



National Institute of Justice

S o l i c i t a t i o n

Sarah V. Hart, Director

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Solicitation for Research on Sexual Violence

Notice: NIJ continues to experience delays in delivery of U.S. mail. If you are sending time-sensitive materials to NIJ, and in particular proposals responding to NIJ solicitations, we recommend that you use an alternative to the U.S. Postal Service. For delivery by commercial carriers and courier services, our zip code is 20001.

APPLICATION DEADLINE:

February 21, 2003

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

John Ashcroft
Attorney General

Deborah J. Daniels
Assistant Attorney General

Sarah V. Hart
Director
National Institute of Justice

For grant and funding information, contact:
Department of Justice Response Center
800-421-6770

Office of Justice Programs
World Wide Web Site:
<http://www.ojp.usdoj.gov>

National Institute of Justice
World Wide Web Site:
<http://www.ojp.usdoj.gov/nij>

Office of Research and Evaluation Solicitation for Research on Sexual Violence

I. Introduction

The National Institute of Justice (NIJ) is soliciting proposals for research on sexual violence against women age 12 and older by strangers and non strangers. **NIJ anticipates awarding up to four grants with a funding total of up to \$1,000,000.**

II. Background

The National Violence Against Women Survey found that 1 of 6 U.S. women have been the victims of a completed or attempted sexual assault during their lifetimes.¹ Sexual violence directly and indirectly affects a substantial number of people, and its consequences are severe in personal, social, and economic terms. However, there is less empirical research about the prevention of sexual violence and the most effective criminal justice responses to victims, perpetrators, and communities than about other forms of interpersonal violence.

III. Areas of Research

All projects addressing sexual violence against women age 12 and older in a research or evaluation context are welcome under this solicitation. For the purposes of this competition, sexual violence includes rape, attempted rape, sexual assault, and attempted sexual assault. **Proposals should clearly state how the proposed research will inform and improve policy and practice in the criminal justice system. Proposals should also identify the products to be produced (usually a report of findings), their intended audience, and anticipated format.**

¹Tjaden, P., and N. Thoennes, 2000, *Full Report of the Prevalence, Incidence, and Consequences of Violence Against Women*. NCJ 183781. Washington, D.C.: National Institute of Justice.

Funding available under this solicitation is for research and evaluation only; requests for funds for program support or development will not be considered.

Letters of Intent Due January 17, 2003

NIJ is streamlining its process to accommodate the volume of proposals anticipated under this and other solicitations. Researchers can help in a significant way by sending NIJ a *nonbinding* letter of intent by January 17, 2003. The Institute will use these letters to forecast the number of peer panels it needs and to identify conflicts of interest among potential reviewers. There are two ways to send these letters. You can send an email to darkek@ojp.usdoj.gov identifying (1) the title of your project (or a brief statement of your research question(s), if the title is not fully descriptive), and (2) the names of proposed project staff and consultants. You can also send a fax with the same information to Katherine Darke at 202-616-0275.

Proposals will be judged on (1) potential to inform and improve policy and practice in the criminal justice system, and (2) study methodology of sufficient rigor to produce credible findings. NIJ is interested in funding studies with an experimental approach, where appropriate. The use of suitable comparison/control groups, followup data collection to assess intermediate-to long-term outcomes, and measures of behavioral, as well as attitudinal and knowledge changes, are encouraged. Other approaches may also be appropriate and will be considered on the merit of the study design and projected utility of the results. The proposed methodology should be fully described in the proposal narrative. Collaborations between service providers, practitioners, and researchers are encouraged.

A number of issues have been identified as gaps in the existing literature on sexual violence. Applicants may consider these, or any other relevant issues, in developing their proposals:

- The effect of criminal justice system reforms (including the use of DNA evidence) on the outcomes of sexual assault cases such as accountability of offenders and satisfaction of survivors.
- Sexual violence in understudied populations, including women from ethnic, racial, cultural, and linguistic minority groups; non-U.S. citizens; incarcerated women; and women with disabilities.
- The context, prevalence, and consequences of drug-facilitated sexual assault.
- The context, prevalence, and consequences of sexual violence perpetrated by intimate partners, including spouses.
- Links among sexual violence and other crime and other forms of interpersonal violence.
- Research on perpetrators of sexual violence.

