-off.**

*An Examination of a Twelve-Month Reference Period in the National Crime Victimization Survey (Competitive ID Number 2008-BJS-1834A)*

Currently, the NCVS uses a rotating panel design in conjunction with a six-month reference period. A six-month reference period means that during each interview cycle, respondents are asked to recall victimization events happening within the six-month period prior to the interview.

Previous research has shown that shorter reference periods (e.g. 3 months) are associated with greater respondent recall for events while lengthier recall periods (e.g. 12 months) are more susceptible to a respondent forgetting an event. Additionally, longer reference periods are associated with increased respondent burden. Because respondents are asked to recall events over a longer period of time, individuals are asked to retrieve memories of more events over a longer frame of reference (National Research Council, 1976; Cantor and Lynch, 2000; Tournageau, Rips and Rasinski, 2000). Historically the NCVS has used a six-month recall period to balance cost, efficiency and respondent burden in the generation of victimization estimates.

## Scope of Work

The objective of this project is to complete a feasibility study examining the use of a twelve-month reference period in the NCVS. This project will include a final proposal outlining the optimal design for transitioning to a twelve-month reference period.

The successful candidate will examine the effect of a twelve-month reference period for two different modes of interviewing: personal visit and telephone. Important components of this research include the treatment of respondent recall which declines as the length of a reference period increases and the development of methods for improving recall of victimization experiences over a twelve-month period.

The recipient of funds for this research topic will:

1. Develop methods for improving event recall and anchoring using event calendaring and cues to stimulate recall of violent and property offenses measured in the NCVS using both telephone and personal interviewing formats.

3. Design and carry out a study to test the recall methods developed. The study will be modeled on the NCVS using the same screener but a modified incident report to reduce burden. The sample for the study can be drawn to facilitate data collection, which will be conducted using both telephone and personal interviewing formats. The sample will be of sufficient size to enable assessment of the effectiveness of the methods developed to improve incident recall.
4. Conduct testing of the protocols developed for improving recall over a twelve-month reference period.
5. Assess the burden on respondents, ease of use and effectiveness of the use of the developed recall techniques for measuring violent and property crimes over a twelve-month reference period.

Deliverables:

1. Develop a detailed timetable for each task in the project. The project should be completed within 18 months after the grant award. After the BJS project manager has agreed to the timetable, all work must be completed as scheduled.
2. Provide detailed review of the relevant survey research literature methods for improving recall for surveys incorporating twelve-month reference periods.
3. Develop an optimal proposal in a detailed written report format that addresses the following methodological issues:
  - a. Development of methods to elicit event recall over a twelve-month reference period;
  - b. Assessment of respondent burden when using a twelve-month reference period to recall violent and property victimizations; and
  - c. Production of timely data for generating annual victimization estimates based on twelve-month reference period.
4. Deliver to BJS an electronic version of the data in SPSS format and supporting documentation. Documentation should include, but is not limited to, a comprehensive codebook detailing variable positions; data coding; variable and value labels; procedures for data verification; any recoding implemented during the data cleaning process; and copies of all programs used to generate data or published statistics. No release or use of the data (including presentations and publications) can take place without written permission of the BJS director. No part of the dataset, draft reports or findings is to be provided for outside expert review without written permission from BJS.

**Recommendation 4.7: Investigate changing the sample design to increase efficiency, thus allowing more precision for a given costs.**

*Improving the Sampling Design for the National Crime Victimization Survey*  
**(Competitive ID Number 2008-BJS-1834B)**

Households included in NCVS sample are selected using a stratified, multi-stage cluster design. The initial stage involves creating Primary Sampling Units (PSU's), comprised of

counties, groups of counties, or large metropolitan areas across the United States. Large PSUs are included in the sample automatically and each is assigned its own stratum. These PSUs are called self-representing (SR) since all are selected into the sample. The remaining PSUs are non-self-representing (NSR) and only a subset of these is selected. NSR PSUs are grouped into strata based on similar geographic and demographic characteristics as determined by the most recent decennial Census. From the sampled PSUs, a sample of households is obtained in two stages. These stages were designed to ensure that, prior to any weighting adjustments, each sample housing unit had the same overall probability of being selected.

