



National Institute of Justice

S o l i c i t a t i o n

Julie E. Samuels, Acting Director

November 2000

W.E.B. DuBois Fellowship Program

NIJ Residential Research Opportunity



APPLICATION DEADLINE

February 1, 2001

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

Janet Reno
Attorney General

Daniel Marcus
Acting Associate Attorney General

Mary Lou Leary
Acting Assistant Attorney General

Julie E. Samuels
Acting Director, National Institute of Justice

For grant and funding information, contact:
Department of Justice Response Center
800-421-6770

Office of Justice Programs
World Wide Web Site:
<http://www.ojp.usdoj.gov>

National Institute of Justice
World Wide Web Site:
<http://www.ojp.usdoj.gov/nij>

W.E.B. DuBois Fellowship Program

Biography

W.E.B. DuBois (1868–1963) was one of the foremost, early leaders in the struggle for racial equality in the United States. He was a scholar, an activist, and a founder of the NAACP; his book *The Souls of Black Folk* is a classic exposition of “the meaning of being black.” As a social scientist, DuBois used the objective method of his profession to challenge discriminatory ideologies and institutions and advocate social change. “The Philadelphia Negro,” his classic study published in 1899, was a groundbreaking sociological study of that city’s black community. It was also one of the first research projects to combine urban ethnography, social history, and descriptive statistics. DuBois challenged black people to pursue higher education and become involved in the political process.

I. Introduction and Background

The National Institute of Justice supports the investigation, analysis, and development of innovative approaches that enhance justice and advance public policy decisionmaking on issues related to crime, violence, and the administration of justice. Recognizing the dynamic influence of community factors on these issues, NIJ includes in its research portfolio a body of work that explores diverse perspectives addressing criminal justice research questions. 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 these policy-relevant topics 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 fellowships—the Graduate Research and Visiting Fellowship programs—and provides talented researchers early in their career 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. Given the focus of this fellowship, NIJ strongly encourages applicants from diverse racial and ethnic backgrounds to apply.

Fellows are expected to spend a short 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 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 Institute staff and other Fellows.
- Develop presentations that inform and involve the Institute’s research and development community and its program partners in the discussion and interpretation of research findings and policy implications.
- Help develop informational materials for new or current projects.

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 incidences of 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.
- **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 and considering implications for further knowledge development and the development of policies and programmatic responses that take these factors, where relevant and significant, into account.
- **Police-community relations:** considering the impact of race, ethnicity, gender, and culture on law enforcement effectiveness and perceptions of justice and weighing factors of language, culture, and sociohistorical perceptions of law enforcement as these issues affect the ability of police, as both 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; the needs of special populations within the correctional system; and current programmatic responses addressing rehabilitation and offender reintegration in situations in which 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 and examining policing and other justice system issues through comparative analyses of practices in existing and emerging democracies.

In addition to describing the substantive focus of the proposed research, applicants should outline the manner in which this work would be conducted. Unlike other research grant proposals under which a team of researchers might undertake a large-scale project, a fellowship emphasizes the activities and interactions of the principal scholar. The fellowship should comprise activities linking the Fellow and his/her work to NIJ, the Fellow's home institution, and colleagues at other institutions. The work of an NIJ Research Fellow can be conducted in several formats; the precise contours of the fellowship depend on the scholarship being proposed. An applicant may wish to propose a long-term residency at NIJ; this would be particularly appropriate if 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 an initial, limited residency at NIJ. In addition to work conducted at their home institution, applicants may propose to spend part of their fellowship in residency at another institution, to work with a colleague or mentor, or to develop important new scholarly collaborations.

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

- Fellowships are typically between 6 and 12 months. Each year, NIJ will make funding decisions for awards to begin during the summer.
- Fellows are required to be in residency at NIJ for 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 on 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 suitable for publication by NIJ that summarize the results and policy implications of their research.

II. Selection Criteria

NIJ is firmly committed to the competitive process for awarding grants. All applications for the DuBois Fellowship Program are evaluated by an independent, anonymous panel of peer reviewers with academic, practitioner, technical, and operational expertise in the subject areas of the solicitation. Based on the results of these independent reviews, Institute staff make recommendations to NIJ's Director. Then, after consultation with staff, final decisions are made by the NIJ Director based on the following criteria:

Quality and Technical Merit

- Soundness of methodology, analytic, or technical approach.
- Innovation and creativity.
- Feasibility of proposed project and awareness of pitfalls.
- Awareness of existing research and related applications.

Impact of the Project

- Significance and timeliness of topic.
- Understanding the importance of the problem.
- Relevance to NIJ's mission.
- Potential for advancement of scientific understanding of the problem area.
- Relevance to improving the policy and practice of criminal justice and related agencies and for improving public safety, security, and quality of life.

