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The [U.S. Department of Justice](#), [Office of Justice Programs](#), [Office of Juvenile Justice and Delinquency Prevention](#) is pleased to announce that it is seeking applications for funding under the OJJDP FY 2007 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 victimization prevention and intervention, as authorized by the Juvenile Justice and Delinquency Prevention Act of 2002, 42 U.S.C. 5661 and 5665-5667.

# **OJJDP FY 2007 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 faith- and community-based organizations).

(See "Eligibility," page 3.)

## **Deadline**

All applications are due by 8:00 p.m. E.T. on August 31, 2007.

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

## **Contact Information**

For assistance with the requirements of this solicitation, contact Janet Chiancone, Research Coordinator, at 202-353-9258 or [janet.chiancone@usdoj.gov](mailto:janet.chiancone@usdoj.gov).

This application must be submitted through [Grants.gov](#). The funding opportunity number is OJJDP-2007-1606. For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1-800-518-4726.

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# OJJDP FY 2007 Field-Initiated Research and Evaluation Program CFDA 16.542

## Overview

The purpose of the OJJDP FY 2007 Field-Initiated Research and Evaluation Program is to support new and ongoing rigorous, scientific research and evaluation studies that inform the discipline of juvenile justice, including the prevention, intervention, and treatment of juvenile delinquency and child victimization. This includes research and evaluation projects targeted at gaining knowledge regarding these issues within specific populations, such as tribal youth.

## Registration

Registering with [Grants.gov](http://www.grants.gov) is a one-time process; however, if you are a first time registrant it could take up to several weeks to have your registration validated and confirmed and to receive your user password. It is highly recommended you start the registration process as early as possible to prevent delays in submitting your application package to our agency by the deadline specified. There are three steps that you must complete before you are able to register: 1) Register with Central Contractor Registry (CCR); 2) Register yourself as an Authorized Organization Representative (AOR); and 3) Be authorized as an AOR by your organization. For more Information, go to <http://www.grants.gov>. **Note: Your CCR Registration must be renewed once a year. Failure to renew your CCR registration may prohibit submission of a grant application through [Grants.gov](http://www.grants.gov).**

## Deadline: Application

The due date for applying for funding under this announcement is 8:00 p.m. E.T., August 31, 2007.

## 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 12).

## **Program-Specific Information**

Awards will be made in the form of both grants and cooperative agreements 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.<sup>1</sup> The Field-Initiated Research and Evaluation Program enables OJJDP to

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

provide flexible funding for both new and ongoing research and evaluation projects, and to support 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.

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 victimization.

- **Goals, Objectives, and Deliverables**

The goal of the FY 2007 Field-Initiated Research and Evaluation Program is to foster new and ongoing rigorous, scientific research and evaluation to further the agency's mission.<sup>2</sup>

The program's objectives are to:

- promote and support traditional or innovative research and evaluation in the disciplines of juvenile justice, delinquency prevention and intervention, and child victimization
- conceptualize and investigate new and ongoing research questions in juvenile justice, delinquency prevention and intervention, and child victimization
- fill gaps in the literature regarding juvenile justice, delinquency prevention and intervention, and child victimization
- develop rigorous methodological approaches for addressing priority issues and concerns in the disciplines of juvenile justice, delinquency prevention and intervention, and child victimization, including the use of random controlled trials, if appropriate
- obtain knowledge and information that can be used to develop effective programs, policies, and strategies for reducing and preventing juvenile delinquency prevention and intervention, and child victimization.

Applications which address the following topic areas are of particular interest to OJJDP. Applicants are strongly encouraged (though not limited) to submit applications that focus on one or more of the following issues:

- tribal youth victimization and delinquency
- evaluation of community-based programs designed to reduce disproportionate minority contact
- status offenders, with a particular emphasis on runaway and homeless youth

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<sup>2</sup> The Office of Juvenile Justice and Delinquency Prevention (OJJDP) provides national leadership, coordination, and resources to prevent and respond to juvenile delinquency and victimization. OJJDP supports states and communities in their efforts to develop and implement effective and coordinated prevention and intervention programs and to improve the juvenile justice system so that it protects public safety, holds offenders accountable, and provides treatment and rehabilitative services tailored to the needs of juveniles and their families. (See <http://www.ojjdp.ncjrs.org/about/missionstatement.html>.)

- child delinquency (involving offenders under age 12), including research regarding factors that contribute to children's involvement in prostitution
- unique challenges and needs of at-risk boys, effective prevention and intervention strategies, and the critical role of father figures
- examination of family and community strategies designed to prevent children's access to media violence and pornography
- family strengthening programs and strategies, including programs and strategies designed to strengthen positive relationships between mothers and daughters, and their impact on girls delinquency; and research regarding the impact of a parent's non-marital repetitive relationships on their child's victimization.

Research that demonstrates collaboration among multiple disciplines and between researchers and practitioners is encouraged.

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.

Applicants should also plan for development of at least one report or manuscript that will be of practical use to those in the field. The application should address how they will translate the findings of their research into practice, so that it is accessible and useful to practitioners, administrators, and policymakers, and will enhance the juvenile justice knowledge base

- **Award Information**

OJJDP expects making multiple awards depending on the availability of funds and the suitability and quality of applications. OJJDP seeks applications for up to \$1.5 million. If an application proposes a project that exceeds that amount, the project should be divided into phases, so that OJJDP may consider making an award for a specific stage. The funding of subsequent phases cannot be guaranteed, as it will depend, in part, on funding availability and satisfactory completion of previous stages.

