



The **U.S. Department of Justice** (DOJ), **Office of Justice Programs** (OJP), **Office of Juvenile Justice and Delinquency Prevention** (OJJDP) (www.ojp.usdoj.gov/ojjdp), is pleased to announce that it is seeking applications for funding the Field-Initiated Research and Evaluation Program. This program furthers the Department's mission by supporting original, rigorous, scientific research and evaluation studies to inform the disciplines of juvenile justice and delinquency prevention and child maltreatment prevention and intervention, as authorized by the Juvenile Justice and Delinquency Prevention Act of 2002, 42 U.S.C. 5661, Sec. 251, and 5665-5667.

Field-Initiated Research and Evaluation Program

Eligibility

Applicants are limited to public agencies (including state agencies, units of local government, public universities and colleges, and tribal governments) and private organizations (including secular and faith-based nonprofit organizations).

(See "Eligibility," page 3.)

Deadline

All applications are due by 8:00 p.m. E.T. on June 19, 2006.

(See "Deadline: Application," page 3.)

Contact Information

For assistance with the requirements of this solicitation, contact Karen Stern, Social Science Program Specialist, at 202-514-9395 or Karen.Stern@usdoj.gov, or Janet Chiancone, Research Coordinator, at 202-353-9258 or Janet.Chiancone@usdoj.gov.

This application must be submitted through Grants.gov. The funding opportunity number is 1391. For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at **1-800-518-4726**.

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Field-Initiated Research and Evaluation Program CFDA 16.542

Overview

The purpose of this program is to support original, rigorous, scientific research and evaluation studies to inform the disciplines of juvenile justice and delinquency prevention and child maltreatment prevention and intervention.

Deadline: Registration

The Grants.gov registration deadline is 8:00 p.m. E.T., June 8, 2006.

Deadline: Application

The due date for applying for funding under this announcement is 8:00 p.m. E.T., June 19, 2006.

Eligibility

OJJDP invites applications from public agencies (including state agencies, units of local government, public universities and colleges, and tribal governments) and private organizations (including secular and faith-based nonprofit organizations). Joint applications from two or more eligible applicants are welcome; however, one applicant must be clearly indicated as the primary applicant (for correspondence, award, and management purposes) and the others indicated as co-applicants.

Applications are encouraged from researchers and evaluators in all relevant disciplines, using traditional or innovative methodological strategies. Multi-disciplinary research collaborations, as well as collaborations between researchers and community programs, are strongly encouraged. If the research is of a collaborative nature, written assurances of the collaboration must be provided. Similarly, when specific programs or agencies are the subject of an applicant's research or evaluation, the application should include letters of commitment or cooperation from the relevant program or agency. Applicants are encouraged to identify existing or potential funding partners for the proposed work and indicate whether the proposed idea has been submitted to any other funding sources. Finally, applicants must demonstrate that they have experience or ability related to the type of research or evaluation they propose to conduct.

Faith-Based and Other Community Organizations: Consistent with President George W. Bush's Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, it is DOJ policy that faith-based and other community organizations that statutorily qualify as eligible

applicants under DOJ programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and other community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or 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.

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. DOJ grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

Applicants are encouraged to review the Civil Rights Compliance requirements. (See "Additional Requirements," page 13.)

Specific Information

Awards will be made in the form of cooperative agreements. OJJDP uses cooperative agreements when the Office anticipates that there will be substantial collaboration between OJJDP and the award recipients during performance of the proposed activities. OJJDP will review and approve all required activities as enumerated in the solicitation, including timely review and approval of all key personnel selections, consultants, assessments, plans, instruments, manuals, and documents developed or identified for use during the project, with suggestions for modifications. OJJDP and the recipient jointly will coordinate topics addressed and activities undertaken. Where appropriate, the recipient will act jointly with OJJDP to determine modifications to the project plan or budget and to design data collection instruments. The OJJDP Program Manager will meet periodically with the recipient, at OJJDP's determination, throughout the duration of the project to discuss activities, plans, problems, and solutions. The award recipient will conduct the day-to-day activities of the project, including, specifically, operations, data collection, and analysis.

Purpose

Since its inception in 1974, OJJDP has been charged with sponsoring research on juvenile crime and victimization. The challenges confronting the juvenile justice system demand solutions that cross traditional juvenile justice boundaries, and take into account risk factors associated with delinquency, such as child abuse and neglect, as well as protective factors

related thereto.¹ The Field-Initiated Research and Evaluation Program enables OJJDP to provide flexible funding for creative yet rigorous research and evaluation that advances its mission to prevent and respond to juvenile delinquency and victimization. Funds are not available under this solicitation for the delivery of program services.

