



August 04		NIJ
Solicitation		
W.E.B. DuBois Fellowship Program		
Notice: You <i>must</i> 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, 2005 SL 000672

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

W.E.B. DuBois Fellowship Program

I. Introduction

The National Institute of Justice (NIJ) 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. The Institute 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 listed on the cover of this announcement and on the NIJ Web site at <http://www.ojp.usdoj.gov/nij/funding.htm>. Extensions to the deadline is 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. Tables, charts, figures, appendixes, and government forms do not count toward the 30-page limit.

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 proposals to NIJ: Complete details about how to apply for funding are in “NIJ Guidelines for Submitting Applications,” available on the NIJ Web site at <http://www.ojp.usdoj.gov/nij/funding.htm>.

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 and 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 the Institute. Researchers from all academic disciplines are encouraged to apply. Because of the focus of the Fellowship, NIJ strongly encourages applications from diverse racial and ethnic backgrounds.

Fellows are encouraged to spend a period of residence at NIJ and 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 pre-award period. Fellows may also 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 Institute staff and other Fellows.
- Develop and make presentations to inform and involve the Institute'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 workplan and budget:

- Fellowship grants are typically 12 months in duration. Each year, NIJ attempts to complete the funding decision process so that awards may begin during the summer months.
- The DuBois Fellowship program encourages a residency component. Terms of the residency are flexible, but Fellows should plan to be in residence a minimum of 2 months,

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 of their work to NIJ staff and other relevant agency partners.

- 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 that present the results and policy implications of conducted research suitable for publication by NIJ.

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, as individuals and organizations, to serve communities.
- **Courts, sentencing, and corrections:** determining the influence of race, ethnicity, gender, and culture on charging decisions, sentencing practices, and disparities in representation; considering the needs of special populations within the correctional system and current programmatic responses addressing rehabilitation and offender reintegration in situations where race, gender, or culture may prove relevant.
- **Civil rights:** researching the preservation of civil rights juxtaposed against the preservation of public safety, order, and the administration of justice; examining policing and other justice system issues through comparative analyses of practices in existing and emerging democracies.

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- **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, where relevant and significant, take these factors into account.

There are several formats in which the work of an NIJ Research Fellow can be conducted and 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 where 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.

Previous 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

This section describes the main requirements for submitting your proposal. Complete instructions are in “NIJ Guidelines for Submitting Applications,” available on the NIJ Web site at <http://www.ojp.usdoj.gov/nij/funding.htm>.

- 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 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 awards, will be treated on an equal basis with nonfaith-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 is not required:** You are not required to combine NIJ funds with other funds (for example, you do not need matching funds), but if you intend to use multiple funding sources to support your proposed effort, the budget you submit must show the other funds.

- E. Number of grants to be awarded:** NIJ’s grant award process is highly competitive. The number of awards to be made depends on the availability of funds and the number and quality of applications received.

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- F. When awards will be made:** The review and approval process takes about 6 months. Therefore, you should not propose to begin work until at least 6 months after the 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 year, you will be required 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. General Accounting Office Government Accounting Standards and must conform to Chapter 19 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 complete details, see <http://www.ojp.usdoj.gov/nij/funding.htm>.
- J. New requirement—DUNS number:** Beginning October 1, 2003, a Dun and Bradstreet Data Universal Numbering System (DUNS) number must be included in every application for a new award or renewal of an award. The DUNS number will be required whether an applicant submits an application through the Office of Justice Programs' Grants Management System or using the government-wide electronic portal (<http://www.grants.gov>). **An application will not be considered complete until a valid DUNS number is provided by the applicant.** Individuals who would personally receive a grant or cooperative agreement from the Federal government are exempt from this requirement.

Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS number request line at 1-866-705-5711.

If you have questions, contact the Office of Justice Programs' Office of the Comptroller's Customer Service Center at 1-800-458-0786.

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 the complete rules and regulations, see “NIJ Guidelines for Submitting Applications” at <http://www.ojp.usdoj.gov/nij/funding.htm> and OJP’s *Financial Guide* at <http://www.ojp.usdoj.gov/FinGuide>.

L. What will *not* be funded: Typically, NIJ *does not* fund the following:

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 proposal

M. Cost of proposed work: Approximately \$75,000 is available for awards made through this solicitation. 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 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:

1. For technical guidance about using the Grants Management System, call the hotline at 1-888-549-9901.
2. For questions about this solicitation, the research being solicited, or other NIJ funding opportunities, contact the U.S. Department of Justice Response Center at 1-800-421-6770.

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 evaluate each proposal and give their assessments to NIJ. NIJ staff then recommend to the NIJ Director which proposals are most worthy of an award. 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.
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 report will be peer reviewed upon submission. The reviews will be forwarded to the principal investigator with suggestions for revisions. The principal investigator 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 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 “NIJ Guidelines for Submitting Applications,” available at <http://www.ojp.usdoj.gov/nij/funding.htm>.
- 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.

Additional general information regarding NIJ's requirements for privacy and protection of human subjects appears in "NIJ Guidelines for Submitting Applications," available at <http://www.ojp.usdoj.gov/nij/funding.htm>. Complete information about NIJ's requirements can be found at <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:** NIJ collects data to comply with the Government Performance and Results Act (GPRA), Public Law 103-62. Generally, these data are contained in a grantee's final report (discussed in Section V of this solicitation), but NIJ may request additional information to facilitate future planning and to ensure accurate reporting to Congress and others on the measurable results of grants. For complete details, see "NIJ Guidelines for Submitting Applications," available at <http://www.ojp.usdoj.gov/nij/funding.htm>.

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/fundops.htm>.
2. Be sure your application package includes—
 - Abstract of no more than 400 words.
 - Complete budget, including detailed worksheet and narrative.
 - Program narrative.
3. Review "NIJ Guidelines for Submitting Applications" for complete instructions, available at <http://www.ojp.usdoj.gov/nij/funding.htm>.
4. 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.
5. 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 the U.S. Department of Justice Response Center at 1-800-421-6770.

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.