IV. Selection Criteria

NIJ is firmly committed to a competitive process in making grant awards. External peer review panels consider both technical and programmatic merits of a proposed topic. Successful applicants must demonstrate to an independent peer review panel that: (1) the gap in knowledge they seek to fill is critical to understanding crime and justice and is policy relevant; (2) the proposed research design is rigorous and appropriate to posited research questions; and, (3) principal investigators are highly qualified to execute the design within the proposed budget and time lines. Institute staff then make recommendations to the NIJ Director based on the results of the independent reviews. Final decisions are made by the NIJ Director after consultation with Institute staff. Reviews of grant applications are based upon the following criteria:

• Impact of the Project

- Importance of the problem.
- Potential for significant advances in areas such as violence and victimization, drugs and crime, crime prevention, law enforcement, courts, and corrections.
- Potential for advancement of scientific understanding of the problem area.
- Relevance to improving the policy and practice of criminal justice and related agencies and for improving public safety, security, and quality of life.

• Quality and Technical Merit

- Awareness of existing research.
- Soundness of methodology, analytics, or technical approach.
- Innovation and creativity, where appropriate.
- Feasibility of proposed project and awareness of pitfalls.

• Capabilities, Demonstrated Productivity, and Experience of Applicants

- Qualifications and experience of personnel relevant to proposed project.
- Demonstrated ability to manage proposed effort.
- Adequacy of proposed budget including time and personnel.
- Past performance on NIJ grants and contracts, **including submission of progress reports and financial reports as required on all past and current awards.**

• Budget Considerations

- Total cost relative to perceived benefit.
- Budget appropriate to level of effort.
- Use of existing resources to conserve costs.

The application review process (including peer review, decisionmaking, and other considerations) may take up to 6 months to complete. Notices of award and nonaward are distributed simultaneously about 180 days subsequent to the closing date of a

solicitation. Notifications will be sent to the address as indicated on the Application for Assistance. Information regarding award status will not be available until notifications are distributed.

V. How to Apply

Individuals interested in submitting proposals in response to this solicitation must complete the required application forms and related documents. Applicants must include all of the following information and completed forms to qualify for consideration:

PART A:

- Application for Federal Assistance Standard-Form (SF 424).
- Proposal abstract.
- Table of contents.
- Budget Detail Worksheet.
- Budget narrative.
- Negotiated indirect rate agreement (if appropriate).
- Program narrative.
- References/bibliography.
- Names and affiliations of all key persons including applicants and subcontractor(s), advisors, consultants, and advisory board members. Include name of principal investigator, title, organizational affiliation, department (if institution of higher education), address, phone, fax, and e-mail address.
- List all previous and current NIJ awards made to principle investigators including grant numbers, information on final reports and other deliverables to NIJ (whether submitted or outstanding), and a listing of all publications (by NIJ or other publishers) resulting from each grant award.

PART B:

- Privacy certificate.
- Protection of Human Subjects Assurance. Identification/Certification/Declaration (Form 310).
- Environmental assessment (if required).

- Geographic Areas Affected Worksheet.
- Assurances.
- Certifications Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (one form).
- Disclosure of Lobbying Activities.
- Appendixes:
 - Letters of cooperation from organizations collaborating in the research project.
 - Résumés.
 - Other materials.

The Application Package is available at the NIJ Web site under the URL:

http://www.ojp.usdoj.gov/nij/funding_app.htm.

The Application for Assistance. The Standard Form 424 should be the first page of the application. Please follow the instructions in completing the Standard Application for Assistance Form.

In item 10 of the Application, be sure to include 16.560 as the Catalog for Federal Domestic Assistance Number. Indicate the Title to be the “Solicitation for Research on Sexual Violence FY2003.”

Enter the title of your proposal in item 11. Start and end dates in item 13 should be adjusted to accommodate a 6-month grant-making process. For this solicitation, proposed projects should not have a start date earlier than May 1, 2003. Projects may be any length, but the average NIJ award is for 24–36 months. **The project time line must include 90 days at the end of the award period for peer review and revision of the draft final technical report. Budgets and time lines which do not include this period are not acceptable.**

The Proposal Abstract. The proposal abstract is a very important part of the application. Along with the Topics Designation Form, the abstract is used in sorting applications for review by the appropriate independent peer panel. Once an award has been granted, the abstract is computerized and serves as a

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summary available to all interested parties for the duration of the grant. When read separately from the rest of the application, the abstract should serve as a succinct and accurate description of the proposed work. Applicants should concisely describe research goals and objectives, research design, and methods for achieving the goals and objectives. Length is not to exceed 400 words. Use the following two headers and instructions in developing the abstract.

