



JUL. 05

NIJ

Solicitation for Proposals

W.E.B. DuBois Fellowship Program (2006)

Notice:

You *must* submit your application using the Office of Justice Programs' automated Grants Management System. Paper applications will not be accepted. We suggest you begin the process as soon as possible. To start the process, go to <http://www.ojp.usdoj.gov/fundopps.htm>.

Deadline:

February 1, 2006

8 p.m. eastern time

SL000706

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

Alberto R. Gonzales
Attorney General

Regina B. Schofield
Assistant Attorney General

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Director, National Institute of Justice

This and other publications and products of the National Institute of Justice can be found on the World Wide Web at:

National Institute of Justice
<http://www.ojp.usdoj.gov/nij>

Office of Justice Programs
Partnerships for Safer Communities
<http://www.ojp.usdoj.gov>

W.E.B. DuBois Fellowship Program (2006)

I. Introduction

The National Institute of Justice (NIJ) is the research, development, and evaluation agency of the U.S. Department of Justice and a component of the Office of Justice Programs. NIJ provides objective, independent, evidence-based knowledge and tools to enhance the administration of justice and public safety. NIJ solicits proposals to inform its search for the knowledge and tools to guide policy and practice.

The W.E.B. DuBois Fellowship Program seeks to advance the field of knowledge regarding the confluence of crime, justice, and culture in various societal contexts. DuBois Fellows will be asked to focus on policy-relevant questions in a manner that truly reflects their saliency as an integral part of the American past, present, and, increasingly, its future. The Fellowship places particular emphasis on crime, violence, and the administration of justice in diverse cultural contexts.

Due date: The due date is February 1, 2006. Extensions to the deadlines are generally not granted.

Page limit: The program narrative section of your proposal must not exceed 30 double-spaced pages in 12-point font with 1-inch margins. Abstract, table of contents, charts, figures, appendixes, and government forms do not count toward the 30-page limit for the narrative section.

Reasons for rejection: NIJ may reject applications that are incomplete, do not respond to the scope of the solicitation, do not comply with format requirements, or are submitted after the deadline. No additions to the original submission are allowed.

How to submit applications to NIJ: Instructions for applying are in "Guidelines: How to Submit Applications," available on the NIJ Web site at <http://www.ojp.usdoj.gov/nij/funding.htm#gsya>.

II. Proposal Topics

W.E.B. DuBois (1868–1963) was one of the foremost early leaders in the struggle for racial equality in the United States. As a social scientist, DuBois used the objective methods of his profession to challenge discriminatory ideologies and institutions and advocate social change. His classic study *"The Philadelphia Negro,"* published in 1899, was a groundbreaking sociological

study of that city's black community, one of the first research projects to combine urban ethnography, social history, and descriptive statistics.

Recognizing the dynamic influence of community factors on crime, violence, and justice, and in the tradition of the work of W.E.B. DuBois, NIJ's W.E.B. DuBois Fellowship Program seeks to advance the field of knowledge regarding the confluence of crime, justice, and culture in various societal contexts. DuBois Fellows will be asked to focus on these policy-relevant questions in a manner that truly reflects their saliency as an integral part of the American past, present, and, increasingly, its future.

The DuBois Fellowship complements NIJ's other fellowship programs and provides talented researchers early in their professional careers with the opportunity to elevate independently generated research and ideas to the level of national discussion. DuBois Fellows will contribute to NIJ's national criminal justice research program by studying topics of mutual interest to the Fellow and NIJ. Researchers from all academic disciplines are encouraged to apply. Because of the focus of this Fellowship, NIJ strongly encourages applications from diverse racial and ethnic backgrounds.

Fellows are encouraged to spend a period of residence at NIJ and to prepare reports suitable for publication by NIJ that summarize the results and policy implications of their research. NIJ will negotiate specific products with Fellows during the preaward period. Fellows also may be asked to—

- Participate in developing plans for nationally significant criminal justice research programs relating to the Fellow's proposed research and field of expertise.
- Interact with NIJ staff and other Fellows.
- Develop and make presentations to inform and involve NIJ's research and development community and program partners in discussion and interpretation of research findings and policy implications.
- Assist NIJ in the development of informational materials for new or current projects.

