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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP) is seeking applications for funding under its Fiscal Year (FY) 2013 Division of Innovation and Research Fellowship Program on Juvenile Justice Data. This program furthers DOJ's mission by working with OJJDP to assist federal, state, and local juvenile justice data collection efforts; recommending enhancements to federal juvenile justice data; and promoting collaboration between social science researchers and the federal government in survey methodology, statistics, and social sciences.

## **OJJDP FY 2013 Division of Innovation and Research Fellowship Program on Juvenile Justice Data**

### **Eligibility**

OJJDP invites applications from senior-level social science researchers and/or statisticians who work on juvenile justice-related subjects. (See Eligibility, page 3.)

### **Deadline**

Applicants must register with [Grants.gov](#) prior to submitting an application. (See How To Apply, page 18.) All applications are due by 11:59 p.m. eastern time on July 15, 2013. (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, 606-545-5035, or via e-mail to [support@grants.gov](mailto:support@grants.gov). 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 the Justice Information Center (JIC) at 1-877-927-5657, via e-mail to [JIC@telesishq.com](mailto:JIC@telesishq.com), or by [live Web chat](#). JIC hours of operation are 8:30 a.m. to 5:00 p.m. eastern time, Monday through Friday, and 8:30 a.m. to 8:00 p.m. eastern time on the solicitation close date.

Grants.gov number assigned to this announcement: OJJDP-2013-3640

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# OJJDP FY 2013 Division of Innovation and Research Fellowship Program on Juvenile Justice Data (CFDA #16.541)

## Overview

This program will help OJJDP provide critical data to the field regarding juvenile justice system processing and needs, risk behaviors, victimization, offending, and related issues. The fellow will work with OJJDP to assist federal, state, and local juvenile justice data collection efforts. These important data inform juvenile justice policy and practice at all levels of government and in every sector of the juvenile justice field.

The fellowship will provide an opportunity for researchers with experience and expertise in juvenile justice, survey methodology, and statistics to help implement collaborative cross-agency strategies, policies, and programs to enhance and improve data for use by policymakers and practitioners nationwide. This program is authorized by 42 USC §§ 5631-5633; Pub. L. No. 113-6.

## Deadlines: Registration and Application

Applicants must register with Grants.gov to submit an application. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants 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. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on July 15, 2013 See How To Apply, page 18, for details.

## Eligibility

OJJDP invites applications from senior-level social science researchers and/or statisticians who work on juvenile justice-related subjects.

## Program-Specific Information

A recent report, *Reforming Juvenile Justice: A Developmental Approach*, published by the National Research Council of the National Academies recommended that OJJDP work with other governmental and private organizations to develop a data improvement programs that will be of benefit to the juvenile justice field and will provide greater insight into state, local, and tribal variations.

Currently, OJJDP sponsors the collection of information regarding juvenile arrests, the processing of juveniles in court, juveniles on probation, youth who are victimized and/or exposed to violence, and youth in juvenile justice custody, often in concert with federal and state partners.

The OJJDP Juvenile Justice Data Fellowship provides a unique opportunity to address substantive, methodological, and analytic issues relevant to OJJDP's juvenile delinquency and

victimization programs and to further knowledge and understanding of the operation of the juvenile justice system.

Applicants should have a recognized research record and considerable experience and expertise in the juvenile justice field. OJJDP anticipates supporting one fellowship under this solicitation.

### **Goals, Objectives, and Deliverables**

The successful applicant will serve as an expert advisor on OJJDP's national juvenile justice data collection efforts encompassing a wide range of advanced statistical topics, including statistical methods, research, and study design. The fellow will work in collaboration with OJJDP and other federal statistical agencies on national level data collections and surveys of mutual interest and will participate in special advisory groups and committees with representatives from other federal agencies and external experts, as required, to address specific problems and priorities in the area of juvenile justice statistics.

The fellow will work with OJJDP research staff to assess the availability and accessibility of federal, state, and local juvenile justice data and make recommendations to OJJDP senior leadership on the following aspects of federal juvenile justice data collections:

- long-term planning of OJJDP data collections and surveys and opportunities to collaborate with other federal agencies to improve juvenile justice data.
- gaps in existing juvenile justice system, juvenile delinquency, and juvenile victimization data.
- measurement, methodological, theoretical, or policy considerations that impact the juvenile justice system or OJJDP's data collections.
- improvements to processes, procedures, and methods for statistical data collection, analysis, and reporting.
- strengths and weaknesses of sampling options, modes of data collection, instrument development, and ethical considerations.
- program development, project management, data collection, and data analysis.
- design and implementation of statistical methodological studies and surveys.