Funds for grants to be awarded under this solicitation come from several OJJDP programs, which address diverse populations and problems. These programs include the following:

- ❖ [Formula Grants Program](http://ojjdp.ncjrs.gov/programs/formulaareas.html) (see <http://ojjdp.ncjrs.gov/programs/formulaareas.html>).
- ❖ [Tribal Youth Program](http://ojjdp.ncjrs.gov/programs/typareas.html) (see <http://ojjdp.ncjrs.gov/programs/typareas.html>).
- ❖ Part E (Developing, Testing and Demonstrating Promising New Initiatives and Programs), of the Juvenile Justice and Delinquency Prevention Act of 2002, 42 U.S.C. 5665-5667
- ❖ Safe Start Program (Public Law 109-108, Science, State, Justice, Commerce, and Related Agencies Appropriations Act, 2006)

Accordingly, OJJDP seeks applications addressing a broad range of research and evaluation topics and methodologies in the fields of delinquency prevention, intervention and treatment. This includes studies that address issues around child maltreatment,² including research on the nexus of child maltreatment and delinquent behavior.

OJJDP is also interested in receiving applications that address the evaluation of faith-based programs and initiatives designed to prevent delinquency, intervene with at-risk and delinquent youth, and prevent child maltreatment and exploitation.

Goals, Objectives, and Deliverables

The goal of the FY2006 Field-Initiated Research and Evaluation Program is to foster original, rigorous, scientific research and evaluation studies using traditional or innovative methods to further the agency's mission. Research that demonstrates collaboration among multiple disciplines and researchers and practitioners is encouraged. Study findings should be of practical use to practitioners, administrators, and policymakers, and enhance the juvenile justice and child maltreatment knowledge base.

The program's objectives are to:

- ❖ Promote and support traditional or innovative research and evaluation in the disciplines of juvenile justice and delinquency prevention and child maltreatment.

¹For additional information about risk and protective factors, see the OJJDP Model Programs Guide at <http://www.dsgonline.com/mpg2.5/prevention.htm>.

² For the purpose of this solicitation, "child maltreatment" is defined as the physical, sexual, or emotional abuse of a child or youth under age 18; or the neglect of a child or youth under age 18; or the sexual exploitation of any child or youth under the age of 18.

- ❖ Conceptualize and investigate new research questions in juvenile justice and child maltreatment.
- ❖ Develop new methodological approaches for addressing priority issues and concerns in the disciplines of juvenile justice and delinquency prevention and child maltreatment.
- ❖ Obtain knowledge and information that can be used to develop effective programs, policies, and strategies for reducing and preventing juvenile delinquency and child maltreatment.

Proposals should contain a description of all products that will be derived from the project. In addition to the required semi-annual progress reports in the Grants Management System (GMS), each grantee will be required to produce a final report, suitable for publication. This report should provide an overview of the project, including the theory or hypotheses guiding its work; the research or evaluation methodology; the study's findings and their implications for policy and practice; and recommendations for future research or evaluation. Applicants are also encouraged to identify additional deliverables, such as articles in refereed journals.

Award Information

It is anticipated that up to \$400,000 will be provided to each successful applicant through cooperative agreement awards for a project period of up to 24 months. Applicants should specify the requested award amount (\$200,000–\$400,000) and the proposed project period. There is no match requirement.

As this is a research and evaluation program, funds cannot be used to support training, program development, or the provision of services (i.e., program implementation). Funds may be used, however, to evaluate training, prevention, and intervention programs. It is permissible, for example, to use Field-Initiated Research and Evaluation funds to conduct a process evaluation of a new program that is being developed with funds from another source.

While OJJDP anticipates making at least ten awards, funding under this competitive grant announcement is contingent on the availability and amount of FY 2006 funding.

Human Subjects

Any project involving the use of human research subjects must be reviewed by an Institutional Review Board (IRB), in accordance with U.S. Department of Justice regulations 28 C.F.R. Part 46. IRB review is not required prior to application. When an award is made to a project that involves human subjects research, OJJDP will place a special condition on the award requiring that the project be approved by an appropriate IRB before Federal funds can be expended on human subject related activities. (Other activities, such as questionnaire development, can proceed once the award has been made.) Applicants should include plans for IRB review, where applicable, in the project timeline submitted with the proposal.