While the specific research activities proposed may vary, applicants should incorporate the following elements into their work plan and budget:

- Fellowship grants are typically 12 months in duration. Each year, NIJ attempts to complete the funding decision process so that awards may be completed within 6 months of the closing date.

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- The DuBois Fellowship program encourages a residency component. Terms of the residency are flexible, but fellows should plan to be in residence, preferably at the beginning of their fellowship. In addition, Fellows should plan to return briefly to NIJ near the end of the fellowship for a presentation to NIJ staff and other relevant agency partners on their work.
 - Collaboration with other scholars during the fellowship, especially work requiring a term of residency at another institution, should be documented in the application by letters of support from colleagues and host institutions.
 - Applications should include plans for reports suitable for publication by NIJ that present the results of the conducted research and implications for criminal justice policy and practice in the United States.

The DuBois Fellowship places particular emphasis on crime, violence, and the administration of justice in diverse cultural contexts. Therefore, researchers may choose from, but are not limited to, the following list of broad topic areas:

- **Immigration, crime, and victimization:** examining incidents of crime, hate crime, violence, and victimization within immigrant populations; justice system responses; justice system innovations addressing the needs of immigrant populations; and illegal immigration, with a focus on law enforcement issues and the administration of justice.
- **Transnational crime:** examining instances in which crime and crime control efforts extend beyond national boundaries and studying links to transnational crime in immigrant communities and implications for sound investigative practices.
- **Police-community relations:** considering the impact of race, ethnicity, gender, and culture on law enforcement effectiveness and perceptions of justice; weighing factors of language, culture, and sociohistorical perceptions of law enforcement as these issues come to bear on the ability of police, both as individuals and organizations, to serve communities.
- **Corrections:** considering the needs of special populations within the correctional system and current programmatic responses that address rehabilitation and offender reintegration in situations where race, gender, or culture may prove relevant.
- **Ethnographic studies investigating crime, violence, substance abuse, and justice system interactions in particular cultural settings:** exploring in depth the role of race, ethnicity, and culture-specific norms within particular communal contexts; considering implications for further knowledge development and the

development of policies and programmatic responses that take these factors, where relevant and significant, into account.

There are several formats in which the work of an NIJ Research Fellow can be conducted. The precise contours of the fellowship depend on the scholarship being proposed. An applicant may wish to propose a term of residency at NIJ. Longer term residency (6–18 months) would be particularly appropriate when the project requires extensive contact with Federal agencies or other scholars in the Washington, D.C. area. Others may propose a fellowship that includes only a limited residency at NIJ (less than 6 months). In addition to work conducted at their home institution, applicants may propose to spend part of their fellowship in residency at another institution, working with a colleague or mentor, or developing important new scholarly collaborations.

W.E.B. Fellows

The 2000 and first W.E.B. DuBois Fellow was Becky Tatum, Georgia State University, *The Role of Social Support on Adolescent Crime: Identifying Race, Class and Gender Variations* (2000–IJ–CX–0032), \$45,343.

The 2001 Fellow was Ramiro Martinez, Florida International University, *The Impact of Immigration in Ethnic-Specific Violence: Identifying Individual and Community Characteristics in Miami* (2001–IJ–CX–0012), \$61,997.

The 2002 Fellow was Valli Kalei Kanuha, University of Hawaii, *Exploring the Construction of Violence Against Women and Children in An Indigenous Cultural Context: Applications of Alternative Justice Strategies in Contemporary Society* (2003–IJ–CX–0002), \$76,488.

The 2003 Fellow was Ivory Toldson, Southern University, *Evaluating the Predictive and Structural Validity of an Actuarial Method for Screening Civil Liabilities Among Police Officers* (2003–IJ–CX–1006), \$74,815.

The 2004 Fellow is Johnna Christian, Rutgers University, *Exploring Factors Influencing Family Members' Connections to Incarcerated Individuals* (2004–IJ–CX–0043), \$78,767.