The second stage consists of selecting a sample of Enumeration Districts (EDs) from the selected PSUs. EDs are created for each decennial Census and are geographic areas ranging in size from a city block to several hundred square miles, usually encompassing a population ranging from 750 to 1,500 persons. EDs are systematically selected proportionate to their population size. In the second stage each selected ED is divided into clusters of about four housing units. These clusters are formed from the list of addresses compiled during the most recent Census. This cluster design was originally chosen to facilitate a survey in which most interviews were conducted in person. Procedures allow for the inclusion of housing constructed after each decennial Census enumeration.

Changes to investigate include:

1. Changing the number or nature of the first-stage sampling units;
2. Changing the stratification of the primary sampling units;
3. Changing the stratification of housing units;
4. Selecting housing units with unequal probabilities, so that probabilities are higher where victimization rates are higher; and
5. Alternative person-level sampling schemes (sampling or sub-sampling persons within housing units).

The goals of the study are to:

1. Evaluate what variables on the sampling frame could be used to reduce sample variance while maintaining a representative sample.
2. Determine what external variables could be used to reduce standard errors. For example, information in a geographic information systems (GIS) type data base might be used.
3. Recommend over-sampling strategies which could be implemented to improve estimate precision.

Although other research is being conducted which may result in changes in the survey in the future, this study assumes that:

1. Survey goals would remain unchanged.
2. Overall survey methodology would remain unchanged, including the current address based sampling frame.
3. The proposed sample design(s) may focus on a cross-sectional design rather than the current panel design.
4. The design may take into account alternative final clustering of households, based upon primarily telephone rather than personal interviewing methods.



## Scope of Work

The objective of this project is to develop sample designs which improve the efficiency of the NCVS sample. This project includes considering various sample designs that will better represent hard-to-sample populations while not increasing survey costs.

The recipient of funds for this research topic will:

1. Determine variables on the sampling frame that are associated with likelihood of violent and property victimization.
2. Determine how these variables might be introduced into the sampling protocols to enable reductions in sampling variance.
3. Use existing NCVS data when possible to examine the impact of changes in the sample design that could reduce the standard error of the estimates.
4. Examine information in geographic information systems (GIS) type databases to see if there are variables external to NCVS that might be used in the sampling process to reduce standard errors.
5. Develop one or more possible sample designs which will increase precision of the estimates without increasing costs and possibly decreasing costs. Consider cross sectional designs and make comparisons to the current panel design.
6. Develop the most cost efficient sample for measuring a 5% yearly change in violent crime given current crime levels. Develop other sample designs that could be used if the costs of measuring this level of precision were not possible. Indicate the variances around violent crime that would be obtained from differing sample designs.
7. Work closely with BJS project manager to coordinate work with other ongoing research related to improving NCVS and reducing costs. BJS and the Census Bureau will work with the contractor as necessary to provide needed information.

## Deliverables

1. Develop a detailed timetable for each task that will be done as a part of the project. The project should be completed within 1 year after the grant is awarded. After the BJS project manager has agreed to the timetable all work must be completed as scheduled.
2. Deliver to BJS a report which includes recommendations about the strengths and weaknesses of the design(s) being considered. This report will cover all of the topics covered in the scope of work and provide guidance for implementing the recommended design(s). No release of this report or any part thereof can take place without written permission of the BJS director. No draft reports are to be provided for outside expert review without written

permission from BJS.

3. For any data collected under this contract, deliver to BJS an electronic version of the data in SPSS format with supporting documentation. Documentation should include, but is not limited to, a comprehensive codebook detailing variable positions; data coding; variable and value labels; procedures for data verification; any recoding implemented during the data cleaning process; and copies of all programs used to generate data or published statistics. No release or use of the data (including presentations and publications) can take place without written permission of the BJS director. No part of the dataset, draft reports or findings is to be provided for outside expert review without written permission from BJS.

