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The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), National Institute of Justice (NIJ) is pleased to announce that it is seeking applications for funding related to research and evaluation on violence against women—specifically projects on sexual violence, stalking, and teen dating violence. This program furthers the Department’s mission by sponsoring research to provide objective, independent, evidence-based knowledge and tools to meet the challenges of crime and justice, particularly at the State and local levels.

# Solicitation: Research and Evaluation on Sexual Violence, Stalking, and Teen Dating Violence

## Eligibility

In general, NIJ is authorized to make grants to, or enter into contracts or cooperative agreements with, States (including territories), local governments (including federally-recognized Indian tribal governments as determined by the Secretary of the Interior and published in the Federal Register), nonprofit and profit organizations (including tribal nonprofit and profit organizations), institutions of higher education (including tribal institutions of higher education), and certain qualified individuals. Foreign governments, foreign organizations, and foreign institutions of higher education are not eligible to apply.

## Deadline

Registration with [OJP’s Grant Management System \(GMS\)](#) is required prior to application submission. (See “How to Apply,” page 8.)

All applications are due by **11:45 p.m. eastern time on June 1, 2010.**  
(See “Deadlines: Registration and Application,” page 3.)

## Contact Information

For technical assistance with submitting the application, contact the Grants Management System Support Hotline at 1–888–549–9901, option 3 or via e-mail to [GMS.HelpDesk@usdoj.gov](mailto:GMS.HelpDesk@usdoj.gov).

**Note:** The [GMS](#) Support Hotline hours of operation are Monday–Friday from 6:00 a.m. to midnight eastern time, except for Federal holidays.

For assistance with any other requirement of this solicitation, contact: for sexual violence, Karen Bachar, Social Science Analyst, at 202–514–4403 or by e-mail to [Karen.Bachar@usdoj.gov](mailto:Karen.Bachar@usdoj.gov); for stalking, Bernie Auchter, Senior Social Science Analyst, at 202–307–0154 or by e-mail to [Bernie.Auchter@usdoj.gov](mailto:Bernie.Auchter@usdoj.gov); and for teen dating violence, Carrie Mulford, Social Science Analyst, at 202–307–2959 or by to e-mail to [Carrie.Mulford@usdoj.gov](mailto:Carrie.Mulford@usdoj.gov).

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# Research and Evaluation on Sexual Violence, Stalking, and Teen Dating Violence

## CFDA No. 16.560

### Overview

NIJ seeks applications for funding for research to help increase women's safety and improve the justice system and related responses to sexual violence, stalking, and teen dating violence. Research is sought on the criminal justice system's response to sexual violence and stalking; the extent of the problem of teen dating violence and characteristics of abusive teen relationships; and the evaluation of the impact and effectiveness of teen dating violence programs, policies, and legislation in addressing teen dating violence. Applications addressing other areas of research on violence against women, such as intimate partner violence will be accepted. However, applicants are strongly encouraged to consider NIJ's stated research priorities as they are outlined in this solicitation.

Visit <http://www.ncjrs.gov/pdffiles1/nij/223572.pdf> for a summary of NIJ research projects in the areas of violence and victimization.

**Authorizing Legislation:** Omnibus Crime Control and Safe Streets Act of 1968 (sections 201 and 202).

### Deadlines: Registration and Application

Registration is required prior to submission. The deadline to register in GMS is **11:45 p.m. eastern time on June 1, 2010**, and the deadline for applying for funding under this announcement is **11:45 p.m. eastern time on June 1, 2010**. Please see the "How to Apply" section, page 8, for more details.

### Eligibility

Please refer to the title page for eligibility information under this program.

## Specific Information—Research and Evaluation on Sexual Violence, Stalking, and Teen Dating Violence

### Research and Evaluation on Sexual Violence

Sexual violence is one of the most underreported crimes in the United States and includes a wide range of unwanted behaviors that are attempted or completed against a victim's will or when a victim cannot consent because of age, disability, or the influence of alcohol or drugs. Sexual assault can have devastating effects that can last a lifetime. According to the National Violence Against Women Survey, 1 in 6 American women has been the victim of a completed or attempted sexual assault during her lifetime. In addition to the immediate trauma, victims face the risk of sexually transmitted diseases and pregnancy. Long-term mental health effects can include depression, anxiety, and post-traumatic stress disorder, yet many victims do not report.

