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# National Institute of Justice

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

*Sarah V. Hart, Director*

*November 2002*

## Mapping and Analysis for Public Safety: Funding for Spatial Data Analysis

**Notice:** The Office of Justice Programs (OJP) requires you to submit your application for funding through OJP's **Grants Management System (GMS)**. Access through the Internet to this online application system will expedite and streamline the receipt, review, and processing of your request for funding. Final application will be accepted only through our online applications system. To learn how to begin your online application process, please see Section V, How to Apply, of this application kit. Call toll-free to receive technical assistance about the online application process, 1-888-549-9901.

**APPLICATION DEADLINE:**  
**January 15, 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*

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

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**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>

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## Mapping and Analysis for Public Safety: Funding for Spatial Data Analysis

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**Note: Priority will be given to proposals for research that will inform State and local criminal justice policy and practice.**

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### I. Introduction

The National Institute of Justice (NIJ), through its Mapping and Analysis for Public Safety (MAPS) program requests proposals to conduct research that uses or develops leading-edge spatial analytic methods. NIJ anticipates a wide variety of research proposals that use spatial data analysis for criminal justice research and practice.

The NIJ MAPS program supports research, evaluation, development, and dissemination of Geographic Information System (GIS) technology and the spatial analysis of crime. To support this effort, up to \$300,000 is being made available to fund between three and four awards. Awarded projects must be completed within 2 years.

### II. Background

NIJ now has a number of awards in the area of "Crime Mapping." Ongoing projects include: (1) efforts to forecast crime hot spots, (2) examinations of the utility of GIS for probation agencies, and (3) the development of spatial analysis software tools. While these and other projects have done much to advance spatial analysis in the field of criminal justice, more is yet to be learned.

### III. Areas of Research

This solicitation provides a unique opportunity to support studies of crime and justice issues that use multivariate and inferential spatial analytic methods. To support this goal, NIJ is particularly interested, though not exclusively, in innovative proposals that address the following areas:

- Continued development of spatial crime-forecasting models.
- Spatial analysis techniques for examining discrete criminal events.
- Nested (hierarchical) spatial analyses of criminal events and their environmental context.
- Innovative uses of spatial analyses to assess criminal justice system policies and practices.
- Spatial analytic approaches to identifying problems and evaluating solutions in rural, American Indian, and Alaskan Native communities. It is strongly recommended that proposals submitted for tribal research be developed in partnership between Tribal Colleges (see <http://www.collegefund.org>, for a list of tribal colleges), and/or other university researchers and the tribal community where the research will be conducted.
- Studies of problem solving efforts that use innovative data sources (e.g., GPS; remote sensing).
- Comparative analyses of spatial serial offender identification methods.

Proposals for equipment or software acquisition will not be considered. Science and technology proposals are not eligible under this solicitation. GIS implementation proposals will not be considered unless tied directly to substantial research/evaluation efforts.

**Data for Analysis.** While not expressly prohibited, the limited amount of funding available under this solicitation may preclude awards to proposals that involve original data collection. Thus, funded proposals are likely to involve the analysis of existing data provided by a partnering

practitioner agency or other accessible extant data. The Institute will not support proposals with substantial “data cleaning” budget requirements. Researcher-practitioner partnerships are strongly encouraged.

Researchers without access to appropriate agency data are encouraged to consider using the “Data for GIS Analysis” available from the National Archive of Criminal Justice Data (NACJD). The NACJD currently holds more than 30 NIJ-sponsored spatially referenced data sets available for download in machine-readable format. NACJD Data for GIS Analysis can be downloaded free from:

<http://www.icpsr.umich.edu/NACJD/GIS/data.html>

In addition to expertise with GIS and spatial analytic methods, applicants should also demonstrate familiarity with the data that they propose to analyze and with literature related to the substantive issue. The applicant should demonstrate that the data are appropriate for proposed analyses and that measures necessary to conduct proposed analyses are available.

Submitted proposals should explore topics to inform State or local criminal justice policy or practice. Proposals are expected to fill important gaps in the development of key areas of scientific knowledge.

NIJ encourages researchers from all disciplines to explore opportunities for collaborative efforts presented in this solicitation. Partnerships between researchers and practitioners are encouraged. Applicants should describe how they plan to manage partnership activities, such as defining the problem, developing assessment tools, collecting data, and how they will deal with issues of privacy, confidentiality, and research involving human subjects. Additionally, while a proposed partnership may have State or local utility, it should also have implications for national knowledge-building.

## 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 will 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, 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, analytic, 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 to proposed project;

- Demonstrated ability to manage proposed effort;
- Adequacy of proposed budget, including time and personnel;
- Past performance on NIJ grants and contracts.

#### ■ **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, decision making and other considerations) may take up to 6 months to complete. Notices of award and non award 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

NIJ solicitations are announced throughout the year on NIJ's Web site (<http://www.ojp.usdoj.gov/nij>), and on the Justice Information Center Web site (<http://www.ncjrs.org>). Interested applicants may also telephone the National Criminal Justice Reference Service at 800-851-3420 or e-mail [askncjrs@ncjrs.org](mailto:askncjrs@ncjrs.org) to receive pending release and announcement dates.