**Recommendation 4.8: BJS should investigate the introduction of mixed mode data collection (including self-administered modes) into the NCVS.**

*Examination of Data Collection Methods for the National Crime Victimization Survey (Competitive ID Number 2008-BJS-1834C)*

The NCVS currently collects information from all members of the household age 12 or older using an address-based sample drawn by the U.S. Census Bureau. Households are in sample for a total of seven enumeration periods, with the first interview conducted using a computer-assisted personal interview (CAPI). The subsequent interviews are conducted using CAPI or a computer-assisted telephone interview (CATI). The current household response rate is over 90%.

The aim of this research is to reduce the cost per case for completing NCVS interviews. The goal of this effort is to determine whether respondents can be encouraged to participate in the survey using less expensive modes of enumeration.

**Scope of Work**

The objectives of this project are to complete a study examining the use of mixed modes of data collection, including self-administration, and to evaluate the use of incentives to increase usage of less expensive modes of data collection. Secondary areas of examination are evaluating address-based frames and how many persons per household to interview. The primary aim of this research is to decrease the cost per case while minimizing the impact on standard errors associated with survey estimates.

The successful candidate will examine the feasibility of collecting data using a web-based survey, telephone, and in-person interviews. Crucial to this research is a cost benefit analysis of using incentives. Specific areas of inquiry are the number of contact attempts that are required and identifying which demographic populations seem most receptive to incentives.

The recipient of funds for this research topic will:

1. Identify optimal incentive protocols to induce respondents to complete the interview using a self-administered mode and for using CATI.
2. Explore feasibility of utilizing an address frame sample to conduct interviews in

modes other than face-to-face personal interviews. Identify whether phone numbers and names of residents can be obtained by matching to commercial address frames.

3. Discuss the assent issues associated with respondents 12 to 17. What is the lowest age that is realistic if only one member in a household is interviewed? Develop and test protocols for obtaining informed consent for respondents under age 18.
4. Conduct parallel studies in a metropolitan statistical area (MSA) to be selected in consultation with project manager to evaluate the impact of mixed mode data collection and use of incentives. Studies will be carried out with victimization surveys modeled on the NCVS using the same screener but a modified incident report to reduce burden.

#### Deliverables

1. Develop a detailed timetable for each task in the project. The project should be completed within 18 months after the contract is awarded. After the BJS project manager has agreed to the timetable, all work must be completed as scheduled.
2. Provide a detailed review of the relevant survey research literature covering mixed mode data collection, self-administered methods, and use of incentives.
3. Deliver to BJS a detailed report outlining the ability to successfully contact respondents using mixed modes, incentives, and obtain permission for respondents under age 18. No release of this report or any part thereof can take place without written permission of the BJS Director. No draft reports are to be provided for outside expert review without the written permission from BJS.
4. For any data collected under this contract, deliver to BJS an electronic version of the data in SPSS format with supporting documentation. Documentation should include, but is not limited to, a comprehensive codebook detailing variable positions; data coding; variable and value labels; procedures for data verification; any recoding implemented during the data cleaning process; and copies of all programs used to generate data or published statistics. No release or use of the data (including presentations and publications) can take place without written permission of the BJS Director. No part of the dataset, draft reports, or findings are to be provided for outside expert review without written permission from BJS.

**Recommendation 4.9: “The falling response rates of NCVS are likely to continue, with attendant increasing field costs to avoid their decline. BJS should sponsor non-response bias studies, following current OMB guidelines, to guide trade-off decisions among costs, response rates, and non-response error.”**

#### *Analysis of Possible Non-Response Bias in the National Crime Victimization Survey (Competitive ID Number 2008-BJS-1834D)*

The NCVS, as with most household surveys in the U.S., suffers from falling response rates. In 1993, the household and person-level response rates were 93% and 91%, respectively. In 2005, the rates had declined to 91% and 84%, respectively. There are

two principal forms of non-response, unit non-response and within-unit non-response. For the NCVS, the unit non-response is non-response that arises because the household at an address could not be contacted or refused to participate. Within-unit non-response in the NCVS results from survey-eligible persons within interviewed households refusing or unable to answer survey questions. Certain population subgroups are known to have both high non-response rates and high victimization rates. Major consequences of the decline in response rates and increasing non-response rates include an increase in survey costs associated with attempting to complete interviews and the possible introduction of biases in survey estimates associated with high non-response rates for some population subgroups.

