AMENDMENT NOTICE

On April 16, 2015, NIJ hosted a webinar to discuss and answer questions about the Initiative and application requirements. This webinar included a Q & A period during which NIJ answered questions submitted before, and during, the event. View the webinar or read the transcript at http://www.nij.gov/topics/crime/school-crime/Pages/school-safety-initiative-webinar.aspx.

NIJ plans to post FAQs for this funding opportunity. When posted, these FAQs will be available at http://nij.gov/funding/pages/solicitation-qa.aspx.

For any questions or concerns related to this solicitation, please contact NIJschoolsafety@usdoj.gov.

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [National Institute of Justice](#) (NIJ) is seeking applications for the Comprehensive School Safety Initiative (CSSI). This program furthers the Department's mission by funding rigorous research to produce practical knowledge that can improve the safety of schools and students. The initiative is carried out through partnerships between researchers, educators and other stakeholders, including law enforcement and mental health professionals. Projects funded under the CSSI are designed to produce knowledge that can be applied to schools and school districts across the nation for years to come. This solicitation includes four funding categories with different expectations and requirements to accomplish the purposes of the CSSI.

NIJ FY15 Comprehensive School Safety Initiative

Eligibility

In general, NIJ is authorized to make grants to, or enter into contracts or cooperative agreements with, States (including territories), units of local government (including federally recognized Indian tribal governments as determined by the Secretary of the Interior), nonprofit and for-profit organizations (including tribal nonprofit or for-profit organizations), institutions of higher education (including tribal institutions of higher education), and certain qualified individuals. Local education agencies (LEAs), public charter schools that are recognized as an LEA, and State education agencies (SEAs) also are eligible to apply.

For-profit organizations must agree to forgo any profit or management fee. Foreign governments, foreign organizations, and foreign institutions of higher education are not eligible to apply.

NIJ welcomes applications that involve two or more entities; however, one eligible entity must be the applicant and the other(s) must be proposed as subrecipient(s). The applicant must be the entity with primary responsibility (the "prime") for conducting and leading the project. If successful, the applicant will be responsible for monitoring and appropriately managing any subrecipients or, as applicable, for administering any procurement subcontracts that would receive federal program funds from the applicant under the award. While NIJ is open to considering applications submitted by entities other than the research entity, in cases where LEAs and SEAs partner with a researcher, NIJ strongly recommends that the research entity serve as the applicant.

An eligible applicant may submit more than one application, as long as each application proposes a different project in response to the solicitation. (Applicants should also review and consider the "Duplicate Applications" note under [How to Apply](#) in Section D. Application and Submission Information.) Subrecipients may be part of multiple proposals.

NIJ may elect to make awards for applications submitted under this solicitation in future fiscal years, dependent on the merit of the applications and on the availability of appropriations.

For additional eligibility information, see Section [C. Eligibility Information](#).

Deadline

Applicants must register with Grants.gov prior to submitting an application. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 11:59 p.m. eastern time on June 12, 2015.

All applicants are encouraged to read this **Important Notice: Applying for Grants in Grants.gov**.

For additional information, see How to Apply in Section D. Application and Submission Information.

Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, or via e-mail to support@grants.gov. The Grants.gov Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the NIJ contact identified below **within 24 hours after the application deadline** and request approval to submit their application. Additional information on reporting technical issues is found under "Experiencing Unforeseen Grants.gov Technical Issues" in the How to Apply section.

For assistance with any other requirements of this solicitation, contact NIJschoolsafety@usdoj.gov. General information on applying for NIJ awards can be found at www.nij.gov/funding/Pages/welcome.aspx. Answers to frequently asked questions that may assist applicants are posted at www.nij.gov/funding/Pages/faqs.aspx.

NIJ intends to host a webinar at 3:00 p.m. eastern time on April 16, 2015 to answer questions related to this solicitation and the CSSI application process. Learn more about this webinar and register at http://nij.gov/cssi-webinar/. This webinar will be posted online – along with relevant questions and answers based on the webinar – shortly after the event.

Grants.gov number assigned to this announcement: NIJ-2015-4163

Release date: April 2, 2015

SL001161

Contents

NIJ FY15 Comprehensive School Safety Initiative

(CFDA No. 16.560)

A. Program Description

Overview

The Comprehensive School Safety Initiative (CSSI) funds rigorous research to produce practical knowledge that can improve the safety of schools and students. The initiative is carried out through partnerships between researchers, educators and other stakeholders, including law enforcement, behavioral and mental health professionals, courts, and other justice system professionals. Projects funded under the CSSI are designed to produce knowledge that can be applied to schools and school districts across the nation for years to come. This solicitation includes four funding categories with different expectations and requirements to accomplish the purposes of the CSSI.

Authorizing Legislation: Department of Justice Appropriations Act, 2015 (Public Law 113-235).

Program-Specific Information

With disturbing frequency in recent years, the nation has been shocked by news of violence in schools. Beyond the headlines that follow the most horrific of these events, school and public safety officials grapple with the daily challenges of creating and maintaining a safe and healthy learning environment for students. For the most part, schools are safe places for students; but when violence does occur in schools, it affects a particularly vulnerable population of children and adolescents, and strikes a blow against a fundamental public institution within our communities. Threats to school and student safety may come from outside the school or inside the school, and from adults or minors. Safeguarding against these threats may require a range of activities including building partnerships with law enforcement, creating a positive school climate, implementing effective disciplinary policies, assessing internal and external threats, controlling access and improving physical security, providing access to quality behavioral and mental health services, working with families, and developing school emergency operations plans.

The CSSI is an investment in building sound and objective knowledge to improve the safety of schools, students, and communities across the nation. The CSSI is focused on K-12 public schools (including public charter schools). The Initiative is concerned with all forms of interpersonal violence that occur on school property during or outside of school hours, on the way to and from school or school-sponsored events, on school-sponsored modes of transport, or during school-sponsored events. Interpersonal violence includes both minors and adults who perpetrate violence, are victims of violence, and are witnesses of violence.

CSSI funding may support and address a wide range of school safety activities. Within the program parameters and in furtherance of the goals and objectives detailed in this CSSI solicitation, applicants have considerable discretion in determining the kinds of school safety

initiatives they propose to address. For example, NIJ made 24 awards in 2014 related to topics including the following:

- School resource officer training.

- Mental health and trauma-informed response.

- Improved disciplinary policies.

- Restorative justice.

- Threat assessment using social media.

- Positive behavioral interventions and supports.

- Bullying prevention.

- Wraparound services/comprehensive approaches.

- Protecting students as they walk to and from school.

Applicants are strongly advised to review the previously funded projects.[1] While studies looking at similar topics will be considered, NIJ may give priority in award decisions to well-designed research that expands the range of issues and strategies beyond this current pool of funded projects.