III. General Requirements and Guidance

NIJ is asking you to submit a proposal that states the problem under investigation (including goals and objectives of the proposed project) and the relevance of the project to public policy, practice, or theory. The program narrative section should state the research question and objectives and explain how the work will contribute to knowledge and practice. It should describe in sufficient detail the research methods and analytic strategy.

Your application should include these elements:

- **Program Narrative**

The Program Narrative includes:

- a. Abstract (not to exceed 400 words).
- b. Table of contents.
- c. Main body. Includes:
 - Purpose, goals, and objectives.
 - Review of relevant literature.
 - Research design and methods.
 - Implications for policy and practice.
 - Management plan and organization.
 - Dissemination strategy.
- d. Appendixes. (Not counted against solicitation page limit.) Includes:
 - Bibliography/References. (If applicable.)
 - List of key personnel (Required.)
 - Résumés of key personnel. (Required.)
 - List of previous and current NIJ awards (Required.)
 - Letters of cooperation/support or administrative agreements from organizations collaborating in the project. (If applicable.)
 - Chart for timeline, research calendar, or milestones. (Required.)
 - Other materials required by the solicitation.

- **Budget Detail Worksheet**

- **Budget Narrative**

- **Negotiated Indirect Rate Agreement** (If applicable.)

- **Other Program Attachments**

These include several forms, available on OJP's funding page at

<http://www.ojp.usdoj.gov/forms.htm>.

Instructions for submitting proposals can be found in "Guidelines: How to Submit Applications," (available at <http://www.ojp.usdoj.gov/nij/funding.htm#gsva>) and the Office of Justice Programs Grants Management System Handbook (available at <http://www.ojp.usdoj.gov/fundopps.htm>).

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- A. Submit applications online:** Paper applications are not accepted. Applications must be submitted through the Office of Justice Programs' online Grants Management System. NIJ suggests you begin the process early, especially if this is the first time you have used the system. To begin, go to <http://www.ojp.usdoj.gov/fundopps.htm>. There are three types of documents that can be uploaded to an application package: PDFs, Word documents, and text documents.
- B. Relevance of the project for policy and practice:** Higher quality proposals clearly explain the practical implications of the project. They connect technical expertise with policy and practice. To ensure that the project has strong relevance for policy and practice, some researchers and technologists collaborate with practitioners and policymakers. You may include letters showing support from practitioners, but they carry less weight than clear evidence that you understand why policymakers and practitioners would benefit from your work and how they would use it. While a partnership may affect State or local activities, it should also have broader implications for others across the country.
- C. Equal opportunity for all applicants:** It is OJP's policy that faith-based and community organizations that statutorily qualify as eligible applicants under OJP programs are invited and encouraged to apply for awards. Faith-based and community organizations will be considered for an award on the same basis as any other eligible applicants and, if they receive an award, will be treated on an equal basis with non-faith-based and community organization grantees in the administration of such awards. No eligible applicant or grantee will be discriminated 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.
- D. Cofunding:** A grant made by NIJ under this solicitation may account for up to 100 percent of the total cost of the project. You must indicate whether you believe it is feasible for you to contribute cash, facilities, or services as non-Federal support for the project. Your proposal should identify generally any such contributions that you expect to make and your proposed budget should indicate in detail which items, if any, will be supported with non-Federal contributions.
- E. Number of grants to be awarded:** NIJ's grant award process is highly competitive. The number of awards NIJ makes is always subject to the availability of funds and the number and quality of applications received.
- F. When awards will be made:** All applicants, whether they are accepted or rejected, will be notified. The review and approval process takes about 6 months. You should not propose to begin work until at least 6 months after the proposal deadline on the cover of this solicitation.

