



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Statistics](#) (BJS) is pleased to announce that it is seeking applications for funding for one or more Visiting Fellows in its Criminal Justice Statistics Program. As the principal statistical agency within the Department, BJS is responsible for the collection, analysis, publication and dissemination of statistical information on crime, criminal offenders, victims of crime, and the operations of criminal justice systems at all levels of government. This program furthers the Department's mission by facilitating collaboration between academic scholars and government researchers in survey methodology, statistics, economics, and social sciences. BJS Visiting Fellows are provided the unique opportunity to address substantive, methodological, and analytic issues relevant to BJS programs and to furthering knowledge about and understanding of the operation of the criminal justice system.

2012 Visiting Fellows: Criminal Justice Statistics Programs

Eligibility

Eligible applicants are limited to senior-level social science researcher and/or statisticians whose work on crime-related subjects has been extensively published and who are willing to commit a substantial portion of their time over a 12-month period to undertake analyses of existing BJS data and produce a publishable quality report summarizing their analysis.

Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. (See "How to Apply," page 17.) All applications are due by 11:59 p.m. eastern time on June 25, 2012. (See "Deadlines: Registration and Application," page 3.)

Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, or via e-mail to support@grants.gov.

Note: The [Grants.gov](#) Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

For assistance with any other requirements of this solicitation, contact Gerard F. Ramker, Deputy Director, Bureau of Justice Statistics, by telephone at 202-307-0765 or by e-mail at askbjs@usdoj.gov. Include "2012VF:CJSP" in the subject line.

Grants.gov number assigned to announcement: BJS-2012-3337

Contents

Overview.....	3
Deadlines: Registration and Application.....	3
Eligibility.....	3
Program-Specific Information.....	3
Performance Measures.....	15
Notice of Post-Award FFATA Reporting Requirements.....	16
How to Apply.....	17
What an Application Should Include:	19
Information to Complete the Application for Federal Assistance (SF-424)	
Program Narrative	
Plan for Collecting the Data Required for this Solicitation’s Performance Measures	
Budget Detail Worksheet and Budget Narrative	
Indirect Cost Rate Agreement (if applicable)	
Tribal Authorizing Resolution (if applicable)	
Additional Attachments	
Other Standard Forms	
Selection Criteria.....	22
Review Process	23
Additional Requirements.....	24
Provide Feedback to OJP on This Solicitation.....	25
Application Checklist	26

2012 Visiting Fellows: Criminal Justice Statistics Programs (CFDA #16.734)

Overview

BJS is pleased to announce that it is seeking applications for funding for one or more BJS Visiting Fellows to work in its Criminal Justice Statistics Programs with existing BJS data. The overall purpose of this program is to support the scholarly use of BJS data collections, expand the body of policy-relevant research that uses these data, and enhance or inform BJS statistical programs.

Under section 302 of the Omnibus Crime Control and Safe Streets Act, BJS is authorized to “make grants to, or enter into cooperative agreements or contracts with public agencies, institutions of higher education, private organizations, or private individuals” for purposes of collecting and analyzing criminal justice statistics.

Deadlines: Registration and Application

Applicants must register with Grants.gov prior to submitting an application. OJP encourages applicants to register several weeks before the application submission deadline. The deadline to apply for funding under this announcement is 11:59 eastern time on June 25, 2012. See the “How to Apply” section on page 17 for details.

Eligibility

Refer to the title page for eligibility under this program.

Program-Specific Information

The BJS Visiting Fellows Program promotes collaboration between academic scholars and government researchers in survey methodology, statistics, economics, and social sciences. (See www.bjs.gov/content/fellows.cfm.) BJS Visiting Fellows are provided the unique opportunity to address substantive, methodological, and analytic issues relevant to BJS programs and to furthering knowledge about and understanding of the operation of the criminal justice system. Fellows conduct research at BJS or at their home site, use BJS data and facilities, and interact with BJS staff.

Fellowship applicants should have a recognized research record and considerable expertise in their area of proposed research. Applicants must submit a detailed research proposal, which will be evaluated on the applicability of the research to BJS programs, the value of the proposed research to science, and the quality of the applicant's research record. Qualified women and members of minority groups are especially encouraged to apply.

BJS Visiting Fellows carry out or participate in a specifically designed research project of particular operational relevance to the criminal justice system or of particular methodological

BJS-2012-3337

significance to BJS's statistical programs. The BJS Visiting Fellows Program offers researchers, survey methodologists, and statisticians the opportunity to have a significant impact in a particular area of mutual interest, a chance to examine innovative approaches to the analysis and dissemination of BJS data, and an opportunity to interact with BJS staff to gain first-hand knowledge of developments in BJS statistical programs.

Projects completed or currently underway by BJS Visiting Fellows include—

- the impact of including repeat victimizations in national statistics on criminal victimization
- a framework for organizing and streamlining the National Crime Victimization Survey's criminal incident instrument
- smoking bans in prisons and mortality in correctional settings
- methods for linking and weighting Department of Corrections administrative data on prison admissions and releases.

The proceeds of these projects should improve understanding of the operation of the criminal justice system and contribute to improving BJS's statistical programs.

Applicants should present proposals that use data from existing BJS statistical programs that address significant methodological challenges related to improving BJS statistical programs. Applicants may also present proposals that use data from other federal statistical agencies to study relevant criminal justice issues. BJS's principal statistical programs include the following:

- The National Crime Victimization Survey (NCVS) and its supplements, including—
 - Police Public Contact Survey
 - Identity Theft—Person-Level
 - School Crime Supplement
 - Stalking Supplement
- Law Enforcement Management and Administrative Statistics (LEMAS)
- State Court Processing Statistics (SCPS) and National Judicial Reporting Program (NJRP)
- National Prisoners Statistics (NPS), National Corrections Reporting Program (NCRP), and Survey of Inmates in Federal Correctional Facilities (SIFCF), Survey on Inmates in State Correctional Facilities (SISCF), and Survey of Inmates in Local Jails (SILJ)
- National Recidivism Study of Released Prisoners
- The Federal Justice Statistics Program (FJSP).