The Office of Justice Programs (OJP) requires you to submit your application through OJP's automated **Grants Management System (GMS)**. Access through the Internet to this online application system will expedite and streamline the receipt, review, and processing of your request for funding. Final application will only be accepted through our online applications system. Call toll-free to receive technical assistance about the online application process: 1-888-549-9901. To use the GMS system, complete the following steps:

#### ■ **Step 1.**

Go to <http://www.ojp.usdoj.gov/fundopps.htm>. An online **GMS Application Procedures Handbook**

is available on this page. It links directly to OJP's Grants Management System, which will provide online "help" screens.

#### ■ **Step 2.**

Select "**Logon directly to the Grants Management System (GMS)**" to apply for OJP grant funding.

#### ■ **Step 3.**

If you have never used GMS, click on "**New User? Register Here**" and follow the on-screen instructions to register with GMS. After you register, select the "FY 2003 Mapping and Analysis for Public Safety Funding for Spatial Data Analysis" solicitation.

If you are not a new user and have a GMS password, click on "**Login.**" If your password has expired, you will receive an "Authentication Error" or "Unauthorized User" message. In this case, click on "Having Login Problems?" for assistance in updating your password.

**Please Note:** Applicants must ensure that the information for the authorizing official and alternate contact is entered correctly. The authorizing official is the individual authorized to accept grant funds in your organization (e.g., executive director, attorney general, governor). If the individual applying online is not the signing authority, that individual *must* list the authorizing official's name and contact information where appropriate.

#### ■ **Step 4.**

Complete the online application, including the three required file attachments. After submission of the finalized application, the online system will provide notification that the application has been received and sent to NIJ. The GMS system will provide an application identification number for future reference.

If you have any questions about GMS or need technical assistance with applying online, contact the **GMS Hotline at 1-888-549-9901**,

**Monday—Friday, 7:00 a.m. to 9:00 p.m.** (except Federal holidays).

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

- **Application for Federal Assistance (SF-424).** This form is completed as part of the GMS process.
- **Certifications/Assurances.** Applicants will "sign off" on these certifications and assurances electronically through GMS.
- **Budget Detail Worksheet.** This is submitted as a single file attachment. The file must include a Budget Detail Worksheet and a Budget Narrative. A sample Budget Detail Worksheet is available at: [http://www.ojp.usdoj.gov/nij/funding\\_app.htm](http://www.ojp.usdoj.gov/nij/funding_app.htm).
- **Program Narrative.** This is submitted as a single file attachment. The file must include the following items:
  - Proposal abstract.
  - Table of contents.
  - 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.

- **Other Program Attachments.** This is submitted as a single file attachment. The file must include the following items:
  - Privacy certificate.
  - Protection of Human Subjects Assurance Identification/Certification/Declaration (Form 310).
  - Environmental Assessment (if required).
  - Geographic Areas Affected Worksheet.
  - Negotiated indirect rate agreement (if appropriate).
  - Disclosure of Lobbying Activities.
  - Appendixes:
    - Letters of cooperation from organizations collaborating in the research project.
    - Résumés.
    - Other materials.

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

The abstract should not exceed 400 words and should have two headers:

**(1) 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 or practice or both.

**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.

**(2) Proposed Research Design & Methodology**

**Methods.** Describe the research method 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 time line. (These items do not count in the page limit.)

**Page Limit.** The Program Narrative section of the application must not exceed 30, double-spaced pages in 12-point font, with one-inch margins. Tables, charts, and figures describing the research design, calendar, analysis plan, and similar matter are encouraged and will not be counted in the 30-page limitation.

**Note:** Proposals containing maps, tables, digital photos, and other types of graphics will produce large file sizes that may impact the speed of transfer. Please take this into consideration when submitting your proposal online.

**Due Date.** Complete proposals must be submitted through the online GMS application system by

9:00 p.m. on **January 15, 2003**. Extensions to this deadline are not permitted. Faxed or mailed proposals are not accepted. NIJ reserves the right to reject incomplete applications, those not responsive to the scope of this solicitation, or those not complying with format requirements.

**Other Application Information.** 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.

Under the Funding for Spatial Data Analysis solicitation, NIJ has recently awarded grants ranging from less than \$50,000 to \$100,000.

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.

**Other Application Guidelines.** For more information on applying for NIJ solicitations, please read *Guidelines for Submitting Proposals for National Institute of Justice—Sponsored Research*. This publication can be obtained by:

- Accessing the NIJ Web site and downloading application information at:  
<http://www.ojp.usdoj.gov/nij/funding.htm>
- Requesting a paper copy 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).
- Requesting copies by fax. Call 800-851-3420 and select option 1, then option 1 again for NIJ. Code is 1023.

- **Note: Instructions provided in this announcement, including the instructions for submission through the GMS system, supersede those outlined in *Guidelines for Submitting Proposals for National Institute of Justice—Sponsored Research*.**

**Guidance and Information.** Applicants who want 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. Applicants who have questions about GMS or need technical assistance with applying online can contact the **GMS Hotline at 1-888-549-9901**, Monday—Friday, 7:00 a.m. to 9:00 p.m. (except Federal holidays).

## 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. 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

**Deliverables Required 90 Days Before the Grant End Date.** Grantees are required to submit in draft form the following deliverables 90 days before the grant end date:

- Abstract (400 words)
- Executive summary (2,500 words)
- Research reports
- 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 codebook/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. Future awards and fund drawdowns will be withheld if research reports or data sets are delinquent.

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

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### Other Required Reports

- Quarterly financial status reports (Standard Form 269-A)
  - Final financial status report (Standard Form 269-A)
  - Semi-annual 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 Reports

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 Reports

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.

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## 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 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*.

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**SL000591**

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

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](mailto: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>).