A privacy certificate will be required prior to data collection, although it need not be included with the application. The purpose of the privacy certificate is to ensure that appropriate measures are taken to ensure the confidentiality of project data. Once an award is made, the OJJDP Program Manager may provide awardees with a template.

Performance Measures

To assist in fulfilling the Department’s responsibilities under the Government Performance and Results Act (GPRA), P.L. 103–62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Performance measures for this solicitation are as follows:

Objective	Performance Measures	Data Grantee Provides
<p>To carry out research or evaluation studies that enhance knowledge and understanding of delinquency prevention, intervention, and treatment, including studies that address issues concerning child maltreatment and the nexus of child maltreatment and delinquent behavior.</p>	<p>Outcome Percent of requested deliverables delivered on time.</p> <p>Percent of requested deliverables meeting required specifications.</p> <p>Types of deliverables may differ depending on specific study and should be specified in the application. (See “Goals, Objectives, and Deliverables,” page 5.)</p>	<p>Number of requested deliverables delivered on time, compared to total number of deliverables requested.</p> <p>Number of requested deliverables that meet required specifications, compared to total number of deliverables requested.</p>

How To Apply

DOJ is participating in the e-Government initiative, one of 25 initiatives included in the President’s Management Agenda. Part of this initiative—Grants.gov—is a one-stop storefront that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding.

Grants.gov Instructions: Complete instructions can be found at <http://www.ojjdp.ncjrs.org/funding/grants.html>. Applicants who experience difficulties at any point during this process should call the Grants.gov Customer Support Hotline at 1–800–518–4726.

CFDA Number. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.542, titled “Field-Initiated Research and Evaluation Program,” and the funding opportunity number is 1391.

DUNS Number. 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. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, 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.

What an Application Must Include

Application for Federal Assistance (SF–424)

Applicants must complete the Application for Federal Assistance (SF–424), a standard form used by most federal agencies. Applicants will need to provide the following information to complete the SF–424:

- ❖ *DUNS Number.* Applicants must have a DUNS number before beginning the application process. Applicants can request a free DUNS number by calling 866–705–5711 or online at <https://eupdate.dnb.com/requestoptions/government/ccrreg/>.
- ❖ *CFDA Number.* The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation, Developing, Testing and Demonstrating Promising New Programs, is 16.542.

Assurances and Certifications

To receive federal funds under this program, applicants are required to review and accept the Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and the Drug-Free Workplace Requirement. To accept the Assurances and Certifications in GMS, applicants should select the Assurances and Certifications link and click the “Accept” icon at the bottom of the screen. Applicants should verify that the contact information for their authorizing official is correct.

Program Narrative

Applicants must submit a narrative that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed research or evaluation. The narrative must be double spaced and single-sided, using a standard 12-point font (Times New Roman preferred), with 1-inch margins, not exceeding 30 pages of 8½ by 11-inches. (Please

number pages “1 of 30,” “2 of 30,” and so forth.) Material required under the “Budget and Budget Narrative” and “Other Attachments” sections will not count toward the program narrative page count. Applications that do not adhere to the required format may be deemed ineligible.

The narrative must address the following selection criteria: (1) statement of the problem, (2) goals and objectives, (3) project design and methods, and (4) management and organizational capability. The connections between and among each of these sections should be clearly delineated. For example, the goals and objectives should derive directly from the problems to be addressed. Similarly, the project design and methods section should clearly explain how the research or evaluation project’s structure and activities will accomplish the goals and objectives identified in the previous section.

Statement of the Problem. Applicants must clearly describe the research or evaluation questions to be addressed. Applicants should discuss how previous research supports and shapes these questions, and address how the program will address pertinent issues of concern to the discipline of juvenile justice and delinquency prevention or child maltreatment and contribute to knowledge and practice in that discipline. Ideally, applications will address specific gaps identified in the research literature.

Goals and Objectives. Applicants must describe the goals of the proposed research or evaluation project and identify its objectives. When formulating the project’s goals and objectives, applicants should consider the potential for significant advances in scientific or technical understanding of the problem and the potential for significant advances in the juvenile justice field.

Goals—Applicants should provide a broad statement, written in general terms, that conveys the research or evaluation project’s intent to study the problem described. This section of the narrative must outline the specific goals of the project.

Objectives—Applicants should explain how the research or evaluation project will accomplish its goals. Objectives are specific, quantifiable statements of the desired results of the project, and they should be clearly connected to the problems identified in the preceding section. The objectives should be measurable.