The list above represents only a few of the many statistical programs maintained by BJS. To obtain a better understanding of the scope of BJS's data collections interested applicants should review the several other programs listed on the BJS website at www.bjs.gov/index.cfm. BJS data are archived at the National Archive of Criminal Justice Data (NACJD) (www.icpsr.umich.edu/icpsrweb/NACJD/index.jsp).

Examples of other federal agencies' statistical programs whose data are relevant for research on criminal justice operations include—

- Federal Bureau of Investigation's (FBI), National Incident-Based Reporting System (NIBRS)
- FBI's Uniform Crime Reporting (UCR) Program

- U.S. Census Bureau's Survey of Income and Program Participation (SIPP)
- Bureau of Labor Statistics' National Longitudinal Survey of Youth-1997 (NLSY97)
- The multi-agency funded National Longitudinal Study of Adolescent Health (Add Health) program
- Substance Abuse and Mental Health Services Administration's (SAMHSA) National Survey on Drug Use and Health (NSDUH).

These examples from other agencies serve to illustrate the type of program data that are of interest to BJS. Applicants to the BJS Visiting Fellows Program who intend to use other agencies' data for their project should explain how the use of these data will inform both criminal justice system issues and contribute to improving BJS statistical programs.

Goals and Objectives

For the purposes of this solicitation, BJS is interested in research projects that address significant substantive issues facing the criminal justice system or significant methodological issues confronting the future development of one or more of BJS's statistical programs. BJS is particularly interested in projects that address the following topics:

1. developing approaches to fielding a child and youth component to the NCVS;
2. recidivism of released prisoners and young arrestees;
3. data quality issues related to administrative records in the federal criminal justice system;
4. mortality of released prisoners;
5. developing statistics from police booking data;
6. descriptive statistics about the operation of the criminal justice system resulting from linking BJS data;
7. federal responses to white collar crime; and
8. statistics on sexual victimization in adult and juvenile correctional facilities in support of reporting requirements under the Prison Rape Elimination Act.

The identification of these priority issues is not meant to preclude consideration of applications that focus on other topics. However, applications addressing these issues will be given preference over other research topics for this year's Visiting Fellows Program.

Regardless of the selected topic the Visiting Fellow should plan to assess the relevant literature relevant and develop appropriate methods for analysis based on this review. BJS expects the Visiting Fellow to produce at least one report of publishable quality for dissemination by BJS. This publication must summarize the analysis and may have either a substantive or methodological focus.

1. *Child and youth victimization in the NCVS*

Visiting Fellows Program applicants are invited to undertake methodological research that enhances BJS's capacity to address under-covered populations in its National Crime Victimization Survey (NCVS). Visit the BJS website at (www.bjs.gov/index.cfm?ty=dcdetail&iid=245.) for additional information about the NCVS. Specifically, BJS seeks a Visiting Fellow to undertake methodological work that focuses primarily on describing and developing approaches to fielding a child and youth component to the NCVS augmenting the current 12-17 year-old age range. This project will provide a

comprehensive discussion of the advantages and disadvantages to various sample selection options, data collection modes, instrument development, ethical concerns, and victimization prevalence and incidence estimation procedures. The final product is expected to include a set of recommendations for BJS to consider for future collection options.

While the NCVS currently interviews adolescents ages 12-17, the survey suffers from coverage error by excluding persons under 12 years of age from the sample. According to police records, approximately 1 in 4 crimes involve a juvenile victim and between 1980 and 2009 an estimated 57,390 juveniles were murdered in the United States.¹ This coverage error has an obvious direct impact on the annual NCVS victimizations estimates used to describe crime. Understanding the scope, level, and characteristics of crime against children is critical for a better understanding of the nature of crime and victims in the U.S.^{2, 3}

However, even with such concerns about coverage error, interviewing children about crime poses a variety of challenges that raise questions about the reliability and validity of their responses. First, children may have limited cognitive ability and experience and may not understand critical items and concepts. Therefore, it is necessary to develop age appropriate items that may deviate greatly from the items administered to adolescents and adults.⁴ Second, there are ethical responsibilities associated with interviewing children if a crime is discovered during the interviewing process.⁵ Third, the response rates for persons ages 12-17 are relatively low (50-70%) and declining compared to other age groups, suggesting the potential for non-response error and bias. Adolescents may not cooperate because they are typically not at home or available, or due to parental refusal. Fourth, there is some evidence that even when children do participate in the survey their responses may be less than accurate due to issues related to privacy and the sensitive nature of certain questions.⁶ Concern about their parents being informed of certain events could limit what children reveals during in-person or telephone interviews. These concerns are the primary reasons the NCVS has historically excluded children.

The solution to coverage error cannot simply be addressed by expanding the sample without careful consideration to these measurement and reliability concerns. The Visiting Fellows' main objective for this work is to (1) develop a comprehensive approach for the collection of criminal victimization information from or about children and youth ages 0-17; (2) evaluate the issues

¹ OJJDP Statistical Briefing Book (2001). Retrieved from <http://www.ojjdp.gov/ojstatbb/victims/faqs.asp>. Released on December 09, 2011.

² Finkelhor, D., Ormrod, R., Turner, H., & Hamby, S. (2005). "The Victimization of Children and Youth: A Comprehensive, National Study," *Child Maltreatment*, 10(1): 5-25. Hamby, S., Finkelhor, D., Turner, H. & Ormrod, R. (2011). *Children's Exposure to Intimate Partner Violence and Other Family Violence*. Washington, DC: U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention.

³ Millard, B. & Flatley, J. (2010). *Experimental Statistics on Victimization of Children Aged 10 to 15: Findings from the British Crime Survey for the Year Ending December 2009*. Home Office Statistical Bulletin 11/10. London: Home Office.