Capabilities, Demonstrated Productivity, and Experience of Applicant

- Qualifications and experience of the applicant as related to the proposed project.
- Responsiveness to the goals of the solicitation.
- Demonstrated ability to manage proposed effort.
- Adequacy of proposed resources to perform effort.

Budget Considerations

- Total cost relative to perceived benefit.
- Appropriate budgets and level of effort.
- Use of existing resources to conserve costs.

III. How to Apply

Those interested in submitting proposals in response to this solicitation must complete the required application forms and submit related required documents. (See below for how to obtain application forms and guides for completing proposals.)

In the program narrative, applicants are encouraged to describe their theory-informed research objectives and questions, research methodology and workplan, and project timeline and discuss how their work and residence would contribute to national knowledge and practice and the work of the Institute with respect to the substantive focus outlined within this solicitation.

Applicants must include the following information/forms to qualify for consideration:

- Standard Form (SF) 424—application for Federal assistance.
- Proposal abstract.
- Table of contents.
- Program narrative.
- References.
- Geographic Areas Affected Worksheet.
- Assurances.
- Certifications Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (one form).
- Disclosure of lobbying activities.
- Budget detail worksheet.
- Budget narrative.
- Negotiated indirect rate agreement (if appropriate).
- Names and affiliations of all key persons from applicant and subcontractor(s), advisors, consultants, and advisory board members. Include name of principal investigator, title, organizational affiliation (if any), department (if institution of higher education), address, phone, and fax.
- Résumés.
- List of previous NIJ awards, their status, and products in NIJ or other publications.
- Privacy certificate.
- Form 310 (Protection of Human Subjects Assurance Identification/Certification/Declaration).
- Environmental assessment (if required).
- Letters of cooperation from organizations collaborating in the research project.
- Appendixes, if any.

Proposal abstract. When read separately from the rest of the application, the proposal abstract is meant to serve as a succinct and accurate description of the proposed work. Applicants must concisely describe the research goals and

objectives, research design, and methods for achieving the goals and objectives. Summaries of past accomplishments are to be avoided, and proprietary/confidential information is not to be included. Length is not to exceed 400 words. Use the following two headers:

Project Goals and Objectives:

Proposed Research Design and Methodology:

Page limit. The number of pages in the program narrative part of the proposal must not exceed 20 double-spaced pages. Use of tables, charts, and figures is encouraged and will not be counted in page limitations.

Due date. Ten (10) copies of completed proposals **must be received** at the National Institute of Justice by 5:00 p.m. on February 1, 2001. Extensions of this deadline **will not** be permitted. Faxed or e-mailed applications will not be accepted.

Eligibility requirements. NIJ awards grants and cooperative agreements to educational institutions, nonprofit organizations, public agencies, individuals, and profit-making organizations willing to waive their fees. For this program, no indirect costs are allowable. To be eligible to receive an award under the DuBois Fellowship Program, an applicant must hold a Ph.D. or other doctoral-level degree or a legal degree of J.D. or higher. As this program has been developed for researchers early in their careers, applicants must apply within 10 years of receiving their advanced degrees.

Award period. DuBois Fellowships last from 6 to 12 months. The period in residency and starting date at NIJ are negotiable. Applicants should anticipate a start date 3 months after the application deadline.

Award amount. NIJ will fund successful applicants with up to \$150,000 (subject to available appropriations) made available for this program. As many as two (2) awards of approximately \$75,000 each will be made annually. Funding allocations for this program are based on the quality of the proposals received and the extent to which they relate to ongoing research, evaluation, or science and technology priorities. Fellows receive financial and logistical support from NIJ as well as access to the abundant criminal justice resources of NIJ and the Nation's capital.

Allowable expenses. Awards may cover salary, fringe benefits, reasonable costs of relocation, travel essential to the project, and office expenses not provided by NIJ (e.g., computers and research assistants). Applicants should develop reasonable budgets that adequately cover the costs of their proposed projects. For this program, no indirect costs are allowable.

Applying. Applicants should obtain two packets: (1) application forms (including a sample budget worksheet) and (2) guidelines for submitting proposals (including requirements for proposal writers and requirements for grant recipients). To receive them, applicants can:

- Access the Justice Information Center on the Web: <http://www.ncjrs.org/fedgrant.htm#nij>; or the NIJ Web site: <http://www.ojp.usdoj.gov/nij/funding.htm>.

These Web sites offer the NIJ application forms and guidelines as electronic files that can be downloaded to a personal computer.

- Request hard copies of the forms and guidelines by mail from the National Criminal Justice Reference Service at 800-851-3420 or from the U.S. Department of Justice (DOJ) Response Center at 800-421-6770 (in the Washington, D.C., area, at 202-307-1480).

- Request copies by fax. Call 800–851–3420 and select option 1, then option 1 again for NIJ. The code is 1023.

Confidentiality of information and human subjects protection. NIJ has adopted new policies and procedures regarding the confidentiality of information and human subjects protection. Please see the *Guidelines for Submitting Proposals for National Institute of Justice-Sponsored Research* for details on the new requirements.