Performance Measures—Award recipients are required to collect and report data in support of performance measures. (See “Performance Measures,” page 7.) Recipients’ assistance in obtaining this information will facilitate future program planning and will allow OJP to provide Congress with measurable results associated with federally funded programs.

Project Design and Methods. Applicants must describe the specific strategies that will be used to implement the proposed research or evaluation.

Design elements should follow directly from the research or evaluation project’s goals and objectives, and the data to be collected should clearly support these ends. The applicant should describe the research or evaluation methodology in detail and demonstrate the validity and usefulness of the data that will be collected. Applicants should consider the soundness of the

methodology and analytical and technical approaches for the proposed research or evaluation project, and address the feasibility of the proposed project and any potential challenges.

In addition to the narrative description of the research and evaluation project design and methods, applicants must also submit a timeline or milestone chart that indicates major tasks in the proposed design, assigns responsibility for each major task, and plots completion of these tasks by month or quarter for the period of the award. This timeline/milestone chart should be submitted as a separate attachment as stipulated in “Other Attachments,” page 11.

Management and Organizational Capability. Applicants should also demonstrate the organizational capacity to complete the work described in the “Project Design” section. The applicant should include a description of any similar projects it has undertaken previously. This section should also demonstrate the applicant’s knowledge and experience related to juvenile justice or child maltreatment.

Applicants must describe the roles and responsibilities of project staff and explain the program’s organizational structure and operations. Applicants must demonstrate the existence of a management structure that will support the achievement of the project’s goals and objectives in an efficient and cost-effective manner. In particular, applicants must ensure that the tasks delineated in the project timeline are adequately staffed.

Applicants must support the description of their organizational and management capability by providing resumes of key personnel as stipulated in “Other Attachments,” page 11.

Budget and Budget Narrative

Applicants must provide a budget that: (1) is complete, allowable, and cost effective in relation to the proposed activities; (2) shows the cost calculations demonstrating how the applicant arrived at the total amount requested; and (3) provides a brief supporting narrative to link costs with project activities.

Applicants must submit a budget that includes a detailed worksheet itemizing all costs and a narrative explaining and justifying each budget item.

Match Requirement: Match is not required for this program.

- ❖ **Budget Detail Worksheet.** The worksheet should provide the detailed computation for each budget line item. The worksheet must list the cost of each item and show how the cost was calculated. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee paid through grant funds. The budget detail worksheet should present a complete and detailed itemization of all proposed costs.
- ❖ **Budget Narrative.** The narrative should describe each budget item and relate it to the appropriate project activity. It should closely follow the content of the budget detail worksheet and provide justification for all proposed costs. In the budget narrative, the

applicant should explain how fringe benefits were calculated, how travel costs were estimated, why particular items of equipment or supplies must be purchased, and how overhead or indirect costs (if applicable) were calculated. The budget narrative should justify the specific items listed in the budget detail worksheet (particularly, supplies, travel, and equipment) and demonstrate that all costs are reasonable.

Indirect Cost Rate Agreement: Please attach a copy of your current federally approved indirect cost rate negotiated agreement, if indirect cost has been included in the budget.

A sample Budget Detail Worksheet form is available on the Grants/Funding section of OJP's Web site (www.ojp.usdoj.gov/forms.htm).

Please note: All funds listed in the budget will be subject to audit.

Other Attachments

Applicants must submit the following materials as attachments to their Grants.gov application.

- ❖ Project timeline or milestone chart that indicates major tasks in the proposed design, assigns responsibility for each major task, and plots completion of these tasks by month or quarter for the period of the evaluation. Please do not use actual calendar months/years in your timeline; instead prepare the timeline using "Year 1," "Month 1," etc. (See "Sample Project Timeline," page 15.)
- ❖ Résumés of all key personnel.
- ❖ Job descriptions outlining roles and responsibilities for all key positions.
- ❖ Letters of cooperation. Where appropriate, applicants should provide letters of support or commitment or memoranda of understanding from involved agencies and programs.
- ❖ Sample informed consent forms, if appropriate.

Geographic Information. To help the Office of Justice Programs develop a geographic information system (GIS) strategic planning capacity, applicants must provide the following two items of information on the geographic area served by the funded activity ("service area") in the formats specified below:

- **Physical address.** If the mailing address is a P.O. Box, specify the physical address of the location where services are to be provided. If the mailing address is in a rural area with no street address, include the nearest street intersection. If the program has multiple service areas, include the required information for each.