In cases where victims do report, few cases make it through the criminal justice system. NIJ is particularly interested in applications that build on existing research and address the following issues:

- **Sexual violence in underserved groups.** Applicants are encouraged to submit proposals that examine sexual violence experienced by women from diverse backgrounds. Such an examination might address one or more of the following factors: racial or ethnic origin, sexual orientation, cognitive or physical ability, homeless status, or employment history. NIJ is particularly interested in studies of victimization rates, reporting behaviors, service needs, and use of support services for these populations.
- **Reporting, processing, and attrition of sexual assault cases.** Applicants are encouraged to submit proposals that examine potential barriers to reporting posed by the criminal justice system in communities or on campuses. NIJ is also interested in innovative initiatives that attempt to reduce or remove such barriers in both stranger and non-stranger cases. In addition, NIJ is interested in supporting studies that examine the relationship between specialized investigation or prosecution units, victim/perpetrator/case characteristics and case attrition rates and outcomes.
- **Forensic Compliance.** NIJ is interested in funding research that addresses the needs of victims and provides organizations with information that aids in their efforts to provide forensic exams to sexual assault victims. After implementation of the Violence Against Women Act some victims reported that they could receive a forensic medical exam only if they planned to cooperate with law enforcement and/or pay for the cost of the exam. Federal STOP grant program eligibility provisions enacted in 2006, however, have the effect of requiring participating States to incur the full out-of-pocket cost of forensic medical exams to victims of sexual assault without the requirements for participation in the criminal justice system or cooperation with law enforcement (see 42 U.S.C. § 3796gg-4).

NIJ seeks to fund a multi-site gap analysis to examine law enforcement, prosecution, healthcare, and advocacy adherence to the requirements of this Act. Applicants may limit their estimates to specific geographical areas (e.g. three or more local jurisdictions, a single state or multiple states). Questions include but are not limited to:

- Are some victims still being charged either directly or indirectly for the cost of a forensic medical exam?
- Are victims still being required to cooperate with law enforcement in order to receive a forensic medical exam?
- Do policies and practices related to the maintenance of rape kits vary based on victims' intent to report?
- How are states working toward implementing changes to their policies and procedures to ensure that the needs of sexual assault victims are being addressed (e.g., the provision of training or awareness programs)?

## Research and Evaluation on Stalking

According to a recent Bureau of Justice Statistics report, an estimated 3.4 million people age 18 and older were victims of stalking in a 12-month period in 2005 and 2006. Stalking is an evolving crime and researching the topic has broad implications for criminal justice practitioners and policymakers. NIJ has funded studies on intimate partner violence that include stalking as a type of victimization; however, NIJ has funded very few studies solely on stalking. NIJ seeks proposals to gain research knowledge to increase victim safety and improve the justice system and related responses to intimate partner stalking. NIJ is specifically interested in proposals that address one of the following areas:

- Examination of police decisions to make arrests in stalking cases.
- Examination of effective strategies for enhancing criminal justice response to stalking cases (i.e., reporting, investigation, arrest, and prosecution).
- Evaluation of justice system responses to stalking. Evaluations may assess policies or initiatives that facilitate the detection, apprehension, and/or prosecution of stalking offenders across jurisdictional boundaries. Attention to the effectiveness of coordinated community responses to stalking is encouraged. Evaluation of police and community outreach and education about stalking should also be considered.

## Research and Evaluation on Teen Dating Violence

NIJ is also soliciting proposals for research and evaluation in the area of adolescent relationship abuse. This is sometimes referred to as teen dating violence, intimate relationship violence, or intimate partner violence among adolescents. For this solicitation, the term "abuse" includes physical abuse, sexual abuse, harassment, stalking, or psychological abuse in the context of a past or present romantic/consensual relationship of any person between the ages of 12 and 18.