⁴ Amaya-Jackson, L., Socolar, R., Hunter, W., Runyan, D., & Colindres, R. (2000). "Directly Questioning Children and Adolescents About Maltreatment," *Journal of Interpersonal Violence*, 15(7): 725-759.

Borgers, N., de Leeuw, & E., Hox, J. (2000). "Children as Respondents in Survey Research: Cognitive Development and Response Quality," *Bulletin de Methodologie Sociologique*, 66: 60-75.

⁵ King, N. & Churchill, L. (2000). "Ethical Principles Guiding Research on Child and Adolescent Subjects," *Journal of Interpersonal Violence*, 15(7): 710-724.

⁶ Millard & Flatley (2010); Amaya-Jackson et al., (2000).

related to the current NCVS practices associated with interviewing adolescents ages 12-17, and develop a review and evaluation of the issues and strategies for interviewing children ages 0-11; and (3) assess the protocols related to data collection, measurement, estimation, and reporting of victimization of youth.

2. *Recidivism of released prisoners and young arrestees*

Periodically since the mid-1980s, BJS has conducted recidivism studies of offenders released from state prisons. Two prior studies—one on prisoners released in 1983 and the second on prisoners released in 1994—have generated widely cited statistics on the percentage of prisoners rearrested, reconvicted, and reincarcerated within 3 years of release from prison.

Information about the 1983 and the 1994 National Recidivism Study of Prisoners can be found at: www.bjs.gov/index.cfm?ty=dcdetail&iid=270 .

Copies of reports from these studies are available at:

www.bjs.gov/content/pub/pdf/rpr83.pdf

and

www.bjs.gov/content/pub/pdf/rpr94.pdf.

Codebooks and data sets for these studies are located on the NACJD website, at: www.icpsr.umich.edu/cgi-bin/NACJD/bjspubs.

BJS is currently fielding a third such study, titled *Recidivism of Prisoners Released in 2005*. In this study, BJS has expanded the scope of coverage to 30 states, oversampled for female offenders and murder offenders, and has tracked post-release arrest and conviction outcomes for 5 years (rather than 3 years). In addition, like all three prior studies, the current study obtains criminal history information prior to release from the current stay in prison.

While the quality of the criminal history data may have improved over time, the studies share common elements that may allow for comparisons over time, given appropriate treatment of the differences. Of particular interest to BJS are questions such as—

- How has the nature and extent of the prior criminal history of released prisoners changed over time?
- How much risk to public safety do released prisoners pose?
- To what extent do observed recidivism outcomes capture suppressed risk rather than latent or unsuppressed risk?
- How have mobility patterns of released prisoners changed, where mobility is measured by the location of criminal history events?
- To what extent do local labor market conditions affect recidivism of released offenders?
- What is the capacity of criminal history records to generate various measures of recidivism? What is the relative value of the different recidivism measures for supporting policy making and capturing offender risk?

For this work, BJS welcomes applications that are based on joint or collaborative work with specific state agencies that have participated in BJS's current recidivism study.

In addition to the data resulting from the studies of recidivism of released prisoners, BJS expects to have collected a large data set that tracks the adult criminal histories of persons arrested at ages 16 and 17 in the 1980s and 1990s, and who received substantial judicial interventions as a result of these arrests prior to age 18. Criminal histories will follow these youth well into their adult years. With these data, BJS has particular interest in questions such as—

- What are the criminal trajectories of persons who have received substantial justice system sanctions in the late juvenile years?
- How do these trajectories vary with offender gender, sex, race, geographical location, and offense patterns?
- Do these trajectories vary substantially across the birth cohorts?
- What factors in the early criminal histories are predictive of residual length of criminal careers?

3. Data quality issues associated with federal criminal justice system administrative records

BJS's Federal Justice Statistics Program (FJSP) continues to promote the use of administrative records data from operational systems. BJS has invested effort in FJSP to link defendant case records as they move through the stages of the federal criminal justice system. The "paired-agency linked files" contain matched-agency pairs (or "dyads"), which permit the linking of records from two different source agencies for adjacent stages of federal case processing. (For more information about this project and the linked files, see: www.icpsr.umich.edu/icpsrweb/NACJD/studies/30701/detail.)

For this project, BJS seeks an applicant interested in methodological work that will develop a data quality profile of the linked records and assess the data quality profile's usefulness for a variety of statistical and research purposes. This type of effort matches broader efforts within the federal statistical system to assess the use of administrative records and private or proprietary data for statistical purposes. The primary focus of this project is to develop the quality profile of the linked FJSP data while contributing to the statistical literature on data uses of administrative records.

BJS seeks a Visiting Fellow who is knowledgeable about data quality profiles of administrative records and who also is knowledgeable about the federal criminal justice system. The goal of this project is to develop two types of internal quality profile reports on the FJSP data: (1) a report specific to the data sources (source specific) and (2) a report particular to statistical products (product specific). The source-specific quality report will assess the data quality in general without reference to specific statistical products. The product-specific report will assess FJSP data relative to specific statistical products.

The source-specific quality report should assess each contributing agency's data and address issues such as—

- quality of the metadata about the administrative data, including legal or administrative framework giving rise to the data, definitions, and methods of collection
- administrative issues, such as the definitions of population units, procedures used to collect and maintain the data types of reports the source agencies produce from the data evaluation of the data collection, and maintenance procedures

- coverage: the extent of population coverage in the administrative dataset and an assessment of coverage errors. For example, the United States Sentencing Commission (U.S.S.C.) data may omit cases due to because of nonresponse from districts or late postings of records
- a set of definitions of the population units included in the data
- reference periods and updates to the data systems, with particular focus on fields that may get overwritten with updates, and the impacts of this on the timing for obtaining extracts
- completeness and error in the data files. This should address error related to measurement, processing, and nonresponse.