DOJ regulations at 28 Code of Federal Regulations (CFR) Part 22 require recipients of NIJ research funds to protect personally identifiable information that is collected from all research participants. The regulations at 28 CFR Part 22 require applicants for NIJ funding to outline their plans for the protection of private information about individuals as part of a Privacy Certificate, which is submitted as part of their proposal.

In addition to the regulations in Part 22, DOJ has adopted policies on the protection of human subjects that are the same as those established by the U.S. Department of Health and Human Services in 45 CFR Part 46, Subpart A, also known as the “Common Rule.” The DOJ regulations are set forth in 28 CFR Part 46. In general, 28 CFR Part 46 requires that all research involving human subjects conducted or supported by a Federal department or agency be reviewed and approved by an Institutional Review Board (IRB) before Federal funds are expended for that research. If IRB approval is required for this project, a copy of IRB’s approval and supporting documentation concerning IRB’s institutional affiliation, its policies and procedures, and necessary assurances must be submitted to NIJ prior to the initiation of any research activities that are not exempt from the provisions of 28 CFR Part 46.

Reporting requirements. NIJ has established guidelines for grantees regarding project deliverables that include an Executive Summary, Project Abstract, Final Report, and Final Data Set and Codebook. These requirements are described in NIJ’s *Guidelines for Submitting Proposals* (www.ojp.usdoj.gov/nij/funding_app.htm) and are included as special conditions in the award package. To accommodate the peer review of all grant products, the draft Final Report must be submitted 90 days before the end date of the grant. Applicants should ensure that their proposed time lines reflect these requirements.

In addition to the final products described above, grantees are required to submit quarterly financial status reports and semiannual progress reports.

Financial Status Reports. Financial Status Reports (SF 269–A) are due quarterly on the 45th day following the end of each calendar quarter. A report must be submitted every quarter the award is active, even if there has been no financial activity during that reporting period. The final report is due 120 days after the end date of the award. Future awards and fund drawdowns will be withheld if the financial status reports are delinquent.

Categorical Assistance Progress Reports. Recipients of funding are required to submit semiannual Categorical Assistance Progress Reports. The progress report describes activities during the reporting period and the status or accomplishment of objectives as set forth in the approved application for funding. Progress reports must be submitted within 30 days of the end of the reporting periods, which are January 1 through June 30 and July 1 through December 31, for the life of the award. A final progress report, which provides a summary of progress toward achieving the goals and objectives of the

S o l i c i t a t i o n

award, significant results, and any products developed under the award, is due 120 days after the end date of the award. Report formats will be provided to the recipient by the Office of Justice Programs. Future awards and fund drawdowns may be withheld if the progress reports are delinquent.

Guidance and information. Applicants who wish to receive additional guidance and information may contact the DOJ Response Center at 800-421-6770. Center staff can provide assistance or refer applicants to an appropriate NIJ professional. Applicants may wish, for example, to discuss their prospective research topics with NIJ's professional staff.

Send completed forms to:

W.E.B. DuBois Fellowship Program
National Institute of Justice
810 Seventh Street N.W.
Washington, DC 20531
[overnight courier ZIP Code 20001]

Steering Committee

NIJ has impaneled a diverse group of distinguished criminal justice scholars who will add their expertise in further developing this Fellowship Program and the proposal review process.

The members of the W.E.B. DuBois Fellowship Steering Committee are:

Felton Earls, Chair
Department of Psychiatry
Harvard Medical School

Vine DeLoria
Department of History
University of Colorado, Boulder

Darnell F. Hawkins
Department of Sociology
University of Illinois at Chicago

Orlando Rodriguez
Department of Sociology and Anthropology
Fordham University

Katheryn K. Russell
Department of Criminology and Criminal Justice
University of Maryland, College Park

William A. Vega
Metropolitan Research and Policy Institute
University of Texas at San Antonio

Charles Wellford
Department of Criminology and Criminal Justice
University of Maryland, College Park

Cathy Spatz Widom
School of Criminal Justice
State University of New York at Albany

Most Recent Award

NIJ was pleased to award its first W.E.B. DuBois Fellow in 2000.

The Role of Social Support on Adolescent Crime: Identifying Race, Class, and Gender Variations. (2000-IJ-CX-0032) Becky Tatum, Ph.D., Georgia State University, \$45,343.

SL 000450

For more information on the National Institute of Justice, please contact:

National Criminal Justice Reference Service

Box 6000
Rockville, MD 20849-6000
800-851-3420
e-mail: askncjrs@ncjrs.org

You can view or obtain an electronic version of this document from the NCJRS Justice Information Center web site (<http://www.ncjrs.org>) or the NIJ web site (<http://www.ojp.usdoj.gov/nij>).

If you have any questions, call or e-mail NCJRS.