National estimates from the Youth Risk Behavior Survey and the National Longitudinal Study of Adolescent Health indicate that approximately 1 in 10 adolescents reported being a victim of physical violence at the hand of a romantic partner in the past year. Rates of psychological abuse victimization are even higher; between 2 in 10 and 3 in 10 adolescents indicate they have been verbally or psychologically abused. In FY 2008 and 2009, NIJ solicited research focusing on teen dating violence, which resulted in six funded projects. These projects are evaluating school, community, and family-based prevention and intervention programs; examining teen dating violence related behaviors from adolescence into young adulthood; exploring dynamics of intimate relationships among high risk adolescents; and developing an understanding of teen dating violence among Latinos. Under this solicitation, proposals that help us to understand the nature and extent of adolescent relationship abuse are encouraged. The following priority areas are specifically encouraged:

- **Research on the extent of the problem and characteristics of abusive teen relationships.** Priority research in this area includes studies that:
  - Illuminate the prevalence and incidence of adolescent relationship abuse in representative samples of adolescents of both sexes as well as diverse ages, races/ethnicities, social classes, sexual orientations, acculturation levels, and regions.

- Use qualitative and quantitative methods to explore the context in which adolescent relationship abuse occurs, the ways in which adolescents define power in relationships, and the meanings adolescents attach to violence and other types of relationship abuse.
  - Use qualitative and quantitative methods to capture gender differences in abuse patterns and/or the reciprocal abuse that occurs in adolescent relationships.
  - Employ short-term longitudinal designs to examine the progression of relationship abuse within a relationship and the stability of teen dating violence perpetration and victimization as individuals move between partners.
  - Focus on adolescents' use of technology as a means of perpetrating relationship abuse.
- **Evaluation of teen dating violence programs, policies, and legislation.**  
Proposals that evaluate the effectiveness of policies, laws, and programs that are either intended to prevent or respond to adolescent relationship abuse are also strongly encouraged. Specifically, priority will be given to rigorous research that:
    - Evaluates community, school and/or web-based programs that are designed to prevent relationship abuse among adolescents or respond to adolescent victims of relationship abuse.
    - Evaluates the effectiveness of victim services and the justice system in responding to teen dating violence.
    - Evaluates the effectiveness of legislation mandating teen dating violence education in schools.

**Amount and length of awards:** NIJ anticipates that up to a total of \$2.5 million may become available for up to eight awards made through this solicitation. **All NIJ awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.** NIJ expects to make up to eight awards, depending on funds available, the number of high-quality applications, and other pertinent factors. NIJ funding for an individual research project rarely exceeds \$500,000 annually, though total funding for projects requiring multiple years to complete has exceeded \$1 million in some cases. If feasible, NIJ recommends that applicants divide the proposed work into discrete phases, with each phase resulting in the delivery of a measurable deliverable. Applicants should try to structure the phases so that the funding required in any fiscal year will not exceed \$500,000. Although NIJ cannot guarantee that subsequent phases, stages, or tasks will be funded, this approach will enable NIJ to fund the proposed work incrementally, depending on, among other things, the quality of the deliverable at the end of each phase, strategic priorities, and the availability of funds. However, applicants should not divide their work if it is not feasible to do so without impairing the technical and programmatic soundness of their approach. Note: Deliverables (e.g., a final report) will be required at the end of each phase to enable NIJ to assess the progress of the work and assist NIJ in making reasoned determinations as to the suitability of funding the next phase of the work. The start date for an award made under this solicitation should not be earlier than January 1, 2011.

Applicants should be aware that the total period for an award, including one that receives additional funding, ordinarily will not exceed 3 years.

A grant made by NIJ under this solicitation may account for up to 100 percent of the total cost of the project. See "Cofunding" under "What an Application Must Include."

**Evaluation Research:** Within applications proposing evaluation research, funding priority will be given to experimental research designs that use random selection and assignment of participants to experimental and control conditions. When randomized designs are not feasible, priority will be given to quasi-experimental designs that include contemporary procedures like Propensity Score Matching and Regression Discontinuity Design to address selection bias in evaluating outcomes and impacts.

Evaluations that also include measurements of program fidelity and implementation as part of a thorough process assessment are desirable. Measurements of program fidelity should be included as part of an assessment of program processes and operations to ensure that policies, programs, and technologies are implemented as designed. As one aspect of a comprehensive evaluation, assessments of program processes should include objective measurements and qualitative observations of programs as they are actually implemented and services are delivered. These may include assessment of such aspects as adherence to program content and protocol, quantity and duration, quality of delivery, and participant responsiveness.