Also, you should not expect to receive notification of a decision for at least 6 months after that date. Lists of awards are updated regularly on NIJ's Web site at

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

- G. Financial audits are required:** If your organization spends \$500,000 or more of Federal funds during the fiscal year, you may be asked to submit an organization-wide financial and compliance audit report before any award is made. The audit must be performed in accordance with the U.S. Government Accountability Office Government Accounting Standards and must conform to Chapter 19 ("Audit Requirements") of the Office of Justice Programs' Financial Guide (available at <http://www.ojp.usdoj.gov/FinGuide>). You may include the costs of complying with these audits in the proposed budget submitted as part of your application. Detailed information regarding the independent audit is available in Office of Management and Budget Circular A-133 (available at <http://www.whitehouse.gov/omb/circulars>).
- H. An environmental assessment may be required:** All award recipients must comply with the National Environmental Policy Act (NEPA). To ensure NEPA compliance, NIJ may require some award recipients to submit additional information.
- I. Protection of confidentiality:** Federal regulations require applicants for NIJ funding to outline specific procedures for protecting private information about individuals as part of the Privacy Certificate submitted with the application package. For additional information, see "Guidelines: How to Submit Applications," <http://www.ojp.usdoj.gov/nij/funding.htm#gsva>.
- J. 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. NIJ will use the DUNS number throughout the grant life cycle. Obtaining a DUNS number is a free, 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.
- K. Funds cannot be used to lobby:** Under the Anti-Lobbying Act (18 U.S.C. § 1913), grantees generally may not use funds to support the enactment, repeal, or modification of any law, regulation, or policy at any level of government. For additional information on rules and regulations, see "Guidelines: How to Submit Applications" at <http://www.ojp.usdoj.gov/nij/funding.htm#gsva> and OJP's Financial Guide at <http://www.ojp.usdoj.gov/FinGuide>.

L. What will *not* be funded:

1. Provision of training or direct service.
2. Proposals primarily to purchase equipment, materials, or supplies. (Your budget may include these items if they are necessary to conduct applied research, development, demonstration, evaluation, or analysis, but NIJ does not fund proposals that are primarily to purchase equipment.)
3. Work that will be funded under another specific solicitation.

M. Cost of proposed work: NIJ anticipates allocating a total of \$75,000 for awards under this solicitation. All NIJ awards are subject to the availability of appropriated funds. NIJ expects to make one award depending on funds available and number of high-quality applications. If you propose a project that exceeds the amount of money that may be available for this solicitation, we recommend that you divide the project into phases, stages, or tasks so that NIJ can consider making an award for a specific portion of the work. NIJ cannot guarantee that subsequent phases, stages, or tasks will be funded. Such additional funding depends on NIJ's resources and your satisfactory completion of each phase, stage, or task. Note: Deliverables (e.g., a final report) will be required at the end of each phase, stage, or task.

N. Call for assistance:

For technical guidance about using the Grants Management System, call the hotline at 1–888–549–9901. For questions about this solicitation, the research being solicited, or other NIJ funding opportunities, see the NIJ Web site at <http://www.ojp.usdoj.gov/nij> or contact NIJ at 202–307–2942.

IV. Selection Criteria

NIJ is firmly committed to the competitive process in awarding grants. All proposals are subjected to an independent peer-review panel evaluation. External peer-review panelists consider both technical and programmatic merits. Panelists are selected based on their expertise in subject areas pertinent to the proposals.

Peer-review panelists will evaluate proposals using the criteria listed below. NIJ staff then make recommendations to the NIJ Director. The Director makes final award decisions.

Successful applicants must demonstrate the following:

A. Understanding of the problem and its importance.

B. Quality and technical merit.

1. Awareness of the state of current research or technology.

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2. Soundness of methodology and analytic and technical approach.
 3. Feasibility of proposed project and awareness of pitfalls.
 4. Innovation and creativity (when appropriate).

C. Impact of the proposed project.

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

D. Capabilities, demonstrated productivity, and experience of applicants.

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

E. Budget.

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

F. Dissemination strategy.

1. Well-defined plan for the grant recipient to disseminate results to appropriate audiences, including researchers, practitioners, and policymakers.
2. Suggestions for print and electronic products NIJ might develop for practitioners and policymakers.