The product-specific report should identify at least two statistical uses of the data and assess data quality relative to each of them. Not all statistical uses can be considered in such a report. The statistical uses for the report will be decided in consultation with BJS. At a minimum, the report should consider the following:

- Statistical purposes or uses to which the data are put. Identify and prepare the review relative to these uses.
- Coverage and units of analysis: The extent to which the administrative records cover the population of interest and how different units of analysis across components of the federal criminal justice system affect coverage issues for the stated purposes.
- Completeness and error: The aspects of error that affect the statistical uses of the data.
- Record matching and linking: As the FJSP's "dyad linking" system has been designed around identified variables available for linking across the data systems, this assessment should focus on the quality of the linking and the implications of the linking. The FJSP currently reports link rates between pairs of the dyads, but the link rates need to be conditioned on expectations of the number of records that should be observed at a stage, taking into account changes in units of analysis and other factors. For example, when linking U.S.S.C. data to the Federal Bureau of Prisons data to obtain additional information on persons admitted to federal prison, there is a change in the unit of analysis between the two systems, and there are out of scope record in each of these systems' databases.
- Missing data and imputation. In the FJSP, several agencies report on comparable or the same outcomes (e.g., sentence length). Guidance is needed to identify the variables to use when two agencies linked data cover the same concept and on how to reconcile discrepancies between agencies' records. Item nonresponse and imputation methods need to be assessed relative to the statistical purposes.

The topics outlined above represent only a few of the issues to consider for quality profile reports. Details will be worked out during the Visiting Fellowship. To obtain sufficient background about the data sets, applicants interested in these issues should review the FJSP linked data file located on the NACJD website.

4. Post-prison mortality of released prisoners

BJS intends to link its current study on the recidivism of prisoners who were released in 2005 with data on prisoner release records to data from the National Death Index (NDI) to obtain mortality data through 2010. This combined data set will provide a Visiting Fellow the opportunity to examine post-prison mortality and the possible impacts of this on recidivism. Data from the BJS recidivism study will include measures of pre- and post-prison release

criminal history that are similar to the measures obtained in the prior BJS recidivism studies. The NDI data will provide information on cause of death and up to 10 International Classification of Diseases (ICD) codes for underlying causes of death. BJS will link prisoner release records to the first return to prison and using this combined recidivism and mortality file, provide data for a Visiting Fellow to examine questions related to post-prison mortality.

Studies of mortality in prisons have shown that for some groups, imprisonment extends life expectancy.⁷ BJS data and other studies have shown that mortality upon release exceeds that in prison.⁸ The BJS recidivism data plus NDI data provide an opportunity to examine post-prison mortality outcomes across a number of states, and at a minimum, provide an opportunity to replicate the Binswanger findings or to examine other hypotheses. For example, prisoners with multiple incarceration episodes between 2005 and 2010 can be compared to those with single episodes. The riskiness of prisoners, based on prior criminal history, can be brought into analyses to determine whether mortality patterns are associated with prior patterns of criminal involvement and help to determine whether the high rates of mortality reflect sorting. In addition, given the relatively high mortality rates among released prisoners, the mortality data provide an opportunity to assess recidivism and mortality as competing risks.

5. Using booking data for statistical purposes

For almost two decades BJS has administered grant programs designed to help states build criminal history repositories, largely in support of instant background checks for gun purchases and similar purposes. As these data systems have matured and the data quality have improved, BJS has considered using these data for statistical purposes. One data use BJS is investigating involves the recidivism studies noted above. Another investigation involves assessing the ability to use these data to provide statistics on the population of arrested persons who were booked in a given year. The initial phase of this study assessed data from three states in terms of its quality, substantive utility and uniformity across jurisdictions. The initial results of this investigation are promising, and we are considering expanding this assessment to more states later in 2012. BJS would like to engage a Visiting Fellow who is skilled and interested in using police administrative and operational data to inform policy issues. The Visiting Fellow would assess the quality, utility, and uniformity of criminal history records across many states. The Visiting Fellow would (1) take operational data files and structure them for statistical use, (2) assess the quality of these data through range and consistency checks as well comparisons to external standards of validity, (3) discuss the result of these quality assessments with data providers to understand if the data are in error and why, (4) develop strategies for understanding the error structure of the data and ways to compensate for those errors, and (5) perform the same set of steps (1-4) on the uniformity of these operational data across states and localities. In addition to these quality assessments, the Visiting Fellow will develop statistics with these data that would be of substantive interest to a wide range of audiences including federal partners within OJP and the Department of Justice more broadly, state data providers, the law

⁷ Mumola, Christopher, (2007). *Medical Causes of Death in State Prisons, 2001-2004*, Washington, DC: Washington, DC; U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Statistics, NCJ 216340; Patterson, Evelyn J. (2010). "Incarcerating Death: An Analysis of Mortality in United States' State Correctional Facilities, 1985-1998." *Demography* 47: 587-607.

⁸ Ingrid A. Binswanger, M.D., Marc F. Stern, M.D., Richard A. Deyo, M.D., Patrick J. Heagerty, Ph.D., Allen Cheadle, Ph.D., Joann G. Elmore, M.D., & Thomas D. Koepsell, M.D., (2007). "Release from Prison—A High Risk of Death for Former Inmates," *New England Journal of Medicine*, 356, January, pp. 157-165.

enforcement community, and academics interested in crime and criminal justice. These data have never been brought to bear on crime and justice issues in this way before.

The Visiting Fellows applicant should have excellent quantitative skills and be capable of working with complex data structures. The applicant should have a record of relevant publications in criminology with an emphasis on offending or policing.