Proposed evaluation research designs with multiple units of analysis and multiple measurements will also be given priority. Design aspects that contribute to the validity of results are necessary to effectively address issues of generalizability and representativeness of findings.

Finally, applications that include cost/benefit analysis will be given priority. NIJ views cost/benefit analysis as an effective way to communicate and disseminate findings from evaluation research.

**Please note:** All applicants under this solicitation must comply with Department of Justice regulations on confidentiality and human subjects protection. See "Other Requirements for OJP Applications" at [http://www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

**What will *not* be funded:**

1. Provision of training or direct service.
2. Proposals primarily to purchase equipment, materials, or supplies. (Your budget may include these items if they are necessary to conduct applied research, development, demonstration, evaluation, or analysis.)
3. Work that will be funded under another specific solicitation.

**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, Federal funds may not be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% 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 2010 salary table for SES employees is available at <http://www.opm.gov/oca/10tables/indexSES.asp>.) Note: A recipient may compensate an employee at a higher 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 limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Director of the National Institute of Justice. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request that the applicant adjust and resubmit its budget.

The justification should include: the particular qualifications and expertise of the individual, the uniqueness of the service being provided, 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 that is to be done.

## Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measure the results of their work. Applicants who receive funding under this solicitation are required 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)	Data Grantee Provides
Develop and analyze information and data having clear implications for criminal justice policy and practice in the United States.	<ol style="list-style-type: none"> <li>1. Relevance to the needs of the field as measured by whether the grantee's substantive scope did not deviate from the funded proposal or any subsequent agency modifications to the scope.</li> <li>2. Quality of the research as assessed by peer reviewers.</li> <li>3. Quality of management as measured by whether significant interim project milestones were achieved, final deadlines were met, and costs remained within approved limits.</li> <li>4. If applicable, number of NIJ final grant reports, NIJ research documents, and grantee research documents published.</li> </ol>	<ol style="list-style-type: none"> <li>1. A final report providing a comprehensive overview of the project and a detailed description of the project design, data, and methods; a full presentation of scientific findings; and a thorough discussion of the implications of the project findings for criminal justice practice and policy in the United States.</li> <li>2. Quarterly financial reports, semi-annual progress reports, and a final progress report.</li> <li>3. If applicable, each data set that was collected, acquired, or modified in conjunction with the project.</li> <li>4. If applicable, citation to report(s)/document(s).</li> </ol>

## How to Apply

Applications will be submitted through OJP's Grants Management System ([GMS](#)). [GMS](#) is a Web-based, data-driven computer application that provides cradle to grave support for the application, award and management of grants at OJP. Applicants should begin the process immediately to meet the GMS registration deadline, especially if this is the first time they have



used the system. Complete instructions on how to register and submit an application in GMS can be found at [www.ojp.usdoj.gov/gmscbt/](http://www.ojp.usdoj.gov/gmscbt/). If you experience technical difficulties at any point during this process, please e-mail [GMSHelpDesk@usdoj.gov](mailto:GMSHelpDesk@usdoj.gov), or call 1-888-549-9901 (option 3), Monday-Friday from 6:00 a.m. to midnight eastern time, except for Federal holidays. OJP highly recommends starting the registration process as early as possible to prevent delays in the application submission by the specified deadline.

All applicants are required to complete the following steps.