There are multiple authoritative sources that provide recommendations and guidance for those seeking to improve school safety. For example, six relevant professional associations recently released *A Framework for Safe and Successful Schools*,[2] the Department of Education recently released *Guiding Principles: A Resource Guide for Improving School Climate and Discipline*;[3] and a collection of federal agencies comprised of the Departments of Education, Justice, Health and Human Services, and Homeland Security released a *Guide for Developing High-Quality School Emergency Operations Plans*[4] in 2013. NIJ, through its National Law Enforcement Corrections Technology Center system, recently released a two-volume report, *Sharing Ideas & Resources to Keep Our Nation's Schools Safe*,[5] which features innovative ideas and practices

---

[1] Interested applicants are encouraged to review descriptions of the 24 awards made by NIJ under CSSI in 2014 available at http://nij.gov/topics/crime/school-crime/documents/comprehensive-school-safety-initiative-awards-fy-2014.pdf.
[2] *A Framework for Safe and Successful Schools* was produced by National Association of Elementary School Principals, National Association of Secondary School Principals, American School Counselor Association, National Association of School Psychologists, School Social Work Association of America, and the National Association of School Resource Officers.
https://www.naesp.org/sites/default/files/Framework%20for%20Safe%20and%20Successful%20School%20Environments_FINAL_0.pdf.
[3] *Guiding Principles: A Resource Guide for Improving School Climate and Discipline* is available at http://www2.ed.gov/policy/gen/guid/school-discipline/guiding-principles.pdf.
[4] *Guide for Developing High-Quality School Emergency Operations Plans* is available at http://www.phe.gov/Preparedness/planning/Documents/eops-k-8.pdf.
[5] *Sharing Ideas & Resources to Keep Our Nation's Schools Safe* volume 1 is available at https://www.justnet.org/pdf/SharingResources_508.pdf and volume 2 is available at https://justnet.org/pdf/00-Sharing%20Ideas_Vol2-JUSTNET%20508%200715.pdf.

from the field. Applicants are encouraged to consider these resources and others when developing their projects. Applicants should also seek out and consider any available research and evaluation findings relevant to proposed projects.

Every award made under CSSI must include a carefully developed research strategy with clear potential for producing findings that have practical benefits for schools, students and communities at large. Research strategies should include clearly stated research questions; the most rigorous appropriate research design to answer those questions; a minimally intrusive data collection strategy; provisions for protecting students from unintended harm during the research process; and a plan for sharing findings with practitioners and policymakers who can most benefit from them. NIJ is open to supporting a wide range of appropriate and rigorous research designs to address and better understand the full range of school and student safety issues and activities.

Partnerships are essential to completing studies on school safety. Educators and other stakeholders within the schools and in the community must work closely with researchers to ask the right questions, prioritize challenges, identify solutions, collect data, and make sense of the findings. No single profession or discipline holds all of the answers to the complex challenges of creating and maintaining safe learning environments for children. NIJ expects applications for CSSI to prominently feature close collaboration and partnerships involving schools, researchers, and others as necessary (e.g., law enforcement behavioral and mental health professionals, courts, criminal and juvenile justice professionals, parents, students) to implement and study the proposed issues and activities related to school and student safety.

As noted on page 1, NIJ strongly recommends that research organizations be designated as the applicant (the "prime") for CSSI awards, making subawards to participating stakeholders as appropriate for the proposed project. This arrangement is preferred in order to produce the highest quality research while reducing administrative burdens to SEAs, LEAs, and other stakeholders. Research organizations may be institutions of higher education, nonprofit or for-profit organizations, or public entities that have experience in conducting applied research and evaluation. However, the important role of research and the research partner should not be confused with how funding will be awarded under CSSI: *the majority of the CSSI funding will be allocated to fund costs that directly support school safety efforts such as paying for programs, personnel, equipment, and related activities* (see Section B. Federal Award Information).

Applicants may propose to work with any combination of elementary, middle, or high schools or may choose to focus solely on a single type of school or range of grades. Applicants should consider carefully the schools and grades on which they will focus based on the research questions they propose to address. Care should be taken to assure that proposed programmatic and research activities are developmentally appropriate for the impacted student population. Applicants are also encouraged to consider appropriate ways to involve students and parents in safety planning and activities.

Applicants should consider interventions that include coordination with diverse partners including local law enforcement, behavioral and mental health professionals, courts, criminal and juvenile justice professionals, as well as parents and youth. Proposed interventions should also take into account recent research findings related to disciplinary policies and practices that may be overly harsh or exclusionary. Such policies and practices have created what some refer to as a "school-to-prison pipeline" in which relatively minor student misconduct is subject to suspensions, expulsions, and involvement with the justice system.

For FY2015, CSSI funding is available in the following four categories:

Category 1: Developing Knowledge About What Works to Make Schools Safe

The purpose of Category 1 funding is to support demonstrations and evaluations of programs, practices, policies, and strategies designed to enhance school and student safety. Applicants in this category are encouraged strongly to focus their efforts on a limited range of specific, locally implemented, interventions so that they can develop the most robust research designs possible and produce scientific evidence regarding the efficacy, effectiveness, and cost/benefit of these interventions.

The purpose of efficacy research[6] is to determine whether an intervention or strategy can improve outcomes under what are sometimes called "ideal" conditions. For example, these conditions may include more implementation support or more highly trained personnel than would be expected under routine practice, or may be implemented in contexts that include a more homogeneous sample of students, teachers, schools, and/or districts than is typical.

Although efficacy studies may involve the developer of the intervention or strategy in the implementation of the intervention or strategy, such studies should include reasonable safeguards for ensuring the objectivity and integrity of the study. Sometimes efficacy studies are used to replicate previous evaluations of an intervention, but under different conditions (e.g., with a different population or using a variant of the intervention or strategy).

Effectiveness research has a slightly different purpose. The purpose of effectiveness research is to estimate the impacts of an intervention or strategy when implemented under conditions of routine practice. To this end, implementation should be similar to what would occur if a study were not being conducted. Importantly, an effectiveness study should be carried out with no more developer involvement than what would be expected under typical implementation.

Applications must feature close partnerships involving SEAs or LEAs (including public charter schools that are recognized as LEAs) and a researcher or research organization that has considerable experience conducting research and evaluation, preferably, in school settings. NIJ recommends that the research organization serve as the applicant and make one or more subawards to participating SEAs or LEAs.

The partnership should be based on a formal agreement that demonstrates value placed upon open communication and the sharing of information and ideas. Prior to NIJ releasing funds, grantees must produce a formalized (i.e., written and fully-executed by authorized representatives of all parties) memorandum of understanding or agreement that outlines the roles and responsibilities of all entities. The goal of the partnership should be to implement school safety activities that are paired with objective, high-quality research and evaluation activities with emphasis on fidelity to research designs.

Research studies may include such things as:

- Evaluation of innovative programs or commonly implemented and under-evaluated programs.

---

[6] For more information and guidance on developing efficacy and effectiveness studies, see *Common Guidelines of Education Research and Development* available at http://ies.ed.gov/pdf/CommonGuidelines.pdf.

NIJ-2015-4163

- Examination and validation of school climate and school safety assessment instruments.

- Examination of unintended consequences of interventions.

- Examination of costs and benefits.

- Evaluation of training methods for specific audiences of school personnel, including school teachers, classroom teachers, support staff, school resource officers and others.

- Evaluation of training programs for educators on topics such as implicit bias.

- Assessment of the roles and effectiveness of different types of personnel; and evaluation of technology solutions and the practices that accompany them.

Applicants for Category 1 should:

- Dedicate up to 1/3 (one-third) of funding directly to research partners to develop and carry out a rigorous program of evaluation. No less than 2/3 (two-thirds) of funding should go toward the personnel, programs, equipment, materials, and activities intended to advance school and student safety that will be subject to evaluation. A budget should be prepared for the full project period that clearly reflects the 1/3 and 2/3 split. See below in What an Application Should Include for more details on expectations and requirements.

- Incorporate findings from any local school climate and safety assessments and, as appropriate, plan to update or align activities with existing frameworks for promoting safe school climates and existing school emergency operations plans.

- Coordinate with local law enforcement, juvenile justice, courts, and behavioral and mental health professionals, as well as parents and students as appropriate.

- Consider the availability and quality of local administrative data as it relates to school climate and school safety. Applicants may propose and evaluate improvements to relevant administrative data collection practices as part of their project design.