6. Additional information resulting from linking BJS data

This project should address measurement, methodological, theoretical, or policy considerations that bear directly on the operation of the criminal justice system or the statistical programs of BJS. This should be achieved by analyzing data from one or more existing BJS data collections or BJS data in combination with other relevant local, state, or national data. Examples of research questions that could exploit opportunities obtained from linking records or comparing findings from different data systems include—

- linking crime data with law enforcement agency data: What is the relationship between characteristics of police organizations and measures of police performance such as crime rates, clearance rates, citizen satisfaction, or police uses of force? (Linking crime data with law enforcement agency data)
- comparing BJS's inmate surveys with data from the Substance Abuse and Mental Health Services Administrations' National Survey on Drug Use & Health: How do community corrections and institutional corrections populations compare on health outcomes?
- comparing NIBRS and NCVS data: How does arrest vary with victim/offender characteristics?
- comparing NCVS and Inmate Survey data: How does punishment (imprisonment) vary with the attributes of victimizations?

The topics outlined above represent only a few of the topics to consider. To obtain a better understanding of the scope of BJS's data collections, interested applicants should review the several other data collections listed on the BJS website, BJS data are archived at the National Archive of Criminal Justice Data (NACJD).

7. Federal response to white-collar violations statistical series

BJS seeks a Visiting Fellow to guide the development of a new statistical series focusing on the federal response to white-collar violations. The program will build on the BJS-sponsored FJSP which contains individual-level data received from six federal justice agencies ranging from arrest to imprisonment. Presently, there are 17 years of data (1994-2010) on suspects and defendants handled in the federal criminal justice system. Data on federal civil court activities have been received but not yet integrated with the criminal data. To complete the picture of federal involvement in white-collar crime, data will need to be collected from federal regulatory agencies (e.g., Securities and Exchange Commission Federal Trade Commission, and Environmental Protection Agency) for integration with the criminal and civil data. The Visiting Fellow will investigate and devise a plan on how federal criminal, regulatory and civil court data can be integrated to provide a comprehensive federal statistical series.

A strong substantive background using white-collar crime data and knowledge of the federal criminal justice system is required for this position. The Visiting Fellow will provide methodological guidance on issues including (1) the development of classification of white-collar

violations, (2) the determination of the universe of white-collar violations based on jurisdiction over events, (3) the classification of overlapping or concurrent jurisdictions reporting information, and (4) the definition of key outcomes. In addition, the Visiting Fellow will be involved in the identification of regulatory agencies and the development of a data collection instrument that will provide details about the regulatory agency, the nature and level of involvement with white collar violations, types of information maintained in administrative data systems and more. The capacity to obtain data from selected regulatory agencies will be ascertained. BJS anticipates that this project will develop strategies for collecting either the entire population, (where feasible) or samples of white-collar enforcement actions (for certain classes of violations) from the range of federal enforcement agencies.

The project objective is to (1) enumerate a detailed breakout of the number of federal white-collar violations by criminal, civil and regulatory systems, as well as each system's range of responses; (2) improve present knowledge on the extent federal law and regulatory enforcement agencies work together in addressing white-collar violations and the data systems used to record case information; and (3) provide descriptive information about the characteristics of the individual or organization violator, their offense, and the sanctions imposed.

8. Improving statistics on the prevalence and incidence of sexual victimization in adult and juvenile correctional facilities

BJS is seeks a Visiting Fellow to enhance its capacity to meet its reporting requirements under the Prison Rape Elimination Act (PREA; P.L. 108-79). Every year since 2004, BJS has collected administrative records on allegations and substantiated incidents of sexual victimization in correctional facilities nationwide. BJS also conducted interviews with prison and jail inmates in 2007 and 2008-09 and youth held in juvenile correctional facilities in 2008-09. During 2012, BJS will complete a third round of data collection from inmates held in adult prisons and jails and a second round of data collection from youth held in juvenile correctional facilities. (For additional information about the PREA data collections, see *PREA Data Collection Activities, 2011*, at www.bjs.gov/index.cfm?ty=pbdetail&iid=2198.)

The Visiting Fellow is expected to assist in ongoing methodological work, data collection efforts, and statistical analyses. BJS has particular interest in analyses that (1) examine the individual and facility-level characteristics related to the risk of sexual victimization, (2) examine the relationship between substantiated incidents reported by correctional authorities in the annual Survey of Sexual Violence and allegations reported by victims in the National Inmate Survey, and (3) address issues of reliability and validity of self-report data. BJS expects the Visiting Fellow to author or co-author one or more reports related to these interests.

Research activities may include—

- record linking: examining the link from existing administrative data files to inmate/youth self-reported data
- multivariate modeling: assessing the relative impact of individual-level and facility-level risk factors on reports of sexual victimization
- investigating sources of measurement error: developing indicators for assessing the extent of false positives and false negatives in victim self-report data

- examining survey para-data: assessing impact of survey administration on individual-level reports and facility-level outcomes.

Visiting Fellows applicants may propose other research projects that use BJS data sets collected under PREA. Applicants should provide a short description of their research questions, a synopsis of the analytical plan, and a discussion of their importance in understanding sexual victimization in correctional facilities.

Visiting Fellows applicants should have excellent quantitative skills and be capable of working with complex data structures. Applicants should have a record of relevant research and expertise in issues of sexual victimization. Applicants with training or equivalent experience in complex data analysis and subject matter expertise in adult and juvenile corrections will be given preference.

Access to personally-identifiable data collected under PREA is limited. The Visiting Fellow is expected to sign a confidentiality agreement to obtain access to micro-level data. All data analyses will be conducted while in residence at BJS offices. Remote access will not be granted.

Deliverables

Persons selected as BJS Visiting Fellows will present a plan and timetable for their project and, through negotiation with the BJS project monitor, arrive at a final project plan and production schedule. BJS Visiting Fellows are expected to deliver—

- a publishable quality, comprehensive report that, at a minimum, contains the following:
 - a review of relevant literature and previous research
 - discussion of the research questions and/or hypotheses that guided the research
 - the methodology employed, including a thorough discussion of the data sets linking or merging methods and analytical techniques used
 - technical documentation about created variables, the results related to linking datasets, and other information necessary to allow replication of the work
 - archiving of all final data files created
 - key findings derived from the analysis; and
 - major conclusions and/or recommendations emanating from the project, including, in particular, those that may address BJS data quality issues.
- one or more conference presentation(s) on topics to be determined in conjunction with the BJS Program Manager
- close collaboration with BJS staff for a report based on the data used and generated in the project
- periodic meetings with BJS staff to discuss the methodology and development of the project deliverables.