The fellow will work in collaboration with OJJDP staff, and in consultation with other federal agencies and external experts, to assess federal, state, and local data collection efforts to make recommendations; develop and implement data improvement strategies and procedures; and assist with resource development, policy development, and outreach to the juvenile justice field.

OJJDP will finalize deliverables with the fellow post-award, but they will include at a minimum, the following:

- a detailed work plan developed in consultation with OJJDP for the operational work of the fellowship.

- timely completion of proposed tasks outlined in the application and OJJDP-approved work plan.
- quarterly financial and biannual progress reports.
- site visit reports for all travel conducted at OJJDP's direction.
- at least one report of publishable quality for dissemination by OJJDP (topic to be determined in consultation with OJJDP).
- final report to OJJDP on the fellowship project, including accomplishments, challenges, and recommendations for future data improvements..

The fellowship recipient will work onsite at OJJDP in Washington, DC, for the duration of the project period, and will be expected to be available to meet with OJJDP's research coordinator within OJJDP's Division of Innovation and Research (and other staff, as appropriate) on a regular, daily basis. The research coordinator within the Division of Innovation and Research will provide day-to-day guidance, with the deputy associate administrator for the division providing ultimate oversight of the fellowship recipient's performance.

OJP will provide workspace and equipment, including telephone, computer, office supplies, and Internet access. The successful applicant must obtain an OJP security clearance before beginning the fellowship.

Applicants' budgets should include travel for as many as two 3-day trips within the continental United States. See [www.gsa.gov](http://www.gsa.gov) for current per diem rates.

### **Evidence-based Programs or Practices**

OJP strongly emphasizes the use of data and evidence in policy making and program development in criminal justice. OJP is committed to:

- improving the quantity and quality of evidence OJP generates.
- integrating evidence into program, practice, and policy decisions within OJP and the field.
- improving the translation of evidence into practice.

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. OJP's [CrimeSolutions.gov](http://CrimeSolutions.gov) and OJJDP's [Model Program Guide](#) Web sites are two resources that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

## Amount and Length of Awards

OJJDP will select one applicant to receive a fellowship award for a 1-year period, for as much as \$150,000, based on experience and salary history. The period of performance for the visiting fellowship is normally 12 months beginning October 1, 2013. However, the start date is negotiable. The award amount may include salary, fringe, travel, and reasonable training costs. OJJDP may extend the fellowship for as many as three additional 1-year periods contingent on performance and the availability of funds.

OJJDP will make the award through a cooperative agreement. In furtherance of the goals and objectives described above, OJJDP's role will include the following:

- reviewing and approving major work plans, including changes to such plans, and key decisions pertaining to project implementation.
- reviewing and approving major project-generated documents and materials.
- providing guidance in project planning meetings.

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, recipients may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the award recipient at a rate that exceeds 110 percent 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 2013 salary table for SES employees is available at [www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2013/executive-senior-level/](http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2013/executive-senior-level/). Note: A recipient may compensate an employee at a greater 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 OJJDP Administrator may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. Applicants requesting a waiver should include a detailed justification in the budget narrative of their applications. Applicants who do not submit a waiver request and justification with their applications should anticipate that OJP will request them to adjust and resubmit their budgets.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service the individual will provide, 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.** OJP encourages applicants to review the guidance on conference approval, planning, and reporting that is available on the OJP Web site at [www.ojp.gov/funding/confcost.htm](http://www.ojp.gov/funding/confcost.htm). This guidance sets out the current OJP policy, which

requires all funding recipients who propose to hold or sponsor conferences (including meetings, trainings, and other similar events) to minimize costs, requires OJP review and prior written approval of most conference costs for cooperative agreement recipients (and certain costs for grant recipients), and generally prohibits the use of OJP funding to provide food and beverages at conferences. The guidance also sets upper limits on many conference costs, including facility space, audio/visual services, logistical planning services, programmatic planning services, and food and beverages (in the rare cases where food and beverage costs are permitted).