Deliverables, including a final report, will be required at the end of each phase or task. Applicants should specify the requested award amount and the proposed project period.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. It is anticipated that any awards that may be made under this solicitation should be awarded no later than September 30, 2007.

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 an evaluation of a new program that is being developed with funds from another source.

**Match Requirement:** Match is not required for this program.

- **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.</p>	<p>Number of deliverables (e.g., reports, curricula, manuscripts) completed on time.</p> <p>Number of deliverables that meet OJJDP's expectations for depth, breadth, scope and quality of study, and pertinence, as determined by OJJDP.</p>	<p>Number of deliverables to be submitted to OJJDP. Deliverables will differ depending on the specific project and should be outlined in the application.</p> <p>Number of deliverables completed on time.</p> <p>Number of deliverables that meet OJJDP's expectations for depth, breadth, scope and quality of study, and pertinence.</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, and the funding opportunity number is OJJDP-2007-1606.

**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

### Standard Form-424

Applicants must complete the Application for Federal Assistance (SF-424), a standard form that most federal agencies use, following the instructions it provides.

### Program Narrative

Applicants must submit a program narrative that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed program. The program narrative must be double spaced, use a standard 12-point font (Times New Roman is preferred), have 1-inch margins, and not exceed 25 pages. (Please number pages "1 of 25," "2 of 25," and so forth.) OJJDP may deem applications that do not adhere to the required format to be ineligible and may not forward them to peer review.

The narrative must address the following selection criteria: (1) statement of the problem/program narrative, (2) impact/outcomes and evaluation, (3) project/program design and implementation, and (4) capabilities/competencies. 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/Program Narrative**

Applicants must clearly describe the research or evaluation questions to be addressed and how previous research supports and shapes these questions. Applicants should address how the program will address pertinent issues of concern to the discipline of juvenile justice, delinquency prevention and intervention, and child victimization, and contribute to knowledge and practice in that discipline. Ideally, applications will address specific gaps identified in the research literature. Please note topics of specific interest to OJJDP listed on pages 5-6.

- **Impact/Outcomes and Evaluation**

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 and bear in mind the performance measures that OJJDP will use to gauge grantee performance (see "Performance Measures," below).

**Goals.** Applicants should provide a broad statement, written in general terms, that conveys the research or evaluation project's intent to study the problem or problems 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.** To ensure that the Performance Measures selected by the grantee reflect the specific problems, goals, objectives, and design strategy of the project, OJJDP has developed mandatory performance measures. To determine those that apply to your application, visit [ojjdp.ncjrs.gov/grantees/performance.html](http://ojjdp.ncjrs.gov/grantees/performance.html).

For this solicitation, project performance will be measured by the project's adherence to its established timeline, and by the quality of the deliverables (see "Performance Measures," page 7 for details. Recipients' assistance in maintaining communication with OJJDP regarding these indicators will facilitate future program planning and will allow OJP to provide Congress with measurable results associated with federally funded programs. Performance measures must reflect the specific problems, goals and objectives, and design (see "Project/Program Design and Implementation," below) associated with this grant.

- **Project/Program Design and Implementation**

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 rigor and soundness of the methodology and analytical and technical approaches for the proposed research or evaluation, 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 10.

- **Capabilities/Competencies**

Applicants should also demonstrate the organizational capacity to complete the work described in the preceding 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 victimization.

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

- **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. A Budget Detail Worksheet template is available at [www.ojp.usdoj.gov/Forms/budget.pdf](http://www.ojp.usdoj.gov/Forms/budget.pdf).

- **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.** Applicants that do not have a federally negotiated indirect cost rate and wish to establish one, can submit a proposal to their cognizant federal agency. Generally, the cognizant federal agency is the agency that provides the preponderance of direct federal funding. This can be determined by reviewing an organization's schedule of federal financial assistance. If DOJ is your cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at [www.ojp.usdoj.gov/oc/indirectcosts.htm](http://www.ojp.usdoj.gov/oc/indirectcosts.htm).

## Other Attachments

Applicants must submit the following materials as attachments to their application. While these attachments are not assigned specific point values, peer reviewers will consider relevant items when rating applications. For example, reviewers will consider résumés when assessing "Capabilities/Competencies." Peer reviewers will not consider any additional information other than that specified below.

- Annualized project timeline containing each project goal, related objective, activity, expected completion date, and responsible person or organization. Please do not use actual calendar months/years in your timeline; instead prepare the timeline using "Year 1," "Month 1," etc. (See "Sample Project Timelines" at [ojjdp.ncjrs.gov/grantees/timelines.html](http://ojjdp.ncjrs.gov/grantees/timelines.html).)
- 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 (MOUs) from involved agencies and programs. Before an applicant receives an award, OJJDP may require applicant to submit a signed MOU. If an applicant fails to submit the document upon request, OJJDP will eliminate the applicant from consideration for an award.
- 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 Dennis Mondoro at [Dennis.Mondoro@usdoj.gov](mailto:Dennis.Mondoro@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.

- Statement of the Problem/Program Narrative (10 points)
- Impact/Outcomes and Evaluation (20 Points)
- Project/Program Design and Implementation (40)
- Capabilities/Competencies (20)
- Budget (10 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.

## **Additional Requirements**

OJJDP strongly encourages every applicant to review the information pertaining to these additional requirements prior to submitting their application. You can find additional information for each at [www.ojp.usdoj.gov/funding/otherrequirements.htm](http://www.ojp.usdoj.gov/funding/otherrequirements.htm).

- 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](#)
- Suspension or Termination of Funding
- Non-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property