- Submit along with their applications an administrative agreement or, at a minimum, a letter of support from all project partners. At a minimum, this will include LEAs or SEAs and research partners, but it may also include behavioral and mental health service providers, law enforcement, courts, municipal government partners, and others as appropriate. If an award is made, funds will be withheld until a fully executed, written agreement between the relevant LEAs or SEAs and research partner is in place. This agreement must provide detail on the roles and responsibilities of each party, and on what will be done to ensure that the independence and objectivity of the research is maintained.

Category 2: Causes and Consequences of School Violence

The purpose of Category 2 funding is to support research to better understand the potential root causes and related factors that contribute to school violence, as well as the impact and

consequences of school violence. The foundational research funded under Category 2 should have the potential to produce advances in theory, methodology, and/or understanding of important constructs with clear potential implications for policy or practice related to school and student safety. Projects funded under Category 2 will answer questions about why school violence occurs, where and when it occurs, who is involved, and how schools and people are affected. Research on root causes may include those factors that increase the risk of school violence and protective factors that buffer against risk. Applicants are encouraged to consider a variety of research questions and research methods to improve the understanding of violence in schools, among students, and directed at students. NIJ encourages applicants to consider longitudinal studies, mixed methods approaches, and studies that incorporate multiple existing data sources.

Category 3: Shorter Term Studies on School Safety

The purpose of Category 3 funding is to produce research findings with implications for school safety practice and policy with project periods that are no longer than 24 months. Applicants are encouraged to consider topics and research designs that are amenable to shorter timeframes. For example, this timeframe may only allow for new data collection during a single school year, with advance planning, analysis and reporting occurring in the months before and after the academic year. Studies that can be implemented within this timeframe might include high-quality case studies or mixed methods comparative research focused on the challenges, opportunities, and lessons learned from efforts to increase school and student safety under different circumstances. Two examples of acceptable topics are outlined below:

- While the federal government has provided guidance and assistance regarding emergency operations plans, States and localities may take very different approaches to this work and schools across the nation operate with different resources under different circumstances. Short-term studies may help build a body of knowledge about variations in school emergency operations planning and shed light on the strengths and limitations of these variations.

- School districts across the nation have launched initiatives to address the "school-to-prison pipeline," and many have put into place new policies and agreements impacting school discipline. Short-term studies may help build knowledge about how specific policy changes – such as prevention-based codes of student conduct; initiatives to narrow the scope of behaviors for which removals are allowed; and memoranda of understanding between schools and local law enforcement – impact school discipline, school climate, and school safety, and what factors are key to their success or failure.

As with the examples listed above, short-term research may also set the stage for more extensive or rigorous projects to follow. For example, such research may help to identify factors that are likely to mediate or modify relationships between school safety activities and intended outcomes in particular settings or with particular populations (e.g., tribal schools). Or they may be used to carry out pilot tests or early stage evaluations of innovative approaches.

Category 4: Developing and Evaluating a Comprehensive School Safety Framework

The purpose of Category 4 funding is to support the development and testing of comprehensive approaches to school safety. This funding will support two to three multidisciplinary partnerships that will develop a comprehensive school safety framework, implement that framework within local school districts, and evaluate outcomes and costs. These efforts are intended to produce a

single comprehensive school safety framework that can inform school safety activities across the nation.

A variety of activities, skillsets, and disciplines are required to develop and carry out the full range of school and student safety efforts that might be envisioned in a comprehensive school safety framework. Educators, school safety personnel, law enforcement, behavioral and mental health professionals and others must anticipate and plan for potential safety threats that may arise from within the school and from outside of the school. NIJ is not advancing a specific comprehensive school safety framework in this solicitation; however, NIJ is identifying potential elements and activities that may be part of a comprehensive framework. These include, but are not limited to, the following:

- School culture and climate interventions that reduce likelihood of violence through primary prevention.

- Disciplinary policies and practices based on clear expectations that hold students accountable for misbehavior through a continuum of developmentally appropriate and proportional consequences, without imposing overly severe or unnecessarily exclusionary sanctions.

- Training for school staff on disciplinary policies and practices that promote classroom engagement, provide alternatives to removal, and raise awareness and provide means for addressing implicit bias.

- Systems (which may include efforts to promote positive student/faculty relationships and open communication) to identify, assess, communicate, and manage threats before violent acts occur.

- Systems to manage and provide coordinated mental health and behavioral health services, including victim services.

- Physical security and technology solutions that provide access control and take appropriate steps to prevent instruments of violence (i.e., firearms, knives, other weapons) from entering schools.

- Crime prevention through environmental design.

- School-level assessments of school climate and potential and likely hazards and safety threats, including but not limited to violence.

- School-level emergency plans that encompass all hazards.

- Targeted programs to address school-level needs or challenges based on local assessments (e.g., gang prevention, bullying prevention, teen dating violence prevention).

Projects funded under Category 4 will be carried out by a diverse, multidisciplinary team of subject matter experts and researchers, working closely with educators, law enforcement, behavioral and mental health professionals, and others in one or more local school districts. A single organization or agency (the applicant) should be designated as the project lead that will

NIJ-2015-4163

assure that all components of the project are implemented as intended. The applicant that serves as the project lead will enter into a cooperative agreement with NIJ (see below for more information about cooperative agreements) and will make subawards (with entities expected to receive a portion of award funds to carry out part of the funded project) and/or enter into administrative agreements with other entities working on the project. Project components include the following:

- **Developing the comprehensive school safety framework**. Applicants should anticipate spending up to 12 months in the planning process, working with participating local school districts and relevant stakeholders. This framework should be based on a careful synthesis of evidence from prior research, best practices based on the judgment of subject matter experts and local practitioners, and assessment of local challenges, needs, and existing resources.

- **Implementing the comprehensive school safety framework**. The framework should be implemented in multiple schools within one or more school districts. Implementation should occur in at least two stages with implementation beginning in one set of schools in one year and another set of schools in the following year. High-quality implementation across the full-range of activities envisioned within the comprehensive framework must be supported with appropriate training and technical assistance by subject matter experts.

- **Evaluating the comprehensive school safety framework**. The research team will coordinate with all project stakeholders throughout the process, but will be primarily concerned with developing and carrying out an evaluation design that will address the process and the outcomes of the comprehensive framework. During the planning period, research partners should be working with local schools and others to collect baseline data to allow for within-school pre-post comparisons. The staged implementation approach should be developed to aid the evaluation by allowing for between-school comparisons of schools that have received the intervention and similar schools that have not yet received the intervention.

Applicants for Category 4 should:

- Dedicate up to 1/3 (one-third) of funding to research and evaluation activities. No less than 2/3 (two-thirds) of funding should go toward the personnel, programs, equipment, materials, and activities involved in developing and implementing the comprehensive school safety framework. The 2/3 portion can include costs for subject matter experts involved in developing the comprehensive framework and providing training and technical assistance to local schools.

- Provide a budget for the full project period that clearly reflects the 1/3 and 2/3 split. The budget should also be broken into project stages with more detail provided for the initial planning stage and more general detail following that stage. After the development of the comprehensive framework, it will be necessary to modify the project budget for the remainder of the project period. However, the 1/3 and 2/3 split will be retained throughout the project period and any budget modifications.

- Plan to participate in annual meetings with NIJ and representatives from up to two other funded efforts carrying out similar work. NIJ expects to make up to three awards in this

NIJ-2015-4163

category. Successful applicants will be expected to share information and contribute to peer-to-peer learning opportunities.