Although the timeframes for deliverables are to be determined in conjunction with the BJS Program Manager, BJS expects the project deliverables to be delivered at specific times during the project period, rather than at the end of the project period. Final reports may be delivered at or near the end of the project period.

BJS Visiting Fellows may, at their discretion, remain on-site at BJS for the entire duration of their project or make occasional visits to accommodate their schedules. While in Washington,

fellows may have BJS office space and access to the agency's array of datasets and software. Visiting Fellows will interact with BJS staff and gain first-hand knowledge of recent developments in criminal justice research and BJS statistical programs.

Amount and Length of Awards

BJS anticipates that it will make up to six (6) awards under this solicitation. The period of performance for the Visiting Fellowship is normally 12 months beginning October 1, 2012 and ending October 1, 2013. However, the start date and level of effort are negotiable, but it is assumed that the Visiting Fellow will commit a significant portion of time to the project. The maximum fund allocated per fellowship is \$150,000.

Visiting Fellows may, at their discretion, remain on-site at BJS for the entire duration of their project or make only occasional visits to accommodate their schedules. Fellowships may, at BJS discretion and depending on available funding, be extended.

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

Budget Information

Limitation on Use of Award Funds for Employee Compensation; Waiver

With respect to any award of more than \$250,000 made under this solicitation, federal funds may not be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. The 2012 salary table for SES employees is available at www.opm.gov/oca/12tables/indexSES.asp. Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Director of the Bureau of Justice Statistics. An applicant requesting a waiver should include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit its budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service being provided, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work to be done.

Minimization of Conference Costs

No OJP funding can be used to purchase food and/or beverages for any meeting, conference, training, or other event. Exceptions to this restriction may be made only in cases where such sustenance is not otherwise available (i.e., extremely remote areas), or where a special presentation at a conference requires a plenary address where there is no other time for

sustenance to be obtained. Such an exception would require prior approval from OJP. This restriction does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

Updated Department of Justice and OJP guidance on conference planning, minimization of costs, and conference cost reporting will be forthcoming and will be accessible on the OJP website at www.ojp.usdoj.gov/funding/funding.htm.

Costs Associated with Language Assistance (if applicable)

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits by individuals with limited English proficiency may be allowable costs. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

For additional information, see the "Civil Rights Compliance" section of the OJP "Other Requirements for OJP Applications" Web page (www.ojp.usdoj.gov/funding/other_requirements.htm).

Match Requirement

This solicitation does not require a match. However, if a successful application proposes a voluntary match amount, the match amount incorporated into the OJP-approved budget becomes mandatory and subject to audit.

Performance Measures

To assist the Department in fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. Any award recipient will be required, post award, to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
Develop a research project that addresses a substantive issue facing the criminal justice system or significant methodological issue(s) confronting BJS's statistical program.	Percent of deliverables that meet BJS's expectations.	Documentation of the research methods proposed and used and utility of the designs proposed. Original and final versions of all methodological and substantive papers.

	Percent of milestones and deadlines met.	Time frames for project work and dates of deliverable submission.
	Number of sole or jointly authored (with BJS staff) papers or presentations accepted for publication or for conferences; papers accepted by BJS as BJS publications.	Papers and presentations, either solely or jointly authored (with BJS staff).

Submission of performance measures data is not required for the application. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section “What an Application Should Include” on page 19 for additional information.

Note on Project Evaluations

Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human subjects protection regulations. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP’s performance measure data reporting requirements likely do not constitute “research.” Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as, “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge” 28 C.F.R. § 46.102(d). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the “Research and the Protection of Human Subjects” section of the OJP “Other Requirements for OJP Applications” Web page (www.ojp.usdoj.gov/funding/other_requirements.htm). Applicants whose proposals may involve a research or statistical component also should review the “Confidentiality” section on that Web page.

Notice of Post-Award FFATA Reporting Requirement

Applicants should anticipate that OJP will require all recipients (other than individuals) of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding. Reports regarding subawards will be made through the FFATA Subaward Reporting System (FSRS), found at www.fsrs.gov.

Please note also that applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

How to Apply

Applications will be submitted through Grants.gov. Grants.gov is a “one-stop storefront” that provides a unified process for all customers of federal awards to find funding opportunities and apply for funding. Complete instructions on how to register and submit an application can be found at www.Grants.gov. If the applicant experiences technical difficulties at any point during this process, call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, 24 hours a day, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take up to several weeks** for first-time registrants to receive confirmation and a user password. OJP highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the specified application deadline.

All applicants are required to complete the following steps:

1. **Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or renewal of an existing award. 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 for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling Dun and Bradstreet at 866-705-5711 or by applying online at www.dnb.com. A DUNS number is usually received within 1-2 business days.
2. **Acquire or renew registration with the Central Contractor Registration (CCR) database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the CCR database. An applicant must be registered in the CCR to successfully register in Grants.gov. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Note, however, that applicants must **update or renew their CCR registration annually** to maintain an active status. Information about CCR registration procedures can be accessed at www.ccr.gov.
3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization’s DUNS number must be used to complete this step. For more information about the registration process, go to www.grants.gov/applicants/get_registered.jsp.

4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. Note that there can be more than one AOR for the organization.
5. **Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.734, titled "Special Data Collections and Statistical Studies," number is BJS-2012-3337.
6. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. An applicant that expends any funds for lobbying activities must provide the detailed information requested on the form, *Disclosure of Lobbying Activities*, (SF-LLL). An applicant that does not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.
7. **Submit an application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The validation message will state whether the application has been received and validated, or rejected, with an explanation. **Important:** Applicants are urged to submit applications **at least 72 hours prior** to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.