1. **Acquire a DUNS Number.** A DUNS number is required to submit an application in GMS. The Office of Management and Budget requires that all businesses and nonprofit applicants for Federal funds include a DUNS (Data Universal Numbering System) number in their application for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information 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. Obtain a DUNS number by calling 1-866-705-5711 or by applying online at [www.dunandbradstreet.com](http://www.dunandbradstreet.com). Individuals are exempt from this requirement.
2. **Acquire or Renew Registration With the Central Contractor Registration (CCR) Database.** CCR registration is required to receive funding. OJP requires that all applicants (other than individuals) for Federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about Federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about CCR registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).
3. **Acquire a GMS Username and Password.** If you are a new user, please create a GMS profile by selecting the first time user link under the sign-in box of the [GMS](http://www.ojp.usdoj.gov/gmscbt/) home page. For more information on how to register in GMS, go to [www.ojp.usdoj.gov/gmscbt/](http://www.ojp.usdoj.gov/gmscbt/).
4. **Search for the Funding Opportunity on GMS.** After you log in to GMS or complete your GMS profile for your username and password, go to the Funding Opportunities link on the left hand side of the page. Please select "National Institute of Justice" and then "NIJ FY 10 ORE Research and Evaluation on Sexual Violence, Stalking, and Teen Dating Violence."
5. **Select the Apply Online Button Associated With the Solicitation Title.** The search results from step 4 will display the solicitation title along with the Registration and Application Deadlines for this funding opportunity. Please select the Apply Online button in the Action Column to create an application in the system.
6. **Submit an Application Consistent With This Solicitation by Following the Directions in GMS.** Once submitted, GMS will display a confirmation screen stating your submission was successful. **Important:** You are urged to submit your application at least 72 hours prior to the due date of the application.

**Note: OJP's Grants Management System (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."

## Experiencing Unforeseen GMS Technical Issues

If you experience unforeseen GMS technical issues beyond your control which prevent you from submitting your application by the deadline, you must contact the NIJ staff member listed on the title page **within 24 hours after the deadline** and request approval to submit your application. At that time, NIJ staff will require you to e-mail the complete grant application, your DUNS number, and provide a GMS Help Desk tracking number(s). After the program office reviews all of the information submitted, and contacts the GMS Helpdesk to validate the technical issues you reported, OJP will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be validated, your application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time; (2) failure to follow GMS instructions on how to register and apply as posted on its Web site; (3) failure to follow all of the instructions in the OJP solicitation; and (4) technical issues experienced with the applicant's computer or information technology (IT) environment.

Notifications regarding known technical problems with GMS are posted on the OJP funding Web page, [www.ojp.usdoj.gov/funding/solicitations.htm](http://www.ojp.usdoj.gov/funding/solicitations.htm).

## What an Application Must Include

This section describes what an application is expected to include and sets out a number of elements. Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application and, should a decision nevertheless be made to make an award, may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are not responsive to the scope of the solicitation, or do not include a program narrative, budget detail worksheet, budget narrative, tribal resolution (if applicable), and resumes/curriculum vitae of key personnel will not proceed to peer review and will not receive further consideration.

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

### Standard Form 424

Please see [www07.grants.gov/assets/SF424Instructions.pdf](http://www07.grants.gov/assets/SF424Instructions.pdf) for instructions on how to complete your SF424. When selecting "type of applicant," if the applicant is a for-profit entity, please select "For-Profit Organization" or "Small Business" (as applicable) in the Type of Applicant 1 data field. For-profit applicants also may select additional applicable categories (e.g., "Private Institution of Higher Education").

## Program Narrative

### Program Narrative Guidelines:

- a. **Title Page** (not counted against the 30-page program narrative limit).  
The title page should include the title of the project, submission date, and the applicant's name and complete contact information (i.e., name, address, telephone number, and e-mail address).
- b. **Project Abstract** (not counted against the 30-page program narrative limit).  
The 400 to 600-word abstract should state the problem under investigation (including research goals and objectives) and the anticipated relevance of the project to criminal justice public policy, practice, or theory. It should describe the proposed method and/or research design, including data to be used in addressing research questions, data collection procedures and instrumentation, access to data, and other methods or procedures of the proposed study. It should also describe procedures for data analysis and all expected products, including interim and final reports, instrumentation, and devices. If applicable, it should describe the subjects who will be involved in the proposed project, including the number of participants; participants' age, gender, and race/ethnicity; and other pertinent characteristics, such as methods used to gain access to subjects.
- c. **Resubmit Response** (if applicable). If an applicant is resubmitting a proposal that was presented previously to NIJ, but not funded, the applicant must indicate this. A two-page document addressing the previous consensus review must be provided that covers the following: (1) the title, submission date, and NIJ-assigned application number of the previous proposal, and (2) a brief summary of responses to the peer review and/or revisions to the proposal. This document should be inserted after the abstract. This document will not be counted against the 30-page program narrative limit.
- d. **Table of Contents and Figures** (not counted against the 30-page program narrative limit).
- e. **Main body.** The main body of the Program Narrative should describe the project in depth and include the following sections:
  - Purpose, goals, and objectives.
  - Review of relevant literature.
  - Detailed description of research design and methods to include: research questions, hypotheses, description of sample, analysis plan, etc.
  - Research independence and integrity (see "Selection Criteria," below).
  - Implications for criminal justice policy and practice in the United States.
  - Management plan and organization.
  - Dissemination strategy.