- Submit along with their applications an administrative agreement or, at a minimum, a letter of support from all project partners. At a minimum, this will include the project lead, LEAs or SEAs and research partners, but it may also include mental health service providers, law enforcement, municipal government partners, and others as appropriate. If an award is made, funds will be withheld until a fully executed, written agreement between the relevant LEAs or SEAs and research partner is in place. This agreement must provide detail on the roles and responsibilities of each party, and on what will be done to ensure that the independence and objectivity of the research is maintained.

Goals, Objectives, Deliverables, and Expected Scholarly Products

The goal of this CSSI solicitation is to fund rigorous research that produces practical knowledge that can improve the safety of schools and students across the nation. This is accomplished through partnerships involving educators, researchers, and other stakeholders (e.g., law enforcement, behavioral and mental health professionals) working toward the following objectives:

- Increasing scientific knowledge about the root causes, characteristics, and consequences of school violence and other threats to school and student safety.

- Developing, supporting, and rigorously evaluating a wide range of school and student safety programs, practices, and strategies.

- Developing a comprehensive school safety framework based on the best available information and evidence and testing it in selected school districts.

In addition to required data sets, a draft and final summary overview of research results, interim and final progress and financial reports,[7] NIJ expects scholarly products to result from each award under this solicitation, taking the form of one or more published, peer-reviewed, scientific journal articles, and/or (if appropriate) law review journal articles, book chapter(s) or book(s) in the academic press, or similar scientific products. **Please note: final reporting requirements differ for projects that involve program evaluations and those that do not** (see Section F. Federal Award Administration Information, below).

In addition, one or more products should be developed to inform and influence practice and/or policy as it relates to school safety. Award recipients are expected to make at least one professional presentation directed to an audience (preferably a national audience) of practitioners and/or policymakers involved in advancing practice or policy related to school safety. The project team may also be asked to present findings and/or lessons learned through one of NIJ's dissemination vehicles such as a webinar, on-site presentation, and/or NIJ publication.

---

[7] See "Federal Award Administration Information" ("General Information About Post-Federal Award Reporting Requirements") section of this solicitation, below, for additional information.

Evaluation Research

If an application includes an evaluation research component (or consists entirely of evaluation research), and the primary purpose of this evaluation is to determine the effectiveness or impact of an intervention (e.g., program, practice, or policy), the application is expected to propose the most rigorous evaluation design appropriate for the research questions to be addressed. This may include random selection and assignment of participants (or other appropriate units of analysis) to experimental and control conditions. In cases where randomization is not feasible, applicants should propose a strong quasi-experimental design that can address the risk of selection bias. Applications that propose meta-analysis of existing evaluation studies must establish clear inclusion criteria that favor and provide separate analysis of effect sizes for randomized and strong quasi-experimental studies. Applicants are encouraged to review evidence rating criteria on the CrimeSolutions.gov website for further information on high-quality evaluation design elements.

Also, applications that include evaluation research should consider including cost/benefit analysis. In cases where evaluations find that interventions have produced the intended benefit, cost/benefit analysis provides valuable and practical information for practitioners and policymakers that aids decision-making.

B. Federal Award Information

For Category 1: NIJ estimates that a total of up to $40 million will become available. NIJ anticipates awards will be made in amounts ranging from $1 million to $5 million with project periods ranging from 24 to 48 months. NIJ expects to make awards in this category in the form of grants.

For Category 2: NIJ estimates that a total of up to $6 million will become available. NIJ anticipates awards will be made in amounts up to $2 million with project periods ranging from 24 to 36 months. NIJ expects to make awards in this category in the form of grants.

For Category 3: NIJ estimates that a total of up to $4 million will become available. NIJ anticipates awards will be made in amounts ranging from $200,000 to $1 million with project periods ranging from 12 to 24 months. NIJ expects to make awards in this category in the form of grants.

For Category 4: NIJ estimates that a total of up to $15 million will become available. NIJ anticipates that it will make two to three awards in amounts up to $7.5 million with project periods ranging from 48 to 60 months. NIJ expects to make awards in this category in the form of cooperative agreements.

To allow time for, among other things, any necessary post-award review, modification, and clearance by OJP of the proposed budget, applicants should propose an award start date of January 1, 2016.

If the applicant is proposing a project that reasonably could be conducted in discrete phases, with each phase resulting in completion of one or more significant, defined milestones, then NIJ strongly recommends that the applicant structure the application – specifically including the narrative, expected scholarly products, timelines/milestones, and budget detail worksheet and budget narrative – to clearly set out each phase. (This is particularly the case if the applicant

proposes a project that will exceed – in cost or length of project period – the amount or length anticipated for an individual award (or awards) under this solicitation.) Given limitations on the availability to NIJ of funds for research, development, and evaluation awards, this information will assist NIJ in considering whether partial funding of proposals that would not receive full funding would be productive. (If NIJ elects to fund only certain phases of a proposed project in FY 2015, the expected scholarly products from the partial-funding award may, in some cases, vary from those described above.)

NIJ may, in certain cases, provide supplemental funding in future years to awards under its research, development, and evaluation solicitations. Important considerations in decisions regarding supplemental funding include, among other factors, the availability of funding, strategic priorities, NIJ's assessment of the quality of the management of the award (for example, timeliness and quality of progress reports), and NIJ's assessment of the progress of the work funded under the award.

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

Type of Award[8]

NIJ expects that it will make any awards from funding Categories 1, 2, and 3 in the form of a grant. However, NIJ reserves the authority to make selected awards from Categories 1, 2, or 3 as cooperative agreements on a case-by-case basis, where NIJ determines that a cooperative agreement relationship is more appropriate for the implementation of the funded project.

NIJ expects that it will make any award from Category 4 in the form of a cooperative agreement, which is a particular type of grant used if NIJ expects to have ongoing substantial involvement in award activities. Substantial involvement includes direct oversight and involvement with the grantee organization in implementation of the grant, but does not involve day-to-day project management. See Administrative, National Policy, and other Legal Requirements, under Section F. Federal Award Administration Information, for details regarding the federal involvement anticipated under an award from Category 4 of this solicitation.

As discussed later in the solicitation, important rules (including limitations) apply to any conference/meeting/training costs under cooperative agreements.

Please note: Any recipient of an award under this solicitation will be required to comply with Department of Justice regulations on confidentiality and human subjects' protection. See "Evidence, Research, and Evaluation Guidance and Requirements" under "Solicitation Requirements" in the OJP Funding Resource Center.

Financial Management and System of Internal Controls

If selected for funding, the award recipient must:

    a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the non-federal entity is managing the federal award in

---

[8] *See generally* 31 U.S.C. §§ 6301-6305 (defines and describes various forms of federal assistance relationships, including grants and cooperative agreements (a type of grant)).

compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States and the "Internal Control Integrated Framework", issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

b) Comply with federal statutes, regulations, and the terms and conditions of the federal awards.

c) Evaluate and monitor the non-federal entity's compliance with statute, regulations and the terms and conditions of federal awards.

d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.

e) Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency or pass-through entity designates as sensitive or the non-federal entity considers sensitive consistent with applicable federal, State and local laws regarding privacy and obligations of confidentiality.

In order to better understand administrative requirements and cost principles, award applicants are encouraged to enroll, at no charge, in the Department of Justice Grants Financial Management Online Training available here.

Budget Information

What will not be funded:

- Proposals primarily to purchase equipment, materials, or supplies. (A budget may include these items if they are necessary to conduct research, development, demonstration, evaluation, or analysis.)

- Proposals that are not responsive to the categories of funding available in this specific solicitation.