Research Goals and Objectives:

Statement of Purpose. State the problem under investigation including goals and objectives of the proposed research project, and anticipated relevance of the project to public policy and/or practice.

Research Subjects. If applicable, describe subjects who will be involved in the proposed project including the number of participants, age, gender, race/ethnicity, and other pertinent characteristics such as how you will gain access to participants.

Proposed Research Design & Methodology:

Methods. Describe the research method and/or design including data to be used in addressing research questions, data collection procedures and instrumentation, access to data, and other methods or procedures unique to the proposed study.

Data Analysis and Products. Describe proposed techniques for data analysis and all expected products including interim and final reports, instrumentation, and data to be archived under NIJ's Data Resource Program.

The Program Narrative. The program narrative should provide information and detail to adequately describe the proposed project and should include:

- Purpose, goals, and objectives.
- Review of relevant literature.
- Methodology.

- Data analysis, anticipated results, and products.
- Implications of the proposed research for policy and practice.
- Staff/research management plan.
- ***Tables, charts, figures, and research timeline (not within page limit).***

Page limit. The number of pages included in the "Program Narrative" section of the application must not exceed thirty (30), double-spaced pages in 12-point font, with 1-inch margins. Tables, charts, and figures describing the research design, calendar, analysis plan, and other such items are encouraged and will not be counted in the 30-page limitation.

Due date. Ten (10) copies (one unbound) of complete proposals **must be received** at the National Institute of Justice by 4:30 p.m. on **February 21, 2003**. Extensions to this deadline are not permitted. Faxed or electronically transmitted copies are not accepted. NIJ reserves the right to return incomplete applications, those not responsive to the scope of this solicitation, or those not complying with format requirements.

Names and affiliations of the author(s) of the proposal should be clearly identified. Proposals that are incorrectly collated, incomplete, or handwritten may be considered as submitted or, at NIJ's discretion, may be returned without further review. Proposals exceeding the page limit will not be reviewed. No additions to the original submission are allowed.

The length of the research study being proposed should be appropriate to the study design. However, to ensure results are useful, they must be available in order to inform policy in a timely fashion. Therefore, study time frames of 2 years or less are encouraged.

Application Materials. Applicants should obtain two packets: (1) application forms (including a sample budget worksheet); and, (2) guidelines for submitting proposals (including requirements for proposal writers and requirements for grant recipients). To receive them, applicants can:

- Access the NIJ Web site and download application information at:

<http://www.ojp.usdoj.gov/nij/funding.htm>.
- Request hard copies of the forms and guidelines by mail from NCJRS at 800–851–3420 or from the Department of Justice Response Center at 800–421–6770 (in the Washington, D.C., area at 202–307–1480).
- Request copies by fax. Call 800–851–3420.
- **Please note that instructions provided in this announcement supersede those outlined in the document: *Guidelines for Submitting Proposals for National Institute of Justice-Sponsored Research*.**

VI. Performance Guidelines

To ensure compliance with the Government Performance and Results Act (GPRA), Public Law 103-62, this solicitation notifies successful applicants that they will be required to collect and report information and data that measure the results of the grant. In order to ensure accountability, the following performance standards are established for all NIJ grantees under this solicitation including deliverables and other required reports as explained below.

Grantees should use plain English in writing funding proposals and all grant products (See <http://www.plainlanguage.gov> for assistance.) However, we recognize that descriptions of research methodologies may necessarily involve some technical information. The grantee should put this technical information in context for the non-researcher.

Research & Evaluation Performance Standards

Grantees are required to submit in draft form the following deliverables ninety (90) days before the grant end date:

Deliverables Required 90 Days Before the Grant End Date

- Abstract (400 words).
- Executive Summary (2,500 words).
- Research report.
- Electronic data and supporting documentation capable of being re-analyzed and used by other researchers.

All NIJ draft research reports are peer reviewed upon submission. The reviews are forwarded to the principal investigator with suggestions for revisions. The principal investigator is then required to submit the revised final report, abstract, executive summary, final data set, and code-book/data dictionary by the end date of the grant. The abstract, executive summary and final report are to be submitted in both paper and electronic/diskette versions. The data set and codebook/dictionary are also to be submitted in electronic form.

Data sets must be received by the grant end date. Grant applicants should ensure that the proposed time line and budget accommodate these requirements.

In addition to the abstract, executive summary, research report, and data set, grantees are required to submit financial status reports and progress reports.