The program narrative section of your application must not exceed 30 double-spaced pages in 12-point font with 1-inch margins. Abstract, table of contents, charts, figures, appendices, and government forms do not count toward the 30-page limit for the narrative section.

Applicants should anticipate that if the program narrative fails to comply with these length-related restrictions, such that it provides a significant competitive advantage, the failure to comply may be considered in peer review and in final award decisions.

- f. **Appendices** (not counted against program narrative page limit) include:
- Bibliography/references.
  - Any tools/instruments, questionnaires, tables/charts/graphs, or maps pertaining to the proposed study.
  - Curriculum vitae, resumes or biographical sketches of all key personnel.
  - Project timeline and research calendar with expected milestones.
  - Human Subjects Protection Paperwork including Institutional Review Board (IRB) documentation and forms (see <http://www.ojp.gov/nij/funding/humansubjects/human-subjects.htm>).
  - Privacy Certificate (for further guidance go to <http://www.ojp.gov/nij/funding/humansubjects/privacy-certificate-guidance.htm>).
  - List of previous and current NIJ awards to applicant organization and investigator(s).
  - Letters of cooperation/support or administrative agreements from organizations collaborating in the project, such as law enforcement and correctional agencies (if applicable).
  - List of other agencies, organizations, or funding sources to which you have submitted this proposal (if applicable).
  - Other materials specified by the solicitation.
  - Data Archiving Strategy (see descriptive paragraph below).

**Data Archiving Strategy:** NIJ requires that each data set resulting from funded research be submitted as a grant product or deliverable for archiving with the National Archive of Criminal Justice Data. (Data sets are to be submitted 90 days before the end of the project period.) Applications for NIJ research grants must include a brief (one- or two-page) data archiving strategy. For purposes of research replication and extension, the inclusion of only the final data set often prevents other researchers from replicating or extending the study because there are no original data, intermediate data, or documentation detailing how the data changed throughout the project. This data archiving strategy therefore must briefly describe the—

- Anticipated manipulations of original, intermediate, and final data sets (as applicable).
- Methods of documentation of such manipulations.
- Preparation of original, intermediate, and final data sets for archive submission.

The data archiving strategy should be submitted as an appendix to the application and will not count toward the 30-page limit. Please label this appendix "Data Archiving Strategy."

## **Budget Detail Worksheet and Budget Narrative**

### **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). If the budget is submitted in a different format, the budget categories listed in the sample budget worksheet must be included.

For questions pertaining to budget and examples of allowable and unallowable costs, please see the OJP Financial Guide at [www.ojp.gov/financialguide/index.htm](http://www.ojp.gov/financialguide/index.htm).

### **b. Budget Narrative**

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how all costs were estimated and calculated and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes and can be provided in a Microsoft Office Word document. As with the Budget Detail Worksheet, the Budget Narrative must be broken down by year.

**Cofunding:** A grant made by NIJ under this solicitation may account for up to 100 percent of the total cost of the project. You must indicate whether you believe it is feasible for you to contribute cash, facilities, or services as non-Federal support for the project. Your application should identify generally any such contributions that you expect to make and your proposed budget should indicate in detail which items, if any, will be supported with non-Federal contributions.

### **Indirect Cost Rate Agreement (if applicable)**

Applicants that do not have a federally negotiated indirect cost rate and wish to establish one can submit a proposal to their "cognizant" Federal agency. Generally, the cognizant Federal agency is the agency that provides the preponderance of direct Federal funding. This can be determined by reviewing an organization's schedule of Federal financial assistance. If DOJ is your cognizant Federal agency, obtain information needed to submit an indirect cost rate proposal at <http://www.ojp.usdoj.gov/financialguide/part3/part3chap17.htm>.