Prior review and approval of conference costs can take time (see the guidance for specific deadlines), and applicants should take this into account when submitting proposals. Applicants also should understand that conference cost limits may change and that they should check the guidance for updates before incurring such costs.

**Note on food and beverages.** OJP may make exceptions to the general prohibition on using OJP funding for food and beverages but will do so only in rare cases where food and beverages are not otherwise available (e.g., in extremely remote areas); the size of the event and capacity of nearby food and beverage vendors would make it impractical to not provide food and beverages; or a special presentation at a conference requires a plenary address where conference participants have no other time to obtain food and beverages. Any such exception requires OJP's prior written approval. The restriction on food and beverages 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 affect direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

**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 for individuals with limited English proficiency may be allowable. 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 at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://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, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

## Performance Measures

To assist the Department with 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. OJP will require any award recipient, 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)	Description	Data Grantee Provides
<p>The purpose of the cooperative agreement is to assist OJJDP in developing and supporting enhancements and improvements to federal juvenile justice data collections.</p>	<p>Measures to be determined with OJJDP upon approval of a work plan (based on expertise of the selected fellow). Examples of measures to be used:</p> <p>Percentage of deliverables completed on time.</p> <p>Percentage of deliverables that meet OJJDP's expectations for depth, breadth, scope and quality.</p> <p>Number of recommendations provided to improve federal juvenile justice data collections.</p>	<p>See "Deliverables" on page 5.</p>	<p>Monthly reports and products delivered to the OJJDP Research Coordinator and the uploading of semi-annual basis to the Grant Management System.</p> <p>Number of deliverables (as detailed in the OJJDP-approved work plan) to be submitted to OJJDP.</p> <p>Number of deliverables completed and submitted to OJJDP on time.</p> <p>Number of deliverables that meet OJJDP's expectations for depth, breadth, scope and quality of study, as determined and reported by OJJDP.</p> <p>Number of recommendations provided to improve federal juvenile justice data collections.</p> <p>One report of publishable quality for dissemination by OJJDP (topic to be determined in consultation with OJJDP).</p> <p>Final report that provides a comprehensive overview of the OJJDP Fellowship Program with recommendations to address expanding and improving the program.</p>

OJP does not require applicants to submit performance measures data with their applications. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section "What an Application Is Expected To Include" on page 10 for additional information.

## Human Subjects and Confidentiality Requirements

The following requirements must be met for all applications that propose to conduct research and include human subjects. Research is defined as follows:

**Research** means a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge. Activities that

meet this definition constitute research for the purposes of this policy, whether or not they are conducted or supported under a program that is considered research for other purposes. For example, some demonstration and service programs may include research activities (28 C.F.R. § 46.102(d)).

DOJ regulations (28 C.F.R. Part 46) protect the human subjects of federally funded research. Part 46 requires that an Institutional Review Board (IRB), in accordance with the regulations, review and approve most research involving human subjects that any federal department or agency conducts or supports before an award recipient may expend federal funds for that research. As a rule, persons who participate in federally funded research must provide their informed consent and must be permitted to terminate their participation at any time. Funding recipients, before they will be allowed to spend OJP funds on any research activity involving human subjects, must submit appropriate documentation to OJP showing compliance with 28 C.F.R. Part 46 requirements, as requested by OJP.

DOJ regulations (28 C.F.R. Part 22) require recipients of OJP funding to submit a Privacy Certificate as a condition of approval of any grant application or contract proposal that contains a research or statistical component under which "information identifiable to a private person" will be collected, analyzed, used, or disclosed. The funding recipient's Privacy Certificate includes a description of its policies and procedures to be followed to protect the confidentiality of identifiable data (28 C.F.R. § 22.23). The Department's regulations provide, among other matters, that: "Research or statistical information identifiable to a private person may be used only for research or statistical purposes (28 C.F.R. § 22.21)." Moreover, any private person from whom information identifiable to a private person is collected or obtained (either orally or by means of written questionnaire or other document) must be advised that the information will only be used or disclosed for research or statistical purposes and that compliance with the request for information is voluntary and may be terminated at any time (28 C.F.R. § 22.27).

Applicants selected for an award will be required to submit all appropriate IRB and privacy documents prior to spending OJP funds for research-related activities.

## **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](http://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.