Supplanting

Federal funds must be used to supplement existing State and local funds for program activities and must not supplant those funds that have been appropriated for the same purpose. Supplanting will be reviewed during the application process, post-award monitoring, and audit. If reviewers think that supplanting may have occurred, then the applicant or recipient will be required to supply documentation demonstrating that the reduction in non-Federal resources occurred for reasons other than the receipt or expected receipt of Federal funds.

Applicants or recipients are expected to notify NIJ, in writing, promptly, in the event that the applicant or recipient identifies potential supplanting so that, as the circumstances may require, appropriate action(s) can be taken to avoid or address its occurrence.

To help clarify the difference between supplementing and supplanting, we provide the following example:

State funds are appropriated to hire 50 new police officers, and federal funds are awarded for hiring 60 new police officers. At the end of the year, the State has hired 60 new police officers, and the federal funds have been exhausted. The State has not used its funds towards hiring new officers, but instead reduced its appropriation for that purpose and assigned or appropriated the funds to another purpose. In this case, the State has supplanted its appropriation with the federal funds. If supplanting had not occurred, 110 new officers would have been hired using federal funds for 60 officers and State funds for 50 officers.

Participant Support Costs and Incentives

While NIJ discourages applicants from proposing the use of incentives in a school setting, participant support costs are generally allowed with appropriate justification. See NIJ's webpage for guidance http://www.nij.gov/funding/Pages/research-participant-costs-and-incentives.aspx.

Cost Sharing or Match Requirement

See "Cofunding" paragraph under item 4 ("Budget Detail Worksheet and Budget Narrative") under What an Application Should Include in Section D. Application and Submission Information.

This solicitation does not require a match. However, if a successful application proposes a voluntary match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

For additional cost sharing and match information, see Section C. Eligibility Information.

Pre-Agreement Cost Approvals

OJP does not typically approve pre-agreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. If approved, pre-agreement costs could be paid from grant funds consistent with a grantee's approved budget, and under applicable cost standards. However, all such costs prior to award and prior to approval of the costs are incurred at the sole risk of an applicant. Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs. Should there be extenuating circumstances that appear to be appropriate for OJP's consideration as pre-agreement costs, the applicant should contact the point of contact listed on the title page of this announcement for details on the requirements for submitting a written request for approval. See the section on Costs Requiring Prior Approval in the Financial Guide, for more information.

Limitation on Use of Award Funds for Employee Compensation; Waiver

With respect to any award of more than $250,000 made under this solicitation, recipients may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the award recipient at a rate that exceeds 110% 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.[9] The 2015 salary table for SES employees is available at the Office of Personnel Management website. Note: A

---

[9] This limitation on use of award funds does not apply to the non-profit organizations specifically named at Appendix VIII to 2 C.F.R. part 200.

NIJ-2015-4163

recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The Director of the National Institute of Justice may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. An applicant requesting a waiver should include a detailed justification in the budget narrative of the application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit the budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service the individual will provide, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work to be done.

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs

OJP strongly encourages applicants that propose to use award funds for any conference-, meeting-, or training-related activity to review carefully – before submitting an application – the OJP policy and guidance on "conference" approval, planning, and reporting available at www.ojp.gov/funding/confcost.htm. OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most such costs for cooperative agreement recipients and of some such costs for grant recipients; and (3) set cost limits, including a general prohibition of all food and beverage costs.

Costs Associated With Language Assistance (if applicable)

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

For additional information, see the "Civil Rights Compliance" section under "Solicitation Requirements" in the OJP Funding Resource Center.

C. Eligibility Information

Eligibility

For additional eligibility information, see Title page.

Cost Sharing or Match Requirement

For additional information on cost sharing and match requirement, see Section B. Federal Award Information.

Limit on Number of Application Submissions

If an applicant submits multiple versions of the same application, NIJ will review <u>only</u> the most recent system-validated version submitted. For more information on system-validated versions, see How to Apply.

D. Application and Submission Information

What an Application Should Include

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

Moreover, applicants should anticipate that applications determined to be nonresponsive to the scope of the solicitation, or that do not include the application elements that NIJ has designated to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, NIJ has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet, Budget Narrative, and resumes/curriculum vitae of key personnel. For purposes of this solicitation, "key personnel" means the principal investigator, and any and all co-principal investigators. Please review the "Note on File Names and File Types" under How to Apply to be sure applications are submitted in permitted formats.

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

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

   The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and OJP's Grants Management System (GMS) take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable).

   Intergovernmental Review: This funding opportunity (program) **is not** subject to Executive Order 12372. (In completing the SF-424, applicants are to make the appropriate selection in response to question 19 to indicate that the "Program is not covered by E.O. 12372.")

2. **Project Abstract**

   The project abstract is a very important part of the application, and serves as an introduction to the proposed project. NIJ uses the project abstract for a number of purposes, including assignment of the application to an appropriate review panel. If the application is funded, the project abstract typically will become public information and be used to describe the project.

Applications should include a high-quality project abstract that summarizes the proposed project in 250-400 words. Project abstracts should be—

- Written for a general public audience.

- Submitted as a separate attachment with "Project Abstract" as part of its file name.

- Single-spaced, using a standard 12-point font (Times New Roman) with 1-inch margins.

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

Project abstracts should follow the detailed template (including the detailed instructions as to content) available at www.nij.gov/funding/documents/nij-project-abstract-template.pdf.

3. **Program Narrative**

The program narrative section of the application should not exceed 30 double-spaced pages in 12-point font with 1-inch margins. If included in the main body of the program narrative, tables, charts, figures, and other illustrations count toward the 30-page limit for the narrative section. The project abstract, table of contents, appendices, and government forms do not count toward the 30-page limit.

If the program narrative fails to comply with these length-related restrictions, NIJ may consider such noncompliance in peer review and in final award decisions.

The following sections should be included as part of the program narrative.[10]

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, funding opportunity number, and the name and complete contact information (that is, address, telephone number, and e-mail address) for both the applicant organization and the principal investigator. This page should also specify clearly the category of CSSI funding to which the application is directed. NIJ reserves the authority to designate a category for an application if the application does not specify a category, or if NIJ, upon review of the application, identifies another category under which the application appears to fit better than the category the application specifies. If NIJ should decide to designate or change the category for an application, the point of contact for the application will be notified and will have an opportunity to object to the move.

---

[10] As noted earlier, if the proposed program or project reasonably could be conducted in discrete phases, with each phase resulting in completion of one or more significant, defined milestones, then NIJ strongly recommends that the applicant structure the application – specifically including the narrative, expected scholarly products, timelines/milestones, and budget detail worksheet and budget narrative – to set out each phase clearly. (In appropriate cases, the expected scholarly product(s) from a particular phase may vary from those described above.) See generally, "Goals, Objectives, Deliverables, and Expected Scholarly Products" under "Program-Specific Information," above.

NIJ-2015-4163

b. Resubmit Response (if applicable) (not counted against the 30-page program narrative limit).

If an applicant is resubmitting a proposal presented previously to NIJ, but not funded, the applicant should indicate this. A statement should be provided, no more than two pages, addressing: (1) the title, submission date, NIJ-assigned application number of the previous proposal, and (2) a brief summary of revisions to the proposal, including responses to previous feedback received from NIJ.

c. Table of Contents and Figures (not counted against the 30-page program narrative limit).

d. Main Body.

The main body of the program narrative should describe the proposed project in depth. The following sections should be included as part of the program narrative:

- Statement of the Problem.

- Project Design and Implementation.

- Potential Impact.

- Capabilities/Competencies.

Within these sections, the narrative should address:

- Purpose, goals, and objectives.

- Review of relevant literature.

- Detailed description of research design and methods, such as research questions, hypotheses, description of sample, and analysis plan.