### **Scope of Work**

The objective of this project is to conduct non-response bias studies for the NCVS to assess the extent to which survey estimates are impacted by different non-response rates for some demographic subgroups. This includes utilizing a variety of strategies for measuring possible non-response bias on the NCVS sample. The various techniques should follow OMB guidelines for such studies. The website for these guidelines is <[http://www.whitehouse.gov/omb/inforeg/statpolicy/standards\\_stat\\_surveys.pdf](http://www.whitehouse.gov/omb/inforeg/statpolicy/standards_stat_surveys.pdf)>.

The recipient of the funds for this research topic will:

1. Conduct analyses of non-response bias in the NCVS using a minimum of three strategies following OMB guidelines of measuring non-response bias and apply each strategy to the NCVS sample.
2. Work with the sponsor to develop specifications for each of the studies to be conducted.
3. For each selected method, calculate non-response bias estimates for various sample demographic subpopulations and types of crime.
4. At least one of the aforementioned strategies must utilize variables on the NCVS dataset and use 2005 or more recent NCVS data.
5. Each of the methods selected must address both household and person-level non-response in the NCVS.
6. Work with the Census Bureau to utilize sample frame information for sample cases that are not in the public use dataset.
8. Perform a sensitivity analysis of key population estimates to alternative post survey adjustments for non-response bias. The adjustments compared will consider alternative auxiliary variables and methods of weighting.

### **Deliverables**

1. Develop a detailed timetable for each task in the project. The project should be completed within 12 months after the grant is awarded. After the BJS project manager has agreed to the timetable, all work must be completed as scheduled.

2. A detailed report outlining the various methods used to calculate non-response bias, the strengths and weaknesses of each method employed as it relates to the NCVS. The report will contain any estimates of non-response bias and estimates of their precision. It will also contain information about all weighting strategies for each method used. No release of this report or any part thereof can take place without written permission of the BJS director. No draft reports are to be provided for outside expert review without the written permission from BJS.
3. A processed data set that shows all separate efforts to obtain measurements from all sample cases. An analysis of the sensitivity of population estimates to successive efforts will be conducted to estimate the effect of the additional efforts on non-response. For any data collected under this agreement, deliver to BJS an electronic version of the data in SPSS format with supporting documentation. Documentation should include, but is not limited to, a comprehensive codebook detailing variable positions; data coding; variable and value labels; procedures for data verification; any recoding implemented during the data cleaning process; and copies of all programs used to generate data or published statistics. No release or use of the data (including presentations and publications) can take place without written permission of the BJS director. No part of the dataset, draft reports or findings from the dataset is to be provided for outside expert review without written permission from BJS.

### **Funding Information**

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

### **Match Requirement**

Consistent with established BJS data quality standards and based on the nature of the deliverables, BJS has determined that it is not feasible to require the award recipient to contribute money, facilities, or services to carry out the purpose for which the cooperative agreement is sought. Therefore, there is no match requirement.

### **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 measures the results of their work. Performance measures for this solicitation are as follows:

Objective	Performance Measures	Data Grantee Provides
<p><b>1) An Examination of a Twelve-Month Reference Period in the National Crime Victimization Survey:</b> Examine the feasibility and subsequent requirements for moving to a twelve-month reference period in the NCVS.</p>	<p>Successfully complete a study examining the use of a twelve-month reference period in the NCVS and providing design options which outline optimal respondent recall for events using lengthier recall periods.</p>	<p>Demonstrate that the research includes the treatment of respondent recall which declines as the length of a reference period increases; the development of methods for improving recall of victimization experiences over a twelve-month period; and the implications of the redesign.</p>
<p><b>2) Improving the Sampling Design for the National Victimization Survey:</b> Evaluate variables on the sampling frame to reduce sample variance.</p>	<p>Successfully evaluate sample design options which improve the efficiency of the NCVS sample.</p>	<p>Demonstrate that the research includes various sample designs that will better represent hard-to-sample populations while not increasing survey costs, while adhering to the Office of Management and Budget, 2006, Standards and Guidelines for Statistical Surveys.</p>
<p><b>3) Examination of Data Collection Methods for the National Crime Victimization Survey:</b> Examine the use of mixed modes for the NCVS, including web-administration.</p>	<p>Successfully complete an examination assessing the cost effectiveness of various data collection methods and exploring whether respondents can be encouraged to participate in the survey using less expensive modes of enumeration.</p>	<p>Demonstrate that research includes a variety of mixed modes (i.e., web-based survey, telephone, and in-person interviews) and a cost-benefit analysis of using incentives. Specific areas of inquiry include the number of contact attempts that are required and which demographic populations seem most receptive to incentives.</p>
<p><b>4) Analysis of Possible Non-Response Bias in the National Crime Victimization Survey:</b> Evaluate non-response bias in the NCVS.</p>	<p>Successfully complete an examination which yields the ability to assess the extent to which survey estimates are impacted by different non-response rates for demographic subgroups.</p>	<p>Demonstrate that the research includes a variety of strategies and techniques for measuring possible non-response bias on the NCVS sample, following established OMB guidelines.</p>