### **Tribal Authorizing Resolution (if applicable)**

If an application is being submitted by either (1) a tribe or tribal organization, or (2) by a third party proposing to provide direct services or assistance to residents on tribal lands, then a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal organization and its residents must be included with the application. In those instances when an organization or consortium of tribes proposes to apply for a

grant on behalf of a tribe or multiple specific tribes, then the application must include a resolution from all tribes that will be included as a part of the services/assistance provided under the grant.

### **Other Standard Forms**

Additional forms that may be required in connection with an award are available on OJP's funding page at <http://www.ojp.usdoj.gov/funding/forms.htm>. Please note in particular the following forms.

1. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#) (required of all applicants as part of the GMS application process)
2. [Disclosure of Lobbying Activities](#) (required for any applicant that expends any funds for lobbying activities)
3. [Accounting System and Financial Capability Questionnaire](#) (required for any applicant that is a nongovernmental entity and that has not received any award from OJP within the past 3 years)
4. [Standard Assurances](#) (required of all applicants as part of the GMS application process)

**Note:** Attachments to the application should be included in one of the following four categories: 1) Program Narrative; 2) Budget Detail Worksheet and Budget Narrative; 3) Appendices; and 4) Other.

## **Selection Criteria**

**Statement of the Problem** (Understanding of the problem and its importance)—15%

1. Clarity of problem statement and its importance to the field of study.
2. Demonstrated connection between problem and proposed research.
3. Awareness of the state of current research and/or technology.
4. Identification of gaps in existing research.
5. Demonstrated understanding of the population under investigation.
6. Connection to NIJ priorities/responsiveness to solicitation.

**Project Design and Implementation** (Quality and technical merit)—30%

1. Detailed and complete discussion of proposed research methods.
2. Explanation for research method approach and why it was selected over others.
3. Detailed and complete discussion of analytic techniques.
4. Identification of appropriate approach to answer proposed research questions.
5. Awareness of human subjects' matters.
6. Overall feasibility of proposed project.
7. Innovation and creativity.

**Capabilities/Competencies** (Capabilities, demonstrated productivity, and experience of applicants)—20%

1. Qualifications and experience of proposed staff.

2. Demonstrated ability of proposed staff and organization to manage the effort.
3. Adequacy of the plan to manage the project, including how various tasks are subdivided and resources are used.
4. Successful past performance on NIJ grants and contracts (when applicable).

**Budget—15%**

1. Total cost of the project relative to the perceived benefit.
2. Appropriateness of the budget relative to the level of effort.
3. Use of existing resources to conserve costs.

**Impact/Outcomes and Evaluation (Relevance to policy and practice)—15%**

1. Potential for significant advances in scientific or technical understanding of the problem.
2. Potential for significant advances in the field.
3. Relevance for improving the policy and practice of criminal justice and related agencies in the United States and improving public safety, security, and quality of life.
4. Affordability and cost-effectiveness of proposed end products, when applicable (e.g., purchase price and maintenance costs for a new technology or cost of training to use the technology).
5. Perceived potential for commercialization and/or implementation of a new technology (when applicable).

**Relevance of the project for policy and practice in the United States**

Higher quality applications clearly explain the practical implications of the project. They connect technical expertise with criminal justice policy and practice. To ensure that the project has strong relevance for policy and practice, some researchers and technologists collaborate with practitioners and policymakers. You may include letters showing support from practitioners, but they carry less weight than clear evidence that you understand why policymakers and practitioners would benefit from your work and how they would use it. While a partnership may affect State or local activities, it should also have broader implications for others across the country.

**Dissemination Strategy—5%**

1. Well-defined plan for the grant recipient to disseminate results to appropriate audiences, including researchers, practitioners, and policymakers.
2. Creative strategy for dissemination of results that goes beyond conference presentations and journal articles.
3. Suggestions for print and electronic products NIJ might develop for practitioners and policymakers.

**Research Independence and Integrity**

Regardless of a proposal's rating under the criteria outlined above, in order to receive funds, the applicant's proposal must demonstrate research independence, including appropriate safeguards to ensure research objectivity and integrity.

Considerations in evaluating research 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.