- Planned Scholarly Products (See Goals, Objectives, Deliverables, and Expected Scholarly Products under Program-Specific Information, above, for a discussion of expected scholarly products.)

- Implications for criminal justice policy and practice in the United States.

- Management plan and organization.

- Plan for Dissemination to Broader Audiences. Applicants should identify plans to produce or to make available to broader interested audiences – such as education practitioners, mental health practitioners, justice practitioners, and policymakers – summary information from the planned scholarly products of the proposed project (such as summaries of articles in peer-reviewed scientific journals), in a form designed to be readily

accessible and useful to those audiences. (Such dissemination might include, for example, trade press articles and webinars.)

e. **Appendices** (not counted against the 30-page program narrative limit) include:

- Bibliography/references.

- Any tools/instruments, questionnaires, tables/charts/graphs, or maps pertaining to the proposed project that are supplemental to such items included in the main body of the narrative.

- Curriculum vitae or resumes of the principal investigator and any and all co-principal investigators. In addition, curriculum vitae, resumes, or biographical sketches of all other individuals (regardless of "investigator" status) who will be significantly involved in substantive aspects of the proposal (including, for example, individuals such as statisticians serving as consultants to conduct proposed data analysis).

- List (to the extent known) of all proposed project staff members, including those affiliated with the applicant organization or any proposed subrecipient organization(s), any proposed consultant(s) and contractors (whether individuals or organizations), and any proposed members of an advisory board for the project (if applicable). The list should include, for each individual and organization: name, title (if applicable), employer or other organizational affiliation, and roles and responsibilities proposed for the project. Applicants should use the "Proposed Project Staff, Affiliation, and Roles" form available at www.nij.gov/funding/documents/nij-project-staff-template.xlsx to provide this listing.

- Proposed project timeline and expected milestones.

- Human Subjects Protection paperwork (documentation and forms related to Institutional Review Board (IRB) review).
  (See nij.gov/funding/humansubjects/Pages/welcome.aspx) NOTE: Final IRB approval is not required at the time an application is submitted.

- Privacy Certificate (for further guidance go to nij.gov/funding/humansubjects/pages/confidentiality.aspx).

- List of any previous and current NIJ awards to applicant organization and investigator(s), including the NIJ-assigned award numbers and a brief description of any scholarly products that resulted in whole or in part from work funded under the NIJ award(s). (See "Goals, Objectives, Deliverables, and Expected Scholarly Products" under "Program-Specific Information," above, for definition of "scholarly products.")

- Letters of cooperation/support or administrative agreements from organizations collaborating in the project, such as SEAs, LEAs, research partners, law enforcement and mental health agencies (if applicable).

- If proposing the use of participant support costs or incentives, include justification as called for on [NIJ's Participant Support Costs and Incentives for Social Science Research webpage](#).

- List of other agencies, organizations, or funding sources to which this proposal has been submitted (if applicable).

- Data archiving plan. Applicants should anticipate that NIJ will require (through special award conditions, including a partial withholding of award funds) that data sets resulting in whole or in part from projects funded under this solicitation be submitted for archiving with the National Archive of Criminal Justice Data (NACJD) (See [www.nij.gov/funding/data-resources-program/applying/Pages/data-archiving-strategies.aspx](#)).

  Applications should include as an appendix a brief plan – labeled "Data Archiving Plan" – to comply with data archiving requirements. The plan should provide brief details about proposed data management and archiving, including submission to NIJ (through NACJD) of **all files and documentation** necessary to allow for future efforts by others to reproduce the project's findings and/or to extend the scientific value of the data set through secondary analysis. Pertinent files and documentation include, among other things, qualitative and quantitative data produced, instrumentation and data collection forms, codebook(s), any specialized programming code necessary to reproduce all constructed measures and the original data analysis, description of necessary de-identification procedures, and (when required) a copy of the privacy certificate and informed consent protocols.

  The plan should be one or two pages in length and include the level of effort associated with meeting archiving requirements.

  Note that required data sets are to be submitted 90 days before the end of the project period.

4. **Budget Detail Worksheet and Budget Narrative**

   a. **Budget Detail Worksheet**

   A sample Budget Detail Worksheet can be found at [www.ojp.gov/funding/Apply/Resources/BudgetDetailWorksheet.pdf](#). Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet. (Work associated with satisfying data archiving requirements should be reflected.) NIJ expects applicants to provide a thorough narrative to each section of the Budget Detail Worksheet.

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

   b. **Budget Narrative**

   The budget narrative should thoroughly and clearly describe <u>every</u> category of expense listed in the Budget Detail Worksheet. OJP expects proposed budgets to be complete,

cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

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

The narrative should be sound mathematically, and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

c. **Cofunding**

An award made by NIJ under this solicitation may account for up to 100 percent of the total cost of the project. The application should indicate whether it is feasible for the applicant to contribute cash, facilities, or services as non-federal support for the project. The application should identify generally any such contributions that the applicant expects to make and the proposed budget should indicate in detail which items, if any, will be supported with non-federal contributions.

For additional match information, see the Cost Sharing or Match Requirement section under B. Federal Award Information.

If a successful application proposes a voluntary match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

d. **Non-Competitive Procurement Contracts In Excess of Simplified Acquisition Threshold**

If an applicant proposes to make one or more non-competitive procurements of products or services, where the non-competitive procurement will exceed the simplified acquisition threshold (also known as the small purchase threshold), which is currently set at $150,000, the application should address the considerations outlined in the Financial Guide.

e. **Pre-Agreement Cost Approvals**

For information on pre-agreement costs approvals, see Section B. Federal Award Information.

5. **Indirect Cost Rate Agreement (if applicable)**

Indirect costs are allowed only if the applicant has a current federally approved indirect cost rate. (This requirement does not apply to units of local government.) Attach a copy of the

federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. For the definition of Cognizant Federal Agency, see the "Glossary of Terms" in the [Financial Guide](#). For assistance with identifying your cognizant agency, please contact the Customer Service Center at 1-800-458-0786 or at ask.ocfo@usdoj.gov. If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf.

6. **Tribal Authorizing Resolution (if applicable)**

Tribes, tribal organizations, or third parties proposing to provide direct services or assistance to residents on tribal lands should include in their applications a resolution, a letter, affidavit, or other documentation, as appropriate, that certifies that the applicant has the legal authority from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for a grant on behalf of a tribe or multiple specific tribes, the application should include appropriate legal documentation, as described above, from all tribes that would receive services or assistance under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without an authorizing resolution or comparable legal documentation from each tribal governing body) may submit, instead, a copy of its consortium bylaws with the application.

7. **Applicant Disclosure of High-Risk Status**

Applicants are to disclose whether they are currently designated high risk by another federal grant making agency. This includes any status requiring additional oversight by the federal agency due to past programmatic or financial concerns. If an applicant is designated high risk by another federal grant making agency, you must email the following information to OJPComplianceReporting@usdoj.gov at the time of application submission:

- The federal agency that currently designated the applicant as high risk;

- Date the applicant was designated high risk;

- The high-risk point of contact name, phone number, and email address, from that federal agency; and

- Reasons for the high risk status.

OJP seeks this information to ensure appropriate federal oversight of any grant award. Unlike the Excluded Parties List, this high risk information does not disqualify any organization from receiving an OJP award. However, additional grant oversight may be included, if necessary, in award documentation.

8. Additional Attachments

a. Applicant disclosure of pending applications[11]

Applicants are to disclose whether they have pending applications for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation <u>and</u> will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to State agencies that will subaward federal funds).

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

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

- The federal or State funding agency.

