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NIJ

Solicitation

Graduate Research Fellowship: 2004

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:

**9 p.m. eastern time
January 23, 2004
and
September 15, 2004**

SL 000633

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

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the National Institute of Justice can be found
on the World Wide Web at:

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

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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. The Institute 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 Graduate Research Fellowship provides dissertation research support to outstanding doctoral candidates undertaking independent research on issues in crime and justice. Students from any academic discipline are encouraged to apply and propose original research that has direct implications for criminal justice. NIJ encourages diversity in approaches and perspectives in its research programs. NIJ awards these fellowships to encourage doctoral students to contribute critical and innovative thinking to pressing justice problems.

Due date: The due dates are 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 deadlines are generally not granted.

Page limit: The program narrative section of your proposal must not exceed 10 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 10-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 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

NIJ encourages professors to bring this program to the attention of promising students early in dissertation development. The subject of the proposed doctoral dissertation should constitute the research for this fellowship. This research must focus on a topic that promises to fill in key gaps in scientific knowledge about criminal justice policy and practice and addresses the concerns of criminal justice agencies and other agencies focusing on crime and justice problems.

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- A. Who can apply:** NIJ seeks applications from students who have completed all doctoral degree requirements except the research, writing, and defense of a dissertation. While it is not necessary to have formally defended the dissertation prospectus at the time of application, the applicant's dissertation chair must submit a statement of support with the application that responds to the applicant's proposed project, addressing the student's potential to succeed in the graduate program, describing the chair's role in monitoring the project, and providing evidence of both the department's and the chair's track record with respect to Ph.D. candidates' completion of their degrees. This statement should also ensure that the dissertation research has begun or is about to be undertaken, that the applicant has the full support of the dissertation committee, and that the chair will review and sign all progress reports and the final product submitted by the applicant to NIJ.
- B. The role of the sponsoring institution:** The official applicant to the Graduate Research Fellowship is the sponsoring academic institution. Individuals may not receive awards directly. Grant awards will be made only to educational institutions. To be eligible to administer a Graduate Research Fellowship grant on behalf of a doctoral candidate, an institution must be fully accredited by one of the regional institutional accreditation commissions recognized by the U.S. Commissioner of Education and the Council on Post-Secondary Accreditation.

It is critical that student applicants contact and seek the assistance of their university's Office of Sponsored Research or similar office early in the application process. The university's Office of Sponsored Research must complete the electronic application process via the Office of Justice Programs' Grant Management System. The Office of Sponsored Research must also complete accompanying forms such as Assurances, Certifications, Disclosures, and the Privacy Certificate.

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>.

Three attachments are required with each application on GMS:

1. Budget Detail Worksheet and Narrative
 - a. Budget Detail Worksheet
 - b. Budget Narrative

2. Other Program Attachments
 - a. Signed Letter of Support from Faculty Advisor/Committee Chair
 - b. Official Academic Transcript (issued to the student)
 - c. Signed Privacy Certificate
 - d. Signed Protection of Human Subjects Assurance Identification/Certification/Declaration (Form 310)
 - e. Letters of Cooperation or Administrative Agreements
 - f. Other relevant materials

3. Program Narrative
 - a. Proposal Abstract
 - b. Table of Contents
 - c. Proposal Narrative (limited to 10 pages)
 - d. Appendixes (Tables, Charts, Timeline, Resume/Vita)

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.

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- 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.
- 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 deadlines on the cover of this solicitation. Also, you should not expect to receive notification of a decision for at least 6 months after those dates. 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. 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. 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.

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- J. 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>.
- K. Award amount:** A \$20,000 stipend will be awarded to successful applicants for costs associated with dissertation research. It is anticipated that up to 10 awards will be made during the year depending upon the availability of funds. Indirect costs are not allowed for this Fellowship program.
- L. 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. Significance and timeliness of the topic for criminal justice.
2. Relevance of the project to NIJ's mission.

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

1. Academic track record and accomplishments.
2. Likelihood of completing degree.

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:** At the conclusion of the grant period, the dissertation must be completed and submitted as a final product. It 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 (dissertation), 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 "NIJ Guidelines for Submitting Applications," available at <http://www.ojp.usdoj.gov/nij/funding.htm>.

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- C. Documents that protect the confidentiality of information and human subjects:** 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 “NIJ Guidelines for Submitting Applications,” available at <http://www.ojp.usdoj.gov/nij/funding.htm>.
- 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 measures:** 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/fundopps.htm>.
2. Be sure your application package includes—
 - C Abstract of no more than 400 words.
 - C Complete budget, including detailed worksheet and narrative.
 - C 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:
 - C For technical guidance about the Grants Management System, call the hotline at 1-888-549-9901.
 - C 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.