## What an Application Is Expected To Include

Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application; and, should OJJDP decide to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that some application elements are so critical that applications that do not respond to the scope of the solicitation, do not meet the eligibility requirements, do not request funding within the funding limit, or do not include the application elements that OJJDP has designated to be critical will neither proceed to peer review nor receive further consideration. Under this solicitation, OJJDP has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet or Budget Narrative.

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

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

The SF-424 is a required standard form used 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. If the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable), when selecting "type of applicant."

### 2. Abstract

Applications should include a high-quality abstract that summarizes the proposed project in 400 words or less. Abstracts should be:

- written for a general public audience.
- submitted as a separate attachment with "Project Abstract" as part of its file name.
- single-spaced, using a standard 12-point font (Times New Roman) with 1-inch margins.

As a separate attachment, the project abstract will **not** count against the page limit for the program narrative.

The abstract should include a brief description of the project's purpose, the population to be served, and the activities that the applicant will implement to achieve the project's goals and objectives. The abstract should describe how the applicant will measure progress toward these goals.

### 3. 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 should be double-spaced with 1-inch margins, not exceeding 30 pages of 8½ by 11 inches, and use a standard 12-point font, preferably Times New Roman. Pages should be numbered “1 of 30,” etc. The tables, charts, pictures, etc., including all captions, legends, keys, subtext, etc., may be single-spaced, and will count in the 30-page limit. Material required under the Budget and Budget Narrative and Additional Attachments sections will not count toward the program narrative page count. Applicants may provide bibliographical references as a separate attachment that will not count toward the 30-page program narrative limit. If the program narrative fails to comply with these length-related restrictions, OJJDP may consider such noncompliance in peer review and in final award decisions.

The program narrative should address the following selection criteria: (1) statement of the problem; (2) goals, objectives, and performance measures; (3) project design and implementation; and (4) capabilities/competencies. The applicant should clearly delineate the connections between and among each of these sections. For example, the applicant should derive the goals and objectives directly from the problems to be addressed. Similarly, the project design section should clearly explain how the program’s structure and activities will accomplish the goals and objectives identified in the previous section.

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

- a. **Statement of the Problem.** Applicants must describe the salient issues impacting the collection of juvenile justice data at the federal, state and local levels. They should assess the relevant literature and discuss the gaps, challenges, and availability of data. OJJDP seeks applicants with broad, cross-cutting expertise and familiarity with current OJJDP data collections and other federal data on similar populations. See [www.ojjdp.gov](http://www.ojjdp.gov) for additional information.

For this section, applicants must identify their particular areas of expertise and clearly identify their expressed interest in this fellowship program, outlining specific reasons this fellowship meets their professional goals and how they will use this fellowship to advance the field.

- b. **Goals, Objectives, and Performance Measures.** The applicant must specify the goals and objectives of the OJJDP Juvenile Justice Data Improvement Fellowship. The goals should state the overall purpose of what is to be accomplished. The objectives should describe the steps needed 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.

OJJDP will assess the extent to which applicants address the program’s primary objectives stated in the Goals, Objectives, and Deliverables section on page 4.

**Performance Measures.** OJJDP does not require applicants to submit performance measures data with their applications. Performance measures (see Performance Measures, page 7) are included as an alert that OJJDP will require successful applicants to submit specific data as part of their reporting requirements. For the application,

applicants should indicate an understanding of these requirements and discuss how they will gather the required data, should they receive funding.

- c. **Project Design and Implementation.** The project design and implementation plan must describe the 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. OJJDP will require the recipient to submit semiannual progress reports and quarterly financial reports.

**Timeline.** Applicants should submit a realistic timeline or milestone chart that indicates major tasks associated with the goals and objectives of the project, assigns responsibility for each, and plots completion of each task by month or quarter for the duration of the award, using “Year 1,” “Month 1,” “Quarter 1,” etc., not calendar dates (see “Sample Project Timelines” at [www.ojjdp.gov/grantees/timelines.html](http://www.ojjdp.gov/grantees/timelines.html)).

Applicants should submit the timeline as a separate attachment, as stipulated in Additional Attachments, page 13. On receipt of an award, the recipient may revise the timeline, based on training and technical assistance that OJJDP will provide.