- The solicitation name/project name.

- The point of contact information at the applicable funding agency.

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

Applicants should include the table as a separate attachment, with the file name "Disclosure of Pending Applications," to their application. Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page (e.g., "[Applicant Name on SF-424] does not have pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same

---

[11] Typically, the applicant is not the principal investigator; rather, the applicant, most frequently, is the institution, organization, or company in which the principal investigator is employed.

project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.").

b. Research and Evaluation Independence and Integrity

If a proposal involves research and/or evaluation, regardless of the proposal's other merits, in order to receive funds, the applicant must demonstrate research/evaluation independence, including appropriate safeguards to ensure research/evaluation objectivity and integrity, both in this proposal and as it may relate to the applicant's other current or prior related projects. This documentation may be included as an attachment to the application which addresses BOTH i. and ii. below.

i. For purposes of this solicitation, applicants must document research and evaluation independence and integrity by including, at a minimum, one of the following two items:

    a. A specific assurance that the applicant has reviewed its proposal to identify any research integrity issues (including all principal investigators and sub-recipients) and it has concluded that the design, conduct, or reporting of research and evaluation funded by NIJ grants, cooperative agreements, or contracts will not be biased by any personal or financial conflict of interest on the part of part of its staff, consultants, and/or sub-recipients responsible for the research and evaluation or on the part of the applicant organization;

<div align="center">OR</div>

    b. A specific listing of actual or perceived conflicts of interest that the applicant has identified in relation to this proposal. These conflicts could be either personal (related to specific staff, consultants, and/or sub-recipients) or organizational (related to the applicant or any subgrantee organization). Examples of potential investigator (or other personal) conflict situations may include, but are not limited to, those in which an investigator would be in a position to evaluate a spouse's work product (actual conflict), or an investigator would be in a position to evaluate the work of a former or current colleague (potential apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization could not be given a grant to evaluate a project if that organization had itself provided substantial prior technical assistance to that specific project or a location implementing the project (whether funded by OJP or other sources), as the organization in such an instance would appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research or evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability of an evaluation or research product is a problem and must be disclosed.

ii. In addition, for purposes of this solicitation applicants must address the issue of possible mitigation of research integrity concerns by including, at a minimum, one of the following two items:

a. If an applicant reasonably believes that no potential personal or organizational conflicts of interest exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion. Applicants MUST also include an explanation of the specific processes and procedures that the applicant will put in place to identify and eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or sub-recipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest.

OR

b. If the applicant has identified specific personal or organizational conflicts of interest in its proposal during this review, the applicant must propose a specific and robust mitigation plan to address conflicts noted above. At a minimum, the plan must include specific processes and procedures that the applicant will put in place to eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or sub-recipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan, if any, will be accepted as proposed.

Considerations in assessing research and evaluation independence and integrity will include, but are not be limited to, the adequacy of the applicant's efforts to identify factors that could affect the objectivity or 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.

9. **Financial Management and System of Internal Controls Questionnaire**

In accordance with 2 CFR 200.205, Federal agencies must have in place a framework for evaluating the risks posed by applicants before they receive a Federal award. To facilitate part of this risk evaluation, **all** applicants (other than an individual) are to download, complete, and submit this form.

10. **Disclosure of Lobbying Activities**

All applicants must complete this information. Applicants that expend any funds for lobbying activities are to provide the detailed information requested on the form Disclosure of Lobbying Activities (SF-LLL). Applicants that do not expend any funds for lobbying activities are to enter "N/A" in the text boxes for item 10 ("a. Name and Address of Lobbying Registrant" and "b. Individuals Performing Services").

How to Apply

Applicants must register in, and submit applications through Grants.gov, a "one-stop storefront" to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at www.Grants.gov. Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-4726** or **606–545–5035**, 24 hours a day, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take several weeks** for first-time registrants to receive confirmation and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

NIJ strongly encourages all prospective applicants to sign up for Grants.gov email notifications regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates will be automatically notified.

Note on File Names and File Types: Grants.gov only permits the use of certain specific characters in names of attachment files. Valid file names may include only the characters shown in the table below. Grants.gov is designed to reject any application that includes an attachment(s) with a file name that contains any characters not shown in the table below. Grants.gov is designed to forward successfully submitted applications to OJP's Grants Management System (GMS).

Characters	Special Characters		
Upper case (A – Z)	Parenthesis ( )	Curly braces { }	Square brackets [ ]
Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Underscore (__)	Comma (,)	Semicolon (;)	Apostrophe (')
Hyphen (-)	At sign (@)	Number sign (#)	Dollar sign ($)
Space	Percent sign (%)	Plus sign (+)	Equal sign (=)
Period (.)	**When using the ampersand (&) in XML, applicants must use the "&" format.**		

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." GMS may reject applications with files that use these extensions. It is important to allow time to change the type of file(s) if the application is rejected.

All applicants are required to complete the following steps:

OJP may not make a federal award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the requirements by the time the federal awarding agency is ready to make a federal award, the federal awarding agency may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

1. **Acquire a Data Universal Numbering System (DUNS) number**. In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal

funds include a DUNS number in their applications for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866–705–5711 to obtain a DUNS number or apply online at www.dnb.com. A DUNS number is usually received within 1-2 business days.

2. **Acquire registration with the System for Award Management (SAM)**. SAM is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. Applicants must **update or renew their SAM registration annually** to maintain an active status.

   Applications cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. The information transfer from SAM to Grants.gov can take up to 48 hours. OJP recommends that the applicant register or renew registration with SAM as early as possible.

   Information about SAM registration procedures can be accessed at www.sam.gov.

3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password**. Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process, go to www.grants.gov/web/grants/register.html.

4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC)**. The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. Note that an organization can have more than one AOR.

5. **Search for the funding opportunity on Grants.gov**. Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance number for this solicitation is 16.560, titled "National Institute of Justice Research, Evaluation, and Development Project Grants" and the funding opportunity number is NIJ-2015-4163.

6. **Select the correct Competition ID**. This solicitation will be posted to Grants.gov and contains multiple purpose areas, denoted by the individual Competition ID. If applying to a solicitation with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of the application.

7. **Submit a valid application consistent with this solicitation by following the directions in Grants.gov**. Within 24–48 hours after submitting the electronic application, the applicant should receive two notifications from Grants.gov. The first will confirm the receipt of the application and the second will state whether the application has been successfully validated, or rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received and then receive a rejection notice a few minutes or hours later. Submitting well ahead of the deadline provides time to correct the

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

Click here for further details on DUNS, SAM, and Grants.gov registration steps and timeframes.

Note: Duplicate Applications

If an applicant submits multiple versions of the same application, NIJ will review only the most recent system-validated version submitted. See Note on File Names and File Types under How To Apply.

Experiencing Unforeseen Grants.gov Technical Issues

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must contact the Grants.gov Customer Support Hotline or the SAM Help Desk to report the technical issue and receive a tracking number. Then applicant must e-mail the NIJ contact identified in the Contact Information section on page 2 **within 24 hours after the application deadline** and request approval to submit their application. The e-mail must describe the technical difficulties, and include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any Grants.gov Help Desk or SAM tracking number(s). **Note: NIJ does not automatically approve requests.** After the program office reviews the submission, and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the applicant failed to follow all required procedures, which resulted in an untimely application submission, OJP will deny the applicant's request to submit their application.

The following conditions are generally insufficient to justify late submissions:

- Failure to register in SAM or Grants.gov in sufficient time.

- Failure to follow Grants.gov instructions on how to register and apply as posted on its website.

- Failure to follow each instruction in the OJP solicitation.