(example with street address)
ABC Associates
123 First Street
Shrewsbury, PA 17361

(example with no street address)
ABC Associates
First Street and Holiday Drive
Shrewsbury, PA 17361

- **Map and street description.** Please provide a road map (with local detail) with the service area clearly depicted. The map should be marked with information identifying the grant application it is tied to, including applicant name, application number, and contact name and phone number. Also include a written description of streets bounding the service area. If GIS files are available, they can be e-mailed to OJJDP via Sarah Breen at Sarah.Breen@usdoj.gov.

Selection Criteria

Applications that proceed to peer review will be rated on a 100-point scale, based on the following point values for the selection criteria.

- Budget (10 points).
- Statement of the Problem (10 points).
- Goals and Objectives (20 points).
- Project Design and Methods (40 points).
- Management and Organizational Capability (20 points).

See “Program Narrative,” page 8, for detailed descriptions of the above criteria.

Review Process

OJJDP is committed to ensuring a competitive and standardized process for awarding grants. Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all other requirements will be evaluated, scored, and rated by a peer review panel.

Peer reviewers’ ratings and any resulting recommendations are advisory only. All final grant award decisions will be made by the U.S. Department of Justice, which may also give consideration to geographic distribution and regional balance when making awards. Detailed information about OJJDP’s peer review process can be found on the OJJDP Web site at <http://ojjdp.ncjrs.org/funding/peerreview.html>.

Additional Requirements

Successful applicants must agree to comply with additional requirements prior to receiving grant funding, including the following:

- ❖ Civil Rights Compliance
- ❖ Confidentiality and Human Subjects Protections regulations
- ❖ Anti-Lobbying Act
- ❖ Financial and Government Audit Requirements
- ❖ National Environmental Policy Act (NEPA) compliance
- ❖ DOJ Information Technology Standards
- ❖ Single Point of Contact Review
- ❖ Non-supplanting of State or Local Funds
- ❖ Criminal Penalty for False Statements
- ❖ Compliance with Office of the Comptroller Financial Guide (<http://www.ojp.usdoj.gov/FinGuide/>)
- ❖ Suspension or Termination of Funding
- ❖ Funding to Faith-based and Community Organizations (if applicable)
- ❖ Non-profit Organization
- ❖ Government Performance and Results Act (GPRA)
- ❖ Rights in Intellectual Property

Applicants are strongly encouraged to review the information pertaining to the above additional requirements prior to submitting their applications. Information about these requirements is available on the OJP Web site at <http://www.ojp.usdoj.gov/otherrequirements.htm>.

Accounting System and Financial Capability Questionnaire

To ensure that all grantees can properly discharge the public trust which accompanies the authority to expend public funds, all nonprofit and commercial organizations that have not previously received an award from OJP are required to complete a financial capability questionnaire. Adequate accounting systems must meet the criteria as outlined in the OJP Financial Guide. If applicable, applicants should submit this questionnaire as a component of their application. Financial statements are required. The Accounting System and Financial Capability Questionnaire form can be downloaded from OJP's Web site at <http://www.ojp.usdoj.gov/forms.htm>. The completed questionnaire and required financial statements should be faxed to GMS at 202-354-4147. The application number should be clearly legible on each page.

Attachment: Sample Project Timeline

Month	Project Goal	Related Objective	Activity	Expected Completion Date	Person Responsible
1	Collect baseline data on aggressive behavior.	Develop data collection instruments for self-report and parent report. Administer baseline questionnaire to students. Administer baseline questionnaire to parents.	Classrooms in grades 5 and 6 are randomly assigned to treatment versus control conditions. Students and parents in all classrooms complete baseline questionnaire on nature and frequency of aggressive behavior.	End of month 3.	Project Director, Alice Smith; research assistants
2	Conduct process and outcome evaluation of school-based violence prevention program.	Collect process outcome data on ongoing basis to determine feasibility of teacher-administered violence prevention program. Re-administer baseline questionnaires to students and parents.	Research assistants monitor process of delivering program to students in treatment classrooms. Students and parents in all classrooms complete baseline questionnaire.	Ongoing (process evaluation); end of month 10 (outcome evaluation).	Project Director, Alice Smith; research assistants
3	Analyze data and complete report.	Analyze data from questionnaires. Write up evaluation results.	Statistical analyses of final versus baseline questionnaires in treatment and control classrooms. Preparation of final report suitable for publication.	End of month 12.	Statistical consultant John Smith; Project Director Alice Smith.
4					
5					