- d. **Capabilities and Competencies.** Applicants are limited to researchers and/or statisticians whose work on juvenile justice-related subjects has been extensively published. Applications must include a clear description of the applicant’s academic and professional experience and expertise in juvenile justice and survey methodology and statistics and the unique qualifications that will enable the applicant to fulfill the cooperative agreement responsibilities. Applicants should document their ability to work collegially and collaboratively as a member of a team or teams across divisions, offices, and agencies. 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. Applicants 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 this fellowship. Applicants should attach a résumé to the narrative to support this section and should include all employment and volunteer experience. Résumés should provide contact information for previous supervisors and indicate whether OJJDP can contact the supervisor. The applicant must include all required attachments (see “Additional Attachments,” page 13) to document experience and capability. The applicant may use optional attachments to document specific skills that will assist in the successful completion of the fellowship project.

#### 4. Budget Detail Worksheet and Budget Narrative

Applicants should ensure that all expenses listed are allowable as outlined in this solicitation and the OJP Financial Guide. OJJDP will consider applications that exceed the \$150,000 limitation for this solicitation to be non-responsive and will not review them. Applicants should provide a budget that (1) is complete, allowable, and cost-effective in relation to the proposed activities; (2) shows the cost calculations demonstrating how they arrived at the total amount requested; and (3) provides a brief supporting narrative to link costs with project activities. The budget should cover the entire award period.

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](http://www.ojp.usdoj.gov/financialguide/index.htm).

- a. **Budget Detail Worksheet.** A sample Budget Detail Worksheet can be found at [www.ojp.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.gov/funding/forms/budget_detail.pdf). Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet.
- b. **Budget Narrative.** The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

Applicants should describe in their budget narratives how they will maximize cost effectiveness of grant expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary or how the applicant could use technology and collaboration with outside organizations to reduce costs without compromising quality.

The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, 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.

## 5. 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.) Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their 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](http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf).

## 6. Additional Attachments

Applicants should submit the following information, as stipulated in the cited pages, as attachments to their application. While the materials listed below are not assigned specific point values, peer reviewers will, as appropriate, consider these items when rating applications. For example, reviewers will consider résumés and/or letters of support/memoranda of understanding when assessing "capabilities/competencies." Peer reviewers will not consider any additional information that the applicant submits other than that specified below.

- a. **Applicant disclosure of pending applications.** Applicants are to disclose whether they have pending applications for federal assistance that include requests for funding to support the same project being proposed under this solicitation and that will cover the

identical cost items outlined in the budget narrative and worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to state agencies that will subaward federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

- the federal or state funding agency.
- the solicitation name/project name.
- the point of contact information at the applicable funding agency.

Federal or State Funding Agency	Solicitation Name/Project Name	Name/Phone/E-mail for Point of Contact at Funding Agency
DOJ/COPS	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov
HHS/ Substance Abuse & Mental Health Services Administration	Drug Free Communities Mentoring Program/North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

Applicants should include the table as a separate attachment, with the file name “Disclosure of Pending Applications,” to their application. Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page (e.g., “[Applicant Name] does not have pending applications submitted within the last 12 months for federally funded assistance that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.”).

- b. Research and Evaluation Independence and Integrity.** Applicants who submit proposals involving research and/or evaluation, regardless of the proposal’s rating under the selection criteria, must demonstrate research/evaluation independence, including appropriate safeguards to ensure objectivity and integrity, to receive funds.

For purposes of this solicitation, independence and integrity pertains to ensuring that any personal or financial conflict of interest on the part of the investigators responsible for the research/evaluation or on the part of the applicant organization will not bias the design, conduct, or reporting of research/evaluations that OJJDP funds through grants, cooperative agreements, or contracts. Conflicts can be either actual or apparent. Examples of potential investigator (or other personal) conflict situations may include instances where an investigator would evaluate a spouse’s work product (actual conflict) or where an investigator would evaluate the work of a former colleague (apparent

conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization could not be given a grant to evaluate a project if that organization had itself provided substantial prior technical assistance to that project. In this instance, the organization would appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research/evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability is a problem.

In the attachment dealing with research and evaluation independence and integrity, applicants should explain the process and procedures that they have put in place to identify and eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of their staff, consultants, and/or subrecipients. They should also identify any potential organizational conflicts of interest on the part of the applicant with regard to the proposed research/evaluation. Applicants who believe that no potential personal or organizational conflicts of interest exist should provide a brief explanation of how and why they reached that conclusion.