V. Requirements for Successful Applicants

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

- A. Final report:** The final report should be a comprehensive overview of the project and should include a detailed description of the project design, data, and methods; a full presentation of

scientific findings; and a thorough discussion of the implications of the project findings for criminal justice practice and policy. It must contain an abstract of no more than 400 words and an executive summary of no more than 2,500 words.

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

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

- B. Interim reports:** Grantees must submit quarterly financial reports, semi-annual progress reports, and a final progress report. Future awards and fund drawdowns may be withheld if reports are delinquent. Post-award reporting requirements are described in “Guidelines: How to Submit Applications,” available at <http://www.ojp.usdoj.gov/nij/funding.htm#gasya>.
- C. Materials concerning protection of confidential information and human subjects:** Recipients of NIJ research funds must comply with Federal regulations concerning the protection of private information about individuals. Recipients also must comply with Federal regulations concerning protection of human subjects. In general, all research involving human subjects that is conducted or supported by NIJ funds must be reviewed and approved by an Institutional Review Board before Federal funds are expended for that research. NIJ may also ask grant recipients for additional information related to privacy and human subjects testing.

Information regarding NIJ’s requirements for privacy and protection of human subjects appears in “Guidelines: How to Submit Applications,” which is available at <http://www.ojp.usdoj.gov/nij/funding.htm#gasya>, and at NIJ’s Human Subjects Protection Web page, <http://www.ojp.usdoj.gov/nij/humansubjects>.

- D. Electronic data:** Some grant recipients will be required to submit electronic data and supporting documentation, such as a codebook or dictionary, capable of being re-analyzed and used by other researchers. The materials must be submitted by the end date of the

grant. Grant applicants should ensure that the proposed timeline and budget accommodate these requirements.

- E. Performance guidelines:** As part of government-wide efforts to measure the performance of Federal funding, in May 2002, the White House issued guidance on how to evaluate the performance of Federal research programs. Research should be: (1) relevant—that is, important and appropriate for meeting the needs of the field, (2) of high quality, and (3) well-managed by grantees and well-monitored by the Federal agency. Therefore, in addition to the reporting requirements discussed above, a grantee’s performance on an award made under this solicitation will be evaluated on whether the final research report was (1) relevant to the needs of the field as measured by whether the grantee’s substantive scope did not deviate from the funded proposal or any subsequent agency modifications to the scope; (2) of high quality as assessed by peer reviewers; and (3) well-managed as measured by whether significant interim project milestones were achieved, final deadlines were met, and costs remained within approved limits. For more information see “Guidelines: How to Submit Applications,” available at <http://www.ojp.usdoj.gov/nij/funding.htm#gsya>.

Tips for Submitting Your Application

1. Begin the application process early—especially if you have never used the online Grants Management System before. NIJ will not accept applications received after the closing date and time listed on the cover. To start the process, go to <http://www.ojp.usdoj.gov/fundopps.htm>.
2. Review “Guidelines: How to Submit Applications” for complete instructions, available at <http://www.ojp.usdoj.gov/nij/funding.htm#gsva>.
3. Although your proposal may budget for the purchase of equipment if the equipment is necessary to conduct the project, NIJ will not fund applications that are primarily to purchase equipment, materials, or supplies.
4. Call for help:
 - For technical guidance about the Grants Management System, call the hotline at 1–888–549–9901.

For questions about this solicitation, the research being solicited, or other NIJ funding opportunities, contact NIJ at 202–305–7807 or visit NIJ’s Web site at <http://www.ojp.usdoj.gov/nij/funding.htm>.

View or print a copy of this document from the NIJ Web site (<http://www.ojp.usdoj.gov/nij/funding.htm>) or request one by calling NCJRS at 1–800–851–3420 or e-mailing askncjrs@ncjrs.org.

The National Institute of Justice is the research, development, and evaluation agency of the U.S. Department of Justice.

NIJ provides objective, independent, evidence-based knowledge and tools to enhance the administration of justice and public safety.

NIJ is a component of the Office of Justice Programs, which also includes the Bureau of Justice Assistance, the Bureau of Justice Statistics, the Office of Juvenile Justice and Delinquency Prevention, and the Office for Victims of Crime.