Note: Grants.gov will forward the application to OJP's Grants Management System (GMS). GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

Note: Duplicate Applications

If an applicant submits multiple versions of an application, BJS will review the most recent version submitted.

Experiencing Unforeseen Grants.gov Technical Issues

If an applicant experiences unforeseen Grants.gov technical issues beyond the applicant's control that prevent submission of its application by the deadline, the applicant must email the BJS staff contact identified in the Contact Information section on cover page **within 24 hours after the application deadline** and request approval to submit its application. The applicant must include in the e-mail: a description of the technical difficulties, a timeline of submission efforts, the complete grant application, the applicant DUNS number, and Grants.gov Help Desk tracking number(s) the applicant has received. **Note: Requests are not automatically approved by BJS.** After the program office reviews all of the information submitted, and contacts the Grants.gov Help Desk to validate the technical issues reported, OJP will contact the applicant to either approve or deny the request to submit a late application. If the technical issues reported cannot be validated, the application will be rejected as untimely.

The following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time, (2) failure to follow Grants.gov instructions on how to register and apply as posted on its Web site, (3) failure to follow all of the instructions in the OJP

solicitation, and (4) technical issues experienced with the applicant's computer or information technology (IT) environment, including firewalls.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding Web page at www.ojp.usdoj.gov/funding/solicitations.htm.

What an Application Should Include

Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are unresponsive to the scope of the solicitation, or that do not include application elements designated by the Bureau of Justice Statistics to be critical, will proceed neither to peer review nor receive further consideration. Under this solicitation, the Bureau of Justice Statistics has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet and Budget Narrative, and the applicant's detailed resume or curriculum vitae. The Budget Narrative and the Budget Detail Worksheet may be combined in one document. However, if only one document is submitted, it must contain **both** narrative and detail information.

OJP strongly recommends use of appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all attachments. OJP recommends that resumes be included in a single file.

Applicants should submit the following:

- 1. Information to Complete the Application for Federal Assistance (SF-424)**

The SF-424 is a standard form required for use as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and GMS take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable).

- 2. Program Narrative**

If the program narrative fails to comply with these length-related restrictions, noncompliance may be considered in peer review and in final award decisions.

The program narrative, which consists of the following components, may not exceed 20 double-spaced pages in 12-point font with 1-inch margins and **MUST** include six separate sections:

The following sections should be included as part of the program narrative.

- a. Project Abstract (one page)
- b. Statement of the Problem

- c. Project Design and Implementation (including proposed deliverables and proposed travel to BJS, if work is primarily done off site)
- d. Deliverables (and project schedule)
- e. Capabilities and Competencies
- f. Plan for Collecting the Data Required for this Solicitation's Performance Measures

Submission of performance measures data is not required for the application. Performance measures are included as an alert that successful applicants will be required to submit specific data to BJS as part of their reporting requirements. For the application, the applicant should indicate an understanding of these requirements and discuss how the applicant will gather the required data, should the applicant receive funding.

3. Budget Detail Worksheet and Budget Narrative

a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. If the budget is submitted in a different format, the budget categories listed in the sample budget worksheet should be included.

For questions pertaining to budget and examples of allowable and unallowable costs, see the OJP Financial Guide at www.ojp.usdoj.gov/financialguide/index.htm.

b. Budget Narrative

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. Proposed budgets are expected to be complete; reasonable and allowable; cost effective; and necessary for project activities. The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how all costs were estimated and calculated and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

4. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) A copy of the rate approval should be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant federal agency, which will review all documentation and approve a rate for the applicant organization or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. If DOJ is the cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf.

5. Tribal Authorizing Resolution (if applicable)

If an application is being submitted by either (1) a tribe or tribal organization, or (2) a third party proposing to provide direct services or assistance to residents on tribal lands, then a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal organization and its membership should be included with the application. In those instances when an organization or consortium of tribes proposes to apply for a grant on behalf of a tribe or multiple specific tribes, then the application should include a resolution (or comparable legal documentation, as may be applicable) from all tribes that will be included as a part of the services/assistance provided under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without authorizing resolution or other enactment of each tribal governing body) may submit a copy of its consortium bylaws with the application in lieu of tribal resolutions (or comparable legal documentation).

If an applicant is unable to obtain and submit with its application a fully-executed (*i.e.*, signed) copy of a tribal resolution or other, comparable legal documentation as may be consistent with the tribe's governance structure, then, at minimum, the applicant should submit an unsigned, draft version of such legal documentation as part of its application (except in cases where, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, use of and access to funds will be contingent on receipt of the fully-executed tribal resolution or other, comparable legal documentation.

6. Additional Attachments

Three attachments must be included: (1) resume and/or curriculum vitae which include a list of publications authored; (2) at least one writing sample; and (3) the names and full contact information for three professional references. Resumes should include all employment and volunteer experience and relevant academic work. Resumes should provide contact information for previous supervisors and indicate whether or not the applicant authorizes BJS staff to contact the supervisor to verify work experience.

7. Other Standard Forms

Additional forms that may be required in connection with an award are available on OJP's funding page at www.ojp.usdoj.gov/funding/forms.htm. For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Note in particular the following forms.

- a. [Standard Assurances](#)
Applicants must read, certify, and submit this form in GMS prior to the receipt of any award funds.
- b. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)
Applicants must read, certify and submit in GMS prior to the receipt of any award funds.
- c. [Accounting System and Financial Capability Questionnaire](#) (required for any applicant other than an individual that is a non-governmental entity and that

has not received any award from OJP within the past 3 years; this form must be downloaded, completed, and submitted).

Selection Criteria

Applications will be assessed according to the following criteria.