Where potential personal or organizational conflicts of interest exist, applicants should identify in the attachment the safeguards they have or will put in place to eliminate, mitigate, explain, or otherwise address those conflicts of interest.

Considerations in assessing research and evaluation independence and integrity will include, but may not be limited to, the adequacy of the applicant's efforts to identify factors that could affect the objectivity/integrity of the proposed staff and/or the organization in carrying out the research, development, or evaluation activity and the adequacy of the applicant's existing or proposed remedies to control any such factors.

- c. **timeline or milestone chart** (see Timeline, page 12).
- d. **résumé and/or curriculum vitae** which include a list of publications authored of applicant.
- e. **professional and academic references** (no more than five).
- f. **professional affiliations**.
- g. **writing sample**, not to exceed 20 pages.

## 7. Other Standard Forms

Additional forms that OJP may require in connection with an award are available on OJP's funding page at [www.ojp.usdoj.gov/funding/forms.htm](http://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**.<sup>\*</sup> 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.](#) Any applicant (other than an individual) that is a non-governmental entity and has not received any award from OJP within the past 3 years, must download, complete, and submit this form.

\* These OJP Standard Assurances and Certifications are forms that applicants accept in GMS. They are not additional forms to be uploaded at the time of application submission.

## Selection Criteria

The following five selection criteria will be used to evaluate each application, with the different weight given to each based on the percentage value listed after each individual criteria. For example, the first criteria, Statement of the Problem, is worth 10 percent of the entire score in the application review process.

1. Statement of the Problem (5 percent)
2. Goals, Objectives, and Performance Measures (5 percent)
3. Project Design and Implementation (45 percent)
4. Capabilities and Competencies (40 percent)
5. Budget: complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities) Budget narratives should generally demonstrate how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.<sup>1</sup> (5 percent)

See What an Application Is Expected To Include, page 10, for the criteria that the peer reviewers will use to evaluate applications.

## Review Process

OJP is committed to ensuring a fair and open process for awarding grants. OJJDP 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. OJJDP may use either internal peer reviewers, external peer reviewers, or a combination, to review the applications. 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. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for OJJDP's research award recommendations and decisions include, but are not limited to: (1) appropriateness and strength

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<sup>1</sup> Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

of the research design, (2) planned dissemination of findings, and (3) potential impact on the field. OJJDP may also consider inclusion of underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer, in consultation with OJJDP, reviews 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.

The OJJDP Administrator, who may consider factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding will make all final award decisions. OJJDP will make award decisions by September 30, 2013.

## **Additional Requirements**

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP 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](http://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 of 2006 (FFATA)
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Policy and Guidance for Conference Approval, Planning, and Reporting
- OJP Training Guiding Principles for Grantees and Subgrantees

## How To Apply

**Note: Grants.gov limits the use of specific characters in names of attachment files. Valid file names may **only** include the following characters: A-Z, a-z, 0-9, underscore ( \_), hyphen (-), space, and period. 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.”

Applicants must register with and submit applications through Grants.gov, a “one-stop storefront” to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at [www.Grants.gov](http://www.Grants.gov). Applicants that experience technical difficulties during this process should 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 several weeks** for first-time registrants to receive confirmation and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours in advance of the application due date to allow time to receive validation messages or rejection notifications from Grants.gov and to correct in a timely fashion any problems that may have caused a rejection notification.

**Note:** OJJDP encourages all prospective applicants to sign up for Grants.gov e-mail notifications regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for e-mail updates will be notified.

All applicants are required to complete the following steps:

1. **Acquire a 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 a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating 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. Call Dun and Bradstreet at 866-705-5711 to obtain a DUNS number or apply online at [www.dnb.com](http://www.dnb.com). A DUNS number is usually received within 1-2 business days.

- 2. Acquire registration with the System for Award Management (SAM).** SAM replaces the Central Contractor Registration (CCR) database as the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must register in SAM to successfully register in Grants.gov. (Previously, organizations that had submitted applications via Grants.gov were registered with CCR, as it was a requirement for Grants.gov registration. SAM registration replaces CCR as a pre-requisite for Grants.gov registration.) Applicants must **update or renew their SAM registration annually** to maintain an active status.