## Review Process

OJP is committed to ensuring a fair and open process for awarding grants. NIJ 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 be reviewing the applications submitted under this solicitation that meet basic minimum requirements. NIJ may use either internal peer reviewers, external peer reviewers, or a combination to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current U.S. Department of Justice employee. An internal reviewer is a current U.S. Department of Justice employee who is well-versed or has expertise in the subject matter of this solicitation. Eligible applications will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer (OCFO), in consultation with NIJ, conducts a financial review of applications for potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable Federal cost principles and agency regulations.

All final award decisions will be made by the Director of the National Institute of Justice, who also may give consideration to factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

## Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at [http://www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality and Human Subjects Protection (if applicable)
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)



- Single Point of Contact Review
- Nonsupplanting 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 (FFATA) of 2006
- Awards in excess of \$5,000,000 – Federal taxes certification requirement

If your proposal is funded, you will be required to submit several reports and other materials, including:

**Final substantive report:** The final report should be a comprehensive overview of the project and should include a detailed description of the project design, data, and methods; a full presentation of scientific findings; a thorough discussion of the implications of the project findings for criminal justice practice and policy in the United States; etc. It must contain an abstract of no more than 600 words and an executive summary of 2,500 to 4,000 words.

A draft of the final report, abstract, and executive summary must be submitted 90 days before the end date of the grant. The draft final report will be peer reviewed upon submission. The reviews will be forwarded to the principal investigator with suggestions for revisions. The author must then submit the revised final report, abstract, and executive summary by the end date of the grant. The abstract, executive summary, and final report must be submitted in both paper and electronic formats.

For program evaluation studies, the final report should 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.)

**Interim reports:** Grantees must submit quarterly financial reports, semi-annual progress reports, a final progress report, and, if applicable, an annual audit report in accordance with Office of Management and Budget Circular A-133. Future awards and fund drawdowns may be withheld if reports are delinquent.

**Data sets:** NIJ requires submission of all data sets (original, intermediate, and final) produced or collected for the funded project, and any artifact associated with the project data. Included with the final sets of data should be the plan outlined in the Data Archiving Strategy section of the proposal.

# **Application Checklist**

## **Research and Evaluation on Sexual Violence, Stalking, and Teen Dating Violence**

The application checklist has been created to aid you in developing your application.

### **Eligibility:**

\_\_\_\_\_ Tribal authorizing resolution (if applicable)

### **Application Components:**

\_\_\_\_\_ Program Narrative (see pages 11–12 and “Selection Criteria,” pages 14–15)

\_\_\_\_\_ Appendices to the Program Narrative

\_\_\_\_\_ Bibliography/references

\_\_\_\_\_ Any tools/instruments, questionnaires, tables/charts/graphs, or maps pertaining to the proposed study

\_\_\_\_\_ Curriculum vitae, resumes or biographical sketches of all key personnel

\_\_\_\_\_ Project timeline and research calendar with expected milestones

\_\_\_\_\_ Human Subjects Protection Paperwork

\_\_\_\_\_ Privacy Certificate

\_\_\_\_\_ List of previous and current NIJ awards to applicant organization and investigators

\_\_\_\_\_ Letters of cooperation/support or administrative agreements from organizations collaborating in the project (if applicable)

\_\_\_\_\_ List of other agencies, organizations, or funding sources to which you have submitted this proposal (if applicable)

\_\_\_\_\_ Data Archiving Strategy

\_\_\_\_\_ Budget Narrative

\_\_\_\_\_ Budget Detail Worksheet

\_\_\_\_\_ Indirect Cost Rate Agreement (if applicable)

### **Program Narrative/Abstract Format:**

\_\_\_\_\_ Double-spaced

\_\_\_\_\_ 12-point standard font

\_\_\_\_\_ 1” standard margins

\_\_\_\_\_ Narrative is 30 pages or less

### **Other:**

\_\_\_\_\_ Standard Form 424

\_\_\_\_\_ DUNS number

\_\_\_\_\_ Other standard forms as applicable (see page 14), including

\_\_\_\_\_ Disclosure of Lobbying Activities (if applicable)

\_\_\_\_\_ Accounting System and Financial Capability Questionnaire (if applicable)