## How to Apply

DOJ is participating in the e-Government initiative, one of 25 initiatives included in the President's Management Agenda. Part of this initiative -- Grants.gov -- is a "one-stop storefront" that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding.

Grants.Gov Instructions: Complete instructions can be found at [www.grants.gov](http://www.grants.gov). If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at 1-800-518-4726.

CFDA Number: The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.734, titled "Methodological Research to Support the Redesign of the National Crime Victimization Survey," and the funding opportunity number is 2008-BJS-1834. Note: Each proposal must be submitted under the competitive ID number for the respective research topic.

**Competitive ID Number 2008-BJS-1834A** - An Examination of a Twelve-Month Reference Period in the National Crime Victimization Survey

**Competitive ID Number 2008-BJS-1834B** - Improving the Sampling Design for the National Crime Victimization Survey

**Competitive ID Number 2008-BJS-1834C** - Examination of Data Collection Methods for the National Crime Victimization Survey

**Competitive ID Number 2008-BJS-1834D** - Analysis of Possible Non-Response Bias in the National Crime Victimization Survey

**A DUNS number is required:** The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. 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. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at <http://www.dunandbradstreet.com>. Individuals are exempt from this requirement.

**Note:** Grants.gov does not support the Microsoft Vista Operating System. The PureEdge software used by Grants.gov for forms is not compatible with Vista. Also, Grants.gov cannot yet process Microsoft Word 2007 documents saved in the new default format with the extension ".DOCX." Please ensure the document is saved using "Word 97-2003 Document (\*.doc)" format.

**Please also note:** OJP's Grants Management System (GMS) does not accept executable file types as application attachments. OJP's Grants Management System (GMS) downloads applications from Grants.gov and is the system in which OJP reviews

applications and manages awarded grants. 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".

## What an Application Must Include

When applying for federal funding, applicants must provide the following:

**Standard Form 424**  
**Program Narrative**  
**Budget and Budget Narrative**  
**Indirect Cost Rate Agreement (if applicable)**

- Applicant must complete the Application for Federal Assistance (SF-424), a standard form that most federal agencies use.
- The project narrative should describe activities as discussed in the Scope of Work and address the evaluation criteria. The project narrative should contain a detailed time line for project activities, a description of the survey methodology to be used including defined geographic boundaries, data collection method, data entry, and data documentation procedures.
- The Budget Detailed Worksheet may be found through the Internet at <[http://www.ojp.usdoj.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.usdoj.gov/funding/forms/budget_detail.pdf)>, OJP Standard Forms & Instructions. The OJP Financial Guide, which governs the administration of funds, contains information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records, is available on the OJP website at <<http://www.ojp.usdoj.gov/financialguide/index.htm>>. If you have any questions, please contact the OJP Office of the Comptroller's Customer Service Center at 1-800-458-0786.
- Applicants who do not have a federally-negotiated indirect cost rate and wish to establish one may 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/funding/pdfs/indirect\\_costs.pdf](http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf)>.

### Other Attachments

- **Key staff information.**  
Information on key staff includes: a staff loading chart, by task and contract year, showing the role and number of hours (per year) committed for proposed staff; identification of proposed key personnel and their qualifications for the significant functions in this project, along with concise descriptions of the duties each will perform under the grant; and an identification by name of all key personnel with decision-making authority.