Applicants that were previously registered in the CCR database must, at a minimum:

- create a SAM account.
- log into SAM and migrate permissions to the SAM account (all the entity registrations and records should already have been migrated).

Applicants that were not previously registered in the CCR database must register in SAM prior to registering in Grants.gov. Information about SAM registration procedures can be accessed at [www.sam.gov](http://www.sam.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. Applicants must use their organization's DUNS number to complete this step. For more information about the registration process, go to [www.grants.gov/applicants/get\\_registered.jsp](http://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. An organization can have more than one AOR.
- 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 number for this solicitation is 16.541, titled "Part E – Developing, Testing and Demonstrating Promising New Programs," and the funding opportunity number is OJJDP-2013-3640.
- 6. Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. Applicants that expend any funds for lobbying activities must provide the detailed information requested on the form, *Disclosure of Lobbying Activities* (SF-LLL). Applicants that do not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.
- 7. Follow the directions in Grants.gov to submit an application consistent with this solicitation.** Within 24–48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The message will state whether the application has been received and validated, or rejected due to errors, with an

explanation. **Important:** OJP urges applicants to submit applications **at least 72 hours prior** of the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

**Note: Duplicate Applications.** If an applicant submits multiple versions of an application, OJJDP will review the most recent version submitted.

### **Experiencing Unforeseen Grants.gov Technical Issues**

Applicants that experience unforeseen Grants.gov technical issues that prevent them from submitting their application by the deadline must e-mail the Justice Information Center (see page 1 for contact information) **within 24 hours after the application deadline** and request approval to submit their application. The e-mail must describe the technical difficulties and include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any Grants.gov Help Desk or SAM tracking number(s). **Note: OJJDP does not automatically approve requests.** After the program office reviews the submission and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If the technical issues reported cannot be validated, OJP will reject the application as untimely.

The following conditions are not valid reasons to permit late submissions: (1) failure to register 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 each instruction in the OJP solicitation, and (4) technical issues with the applicant's computer or information technology 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](http://www.ojp.usdoj.gov/funding/solicitations.htm).

### **Provide Feedback to OJP on This Solicitation**

To help OJP improve its application and award processes, we encourage applicants to provide feedback on this solicitation, the application submission process, and/or the application review/peer review process. Provide feedback to [OJPSolicitationFeedback@usdoj.gov](mailto:OJPSolicitationFeedback@usdoj.gov).

**IMPORTANT:** This e-mail is for feedback and suggestions only. OJP does **not** send replies from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, **you must** directly contact the appropriate number or e-mail listed on the front of this solicitation document. These contacts are provided to ensure that you can directly reach an individual who can address your specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, e-mail your resume to [ojppeerreview@lmbps.com](mailto:ojppeerreview@lmbps.com). The OJP Solicitation Feedback e-mail account will not forward your resume. **Note:** Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

## Application Checklist

### OJJDP FY 2013 Division of Innovation and Research Fellowship Program on Juvenile Justice Data Improvement

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

#### Eligibility

- Applicant is a senior-level social science researcher and/or statisticians who works on juvenile justice-related subjects
- The amount requested does not exceed \$150,000.

#### What an Application Is Expected To Include:

- Application for Federal Assistance (SF-424) (see page 10)
- Abstract (see page 10)
  
- Program Narrative (see page 11)
  - Format (double spaced, 12-point standard font, 1" standard margins, narrative is 30 pages or less)
  - Statement of the Problem
  - Goals, Objectives and Performance Measures
  - Project Design and Implementation
  - Capabilities/Competencies
  
- Budget Detail Worksheet and Budget Narrative (see page 12)
- Indirect Cost Rate Agreement (if applicable) (see page 13)
  
- Additional Attachments (see page 13)
  - disclosure of pending applications
  - research and evaluation independence and integrity
  - timeline or milestone chart
  - résumé and/or curriculum vitae that include a list of publications authored of applicant
  - professional and academic references (no more than five)
  - professional affiliations
  - writing sample, not to exceed 20 pages
  
- Other Standard Forms and Components, as applicable, including:
  - Accounting System and Financial Capability Questionnaire (see page 16)
  - DUNS number (see page 18)
  - System for Award Management (SAM) (see page 19)
  - AOR registration and confirmation (see page 19)
  - Disclosure of Lobbying Activities (SF-LLL)(see page 19)