1. Statement of the Problem and Project Abstract (10%)

The application should include a one-page summary (abstract) that clearly describes the title/topic of the Visiting Fellowship that the applicant is applying for and describes the activities that will be implemented and materials that will be developed to achieve the project's goals and objectives, methods, and outcomes.

The problem statement must describe the need for the project and provide a clear statement of how funding will support the project's value to the field. The statement must also identify and describe the data sets that will be the subject of the intended project or the BJS statistical program that will be enhanced through the Visiting Fellowship.

2. Project Goals and Objectives (10%)

The applicant must specify the goals and objectives of the BJS Visiting Fellowship. The objectives should be measurable and relate directly to the issues described in the problem statement. The goals should state the overall purpose of what is to be accomplished. The objectives should describe the steps necessary to reach the goals or how the goals will be accomplished. The application should clearly describe how funding will support the overall success of the project.

3. Program Design and Implementation (25%)

The project design and implementation plan must describe the BJS Visiting Fellowship goals, objectives, and activities and discuss how the strategy will address the identified problems and support the goals and objectives. It must include a time-task plan that clearly identifies objectives, major activities, and deliverables. The time-task plan also must provide for the submission of financial and progress reports. All recipients are required to submit semiannual progress reports and quarterly financial reports. BJS Visiting Fellows must attend one Financial Management Training Seminar in Washington, D.C. sponsored by OJP's Office of the Chief Financial Officer (OCFO) for grantees. Specific information, such as dates and locations of upcoming OCFO events, can be found at www.esi-bethesda.com/OJPtraining/locations.html.

4. Capabilities/Competencies (25%)

Applications must include a clear description of the applicant's academic and professional expertise in the specialized subject matter areas of the fellowship, as well as the applicant's unique qualifications that will enable them to fulfill the grant responsibilities. Applicants should demonstrate that they possess the flexibility, skills, and temperament to operate in a fast-moving environment on multiple activities, sometimes with very short turn-around time. The applicant must demonstrate sufficient subject matter and project management expertise and other necessary skills, such as technical writing and technological proficiency with specific software programs, to perform crucial functions of the specific fellowship. Resumes should be

attached to the narrative to support this section and should include all employment and volunteer experience. Applicants are limited to researchers and/or statisticians whose work on crime-related subjects has been extensively published, and who are willing to commit a substantial portion of their time over the project period to undertake and complete the proposed research.

5. Plan for Collecting Data required for this Solicitation's Performance Measures (5%)

6. Budget complete; reasonable and allowable; cost effective; and necessary for project activities (15%)

BJS and OJP staff will examine the identified project budget to ensure that all expenses are allowable and necessary for the completion of the BJS Visiting Fellowship and comport with the requirements of the OJP Financial Guide. Applications that exceed the \$150,000 limitation for this solicitation will be considered non-responsive and will not be reviewed. While the use of the Budget Detail Form is not required, applicants must follow the format of the Budget Detail Form and include all requested information that is relevant to the execution of the fellowship grant. Applicants should ensure that all expenses listed are allowable as outlined in this solicitation and the OJP Financial Guide.

7. Impact/Outcomes and Evaluation (10%)

Evaluation is critical to ensure that each BJS project is operating as designed and achieving its goals and objectives. Accordingly, each application must provide a plan to assess the Fellowship effectiveness and to evaluate accomplishment of project goals and objectives. Applicants should describe how they will assess performance in attaining the outcomes identified for the project. Goals and objectives must be clearly stated, links must be established between program activities and objectives, and performance measures must be identified. Performance measures will address a mix of immediate and intermediate outcomes and, as appropriate and feasible, information on long-term impact.

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. BJS reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. BJS may use either internal peer reviewers, external peer reviewers, or a combination, to review the applications under this solicitation. An external peer reviewer is an expert in the subject matter of a given solicitation who is NOT a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. Applications that meet basic minimum requirements will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer (OCFO), in consultation with BJS, conducts a financial review of applications for potential discretionary awards to evaluate the fiscal integrity and

financial capability of applicants; examines proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

All final award decisions will be made by the Director of BJS, who also may give consideration to factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

When awards will be made: All applicants, whether they are accepted or rejected, will be notified. The review and approval process may take several months. You should not propose to begin work until at least 6 months after the application deadline on the cover of this solicitation. Also, you should not expect to receive notification of a decision for several months after that date. Lists of awards are updated regularly on BJS's Web site at www.bjs.gov.

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Civil Rights Compliance Specific to State Administering Agencies
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)

- Suspension or Termination of Funding
- Nonprofit Organizations
- For-profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active CCR Registration

Provide Feedback to OJP on This Solicitation

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, application submission process, and/or the application review/peer review process. Feedback can be provided to OJPSolicitationFeedback@usdoj.gov.

Application Checklist

2012 Visiting Fellows: Criminal Justice Statistics Programs

This application checklist has been created to assist in developing an application.

Eligibility Requirement: Eligible applicants are limited to senior-level social science researcher and/or statisticians whose work on crime-related subjects has been extensively published and who are willing to commit a substantial portion of their time over a 12-month period to undertake analyses of existing BJS data and produce a publishable quality report summarizing their analysis.

_____ The federal amount requested is within the allowable limit(s) of \$150,000.

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 19)
- _____ Program Narrative (see page 19)
 - _____ Double-spaced
 - _____ 12-point standard font
 - _____ 1" standard margins
 - _____ Narrative is 20 pages or less
- _____ Budget Detail Worksheet (see page 20)
- _____ Budget Narrative (see page 20)
- _____ Disclosure of Lobbying Activities (SF-LLL) (see page 18)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 20)
- _____ Tribal Authorizing Resolution (if applicable) (see page 21)
- _____ Additional Attachments
 - _____ Resume and/or Curriculum Vitae (see page 21)
- _____ Other Standard Forms as applicable (see page 21), including:
 - _____ Accounting System and Financial Capability Questionnaire (if applicable)