Other Required Reports

- Quarterly Financial Status Reports (Standard Form 269-A).
 - Final Financial Status Report (Standard Form 269-A).
 - Semiannual Categorical Assistance Progress Reports (OJP Form 4587).
 - Final Categorical Assistance Progress Report (OJP Form 4587).
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Financial Status Reports

Financial status reports (SF 269-A) are to be submitted quarterly no later than 45 days following the end of each calendar quarter. Two copies of the financial status report must be submitted to the Office of the Comptroller every quarter during which the award is active even if there has been no financial activity during the reporting period.

Additionally, a final financial report is due 120 days after the end date of the award. Future awards and fund drawdowns will be withheld if financial status reports are delinquent.

Progress Reports

Recipients of funding are also required to submit semiannual Categorical Assistance Progress Reports (OJP Form 4587). Two copies of the progress report must be submitted to the Office of the Comptroller twice a year even if there has been no substantive activity during the reporting period. The progress report should describe activities during the reporting period and status or accomplishment of objectives as set forth in the approved application for funding. For the duration of the award, progress reports must be submitted within 30 days after the end of the reporting periods (January 1 through June 30 and July 1 through December 31).

Additionally, a Final Progress Report providing a summary of achievement of the goals and objectives of the award, significant results, and any products developed under the award, is due 90 days after the end date of the award. Future awards and fund drawdowns may be withheld if progress reports are delinquent.

Forms for submitting financial and progress reports are available at the NIJ Web site. Report formats will also be provided by the Office of Justice Programs at the time of the grant award.

This information will facilitate future program planning and/or research efforts and will allow OJP to provide Congress and others with measurable results of its grants.

Research Report

The final research report, due in draft form 90 days prior to the end of the grant, should provide a comprehensive overview of the study and should include a detailed description of the research design, data, and methods; a full presentation of scientific findings; and a thorough discussion of the implications of the research findings for criminal justice practice and policy.

Evaluation Report

For *evaluation* studies, the research report should also include a section on **Measuring Program Performance**. This section should outline the measures used to evaluate program effectiveness, modifications made to those measures as a result of the evaluation, and recommendations regarding these and other potential performance measures for similar programs. (This information will be particularly valuable to NIJ and other Federal program agencies in implementing performance measures for federally funded criminal justice programs.)

Confidentiality of Information And Human Subject Protection

NIJ has adopted new policies and procedures regarding the confidentiality of information and human subjects protection.

The Department of Justice (DOJ) regulations at 28 Code of Federal Regulations (CFR) Part 22 require recipients of NIJ research funds to protect personally identifiable information that is collected from all research participants. The regulations at 28 CFR Part 22 require applicants for NIJ funding to outline specific procedures for protection of private information about individuals as part of the Privacy Certificate submitted with the application package.

In addition to the regulations in Part 22, DOJ has adopted policies concerning protection of human subjects which are the same as those established by

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the Department of Health and Human Services in 45 CFR Part 46, Subpart A, also known as the "Common Rule."

The DOJ regulations are set forth in 28 CFR Part 46. In general, 28 CFR Part 46 requires that all research involving human subjects conducted or supported by a Federal department or agency be reviewed and approved by an Institutional Review Board (IRB) before Federal funds are expended for that research. If IRB approval is required for this project, a copy of the IRB's approval as well as supporting documentation concerning the IRB's institutional affiliation, its policies and procedures, and necessary assurances must be submitted to the National Institute of Justice prior to the initiation of any research activities that are not exempt from the provisions of 28 CFR Part 46.

Further information regarding Confidentiality and Human Subjects Protections may be found in *Guidelines for Submitting Proposals for National Institute of Justice-Sponsored Research*.

Guidance and information. Applicants who wish to receive additional guidance and information may contact the U.S. Department of Justice Response Center at 800-421-6770. Center staff can provide assistance or refer applicants to an appropriate NIJ professional.

Send applications to:

Office of Research and Evaluation
Solicitation for Research on Sexual Violence
National Institute of Justice
810 Seventh Street N.W., Room 7323
Washington, DC 20531

NIJ recommends the use of an overnight courier (use ZIP Code 20001) or hand delivery for the submission of applications, which are due by 4:30 p.m. on the closing date of the solicitation.

For more information on the National Institute of Justice, please contact:

National Criminal Justice Reference Service

Box 6000
Rockville, MD 20849-6000
800-851-3420
e-mail: askncjrs@ncjrs.org

You can view or obtain an electronic version of this document from the NCJRS Justice Information Center Web site (<http://www.ncjrs.org>) or the NIJ Web site (<http://www.ojp.usdoj.gov/nij>).

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