- **Privacy Certification.**  
The Privacy Certificate is a funding recipient's certification of compliance with federal regulations requiring confidentiality of information identifiable to a private person, which is collected, analyzed, or otherwise used in connection with an OJP-funded research or statistical activity. The funding recipient's Privacy Certificate includes a description of its policies and procedures to be followed to protect identifiable data. A model certificate is located at <http://www.ojp.usdoj.gov/bjs/pub/pdf/bjsmpc.pdf>.
- **Human Subjects Protection Certification of Compliance.**  
BJS requires the funding recipient to submit proper documentation to be used to determine that the research project meets the federal requirements for human subjects protections set forth in 28 CFR Part 46. A model certificate, describing the necessary information to be provided by the funding recipient, can be accessed at <http://www.ojp.usdoj.gov/bjs/hscr.htm>.
- **Assurances and Certifications.** Applicants are required to submit as an attachment signed copies of these assurances and certifications electronically through Grants.Gov. It is critical that the name, address, telephone number, fax number, and e-mail address of the authorizing official on these online forms are correct. These forms can be obtained on OJP's funding page at <http://www.ojp.usdoj.gov/funding/forms.htm>.
  - (1) **Assurances.** The applicant must comply with the assurances in order to receive federal funds under this program. It is the responsibility of the recipient of federal funds to fully understand and comply with these requirements. Failure to comply may result in withholding of funds, termination of the award, or other sanctions.
  - (2) **Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace.** This form commits the applicant to comply with the certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," and 28 CFR Part 67, "A Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for a Drug-Free Workplace (Grants)."

## Selection Criteria

Proposals should describe the plan and implementation strategies outlined in the Scope of Work. Information on staffing levels and qualifications should be included for each task and descriptions of experience relevant to the project. Resumes of the proposed project director and key staff should be submitted with the proposal.

The applicant will be evaluated on the basis of:

**Understanding the scope of work and its importance.**

The content of the proposal and how it addresses the tasks in the Scope of Work and scheduled timeline. Ability to complete the Scope of Work with documented evidence of research expertise and experience in sample design, objective data gathering, data coding, entry and verification, project documentation, and the production of public use data files. This includes availability of an adequate computing environment, knowledge of standard social science methodology and data processing software, and demonstrated ability to produce SPSS readable data files for analysis and report production.

**Project/Program Design and Implementation**

Demonstrated knowledge of applied survey research, including survey construction, interview techniques, data collection, data coding, entry and verification, and the production of data files. This includes availability of an adequate computing environment, knowledge of standard social science data processing software, and demonstrated ability to produce SPSS readable data files for analysis and report production. Knowledge of relevant issues related to the collection of survey research including respondent burden, recall periods, series and repeat victimizations, and methods for improving recall periods. Applicants should be familiar with the findings from the BJS reports produced from prior National Crime Victimization Survey (NCVS) data collections including methodological and redesign studies.

**Capabilities/Competencies**

Demonstrated ability of staff in understanding data collection, survey research and data analysis.

**Budget**

Demonstrated fiscal, management, staff, and organizational capacity to provide sound management for this project. Applicant should include detailed staff resources and other costs by project tasks.

**Impact/Outcomes and Evaluation**

Demonstrated ability to provide a detailed literature review on respondent burden, alternative recall periods and how these factors intertwine with mode of interview (personal visit and computer-assisted telephone interview (CATI)).

Demonstrated ability to develop research designs for complex surveys and calculate variances from these designs. The recommended design(s) should specify the variances for overall violent crime.

Demonstrated ability to achieve an overall 95% or higher response rate with minimal missing data.

Demonstrated ability to create a processed data set with missing information for less than 10% of cases.

## **Review Process**

Applications will be reviewed competitively with the final award decision made by the Director of BJS. The applicant will be evaluated based on the requirements provided under the "Selection Criteria."

## **Additional Requirements**

- Civil Rights Compliance
- Confidentiality and Human Subjects Protections Regulations
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) Compliance
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of the Comptroller Financial Guide
- Suspension or Termination of Funding

We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at [http://www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).