- Technical issues with the applicant's computer or information technology environment, including firewalls.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding Web page at www.ojp.gov/funding/Explore/CurrentFundingOpportunities.htm.

E. Application Review Information

Selection Criteria

Applications that meet basic minimum requirements will be evaluated by peer reviewers using the following review criteria.

Statement of the Problem (Understanding of the problem and its importance) – 10%

1. Demonstrated understanding of the problem.

2. Demonstrated awareness of the state of current research.

Project Design and Implementation (Quality and technical merit) – 50%

1. Soundness of methods and analytic and technical approach to addressing the stated aim(s) of the proposed project.

2. Feasibility of proposed project.

3. Awareness of potential pitfalls of proposed project design and feasibility of proposed actions to minimize and/or mitigate them.

Potential Impact – 20%

Potential for a significant scientific or technical advance(s) that will improve school safety or criminal/juvenile justice in the United States, such as—

*   Potential for significantly improved understanding of the stated school safety or criminal/juvenile justice problem.

*   Potential for innovative solution to address (all or a significant part of) the stated school safety or criminal/juvenile justice problem.

Capabilities/Competencies (Capabilities, demonstrated productivity, and experience of the applicant organization and proposed project staff) – 20%

1. Qualifications and experience of proposed project staff (that is, the principal investigator, any and all co-principal investigators, and all other individuals (and organizations) identified in the application (regardless of "investigator" status) who will be significantly involved in substantive aspects of the proposal).

2. Demonstrated ability of the applicant organization to manage the effort.

3. Relationship between the capabilities/competencies of the proposed project staff (including the applicant organization) and the scope of the proposed project.

NIJ-2015-4163

Budget

Peer reviewers will consider and may comment on the following additional items in the context of scientific and technical merit.

1. Total cost of the project relative to the perceived benefit (cost effectiveness).

2. Appropriateness of the budget relative to the level of effort.

3. Use of existing resources to conserve costs.

4. Proposed budget alignment with proposed project activities.

Plan for Dissemination to Broader Audiences (if applicable to the proposed project)

Peer reviewers may comment – in the context of scientific and technical merit – on the proposed plan (if any) to produce or to make available to broader interested audiences, such as criminal/juvenile justice practitioners or policymakers, summary information from the planned scholarly products of the project.

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 review the applications submitted under this solicitation that meet basic minimum requirements. For purposes of assessing whether applicants have met basic minimum requirements, OJP screens applications for compliance with specified program requirements to help determine which applications should proceed to further consideration for award. Although program requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP grant programs:

*   Applications must be submitted by an eligible type of applicant.

*   Applications must request funding within programmatic funding constraints (if applicable).

*   Applications must be responsive to the scope of the solicitation.

*   Applications must include all items designated as "critical elements."

*   Applicants will be checked against the General Services Administration's Excluded Parties List.

For a list of critical elements, see "What an Application Should Include" under Section D. Application and Submission Information.

NIJ may use internal peer reviewers, external peer reviewers, or a combination, to assess applications meeting basic minimum requirements on technical merit using the solicitation's selection criteria. An external peer reviewer is an expert in the subject matter of a given solicitation who is not a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements.

OJP reviews applications for potential discretionary awards to evaluate the risks posed by applicants before they receive an award. This review may include but is not limited to the following:

1. Financial stability and fiscal integrity

2. Quality of management systems and ability to meet the management standards prescribed in the Financial Guide

3. History of performance

4. Reports and findings from audits

5. The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities

6. Proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and whether those 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. Peer reviewers' ratings and any resulting recommendations are advisory only, although their views are considered carefully. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, planned scholarly products, proposed budgets, past performance (including scholarly products) under prior NIJ and OJP awards, research independence and integrity, strategic priorities, and available funding when making awards.

F. Federal Award Administration Information

Federal Award Notices

OJP award notification will be sent from GMS. Recipients will be required to login; accept any outstanding assurances and certifications on the award; designate a financial point of contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document by the authorized representative and the scanning of the fully-executed award document to OJP.

Administrative, National Policy, and other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the agency-approved project proposal and budget, the recipient must comply with award terms and conditions, and other legal requirements, that are included in the award, incorporated into the

award by reference, or are otherwise applicable to the award. OJP strongly encourages prospective applicants to review the information pertaining to these requirements **prior** to submitting an application. To assist applicants and recipients in accessing and reviewing this information, OJP has placed it on its Solicitation Requirements page of the OJP Funding Resource Center.

Please note in particular the following two forms, which applicants must submit in GMS prior to the receipt of any award funds, as each details legal requirements with which applicants must provide specific assurances and certifications of compliance. Applicants may view these forms in the OJP Funding Resource Center and are strongly encouraged to review and consider them carefully prior to making an application for OJP grant funds.

- Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

- Standard Assurances

Upon grant approval, OJP electronically transmits (via GMS) the award document to the prospective award recipient. In addition to other award information, the award document contains award terms and conditions that specify national policy requirements[12] with which recipients of federal funding must comply; uniform administrative requirements, cost principles, and audit requirements; and program-specific terms and conditions required based on applicable program (statutory) authority or requirements set forth in OJP solicitations and program announcements. For example, certain efforts may call for special requirements, terms, or conditions relating to intellectual property, data/information-sharing or -access, or information security; or audit requirements, expenditures and milestones, or publications and/or press releases.

OJP also may place additional terms and conditions on an award based on its risk assessment of the applicant, or for other reasons it determines necessary to fulfill the goals and objectives of the program.

Prospective applicants may access and review the text of mandatory conditions OJP includes in all OJP awards, as well as the text of certain other conditions, such as administrative conditions, via OJP's Mandatory Award Terms and Conditions page of the Funding Resource Center.

As stated above, NIJ expects that it will make any award from Category 4 of this solicitation (and, in appropriate circumstances, should NIJ choose, selected awards from Categories 1, 2, and 3) in the form of a cooperative agreement. Cooperative agreement awards include standard "federal involvement" conditions that describe the general allocation of responsibility for execution of the funded program. Generally-stated, under cooperative agreement awards, responsibility for the day-to-day conduct of the funded project rests with the recipient in implementing the funded and approved proposal and budget, and the award terms and conditions. Responsibility for oversight and redirection of the project, if necessary, rests with NIJ.

---

[12] *See generally* 2 C.F.R. 200.300 (provides a general description of national policy requirements typically applicable to recipients of Federal awards, including the Federal Funding Accountability and Transparency Act of 2006 (FFATA)).

In addition to any "federal involvement" condition(s), OJP cooperative agreement awards include a special condition specifying certain reporting requirements required in connection with conferences, meetings, retreats, seminars, symposium, training activities, or similar events funded under the award, consistent with OJP policy and guidance on "conference" approval, planning, and reporting.

Category 4 award recipients will be expected to work closely with NIJ on tasks related to developing and refining the comprehensive school safety framework and the evaluation design. NIJ will exercise careful oversight on all project elements, with particular attention to collection of baseline data, fidelity to program and evaluation designs, and adherence to data collection protocols. Category 4 award recipients will participate in annual meetings with NIJ and representatives from up to two other funded efforts carrying out similar work. Successful applicants will be expected to share information and contribute to peer-to-peer learning opportunities.

General Information About Post-Federal Award Reporting Requirements

Recipients must submit quarterly financial reports, semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with 2 CFR Part 200. Applicants should anticipate that progress reports will be required to follow the non-budgetary components of the Research Performance Progress Report (RPPR) template/format. General information on RPPRs may be found at www.nsf.gov/bfa/dias/policy/rppr/. Future awards and fund drawdowns may be withheld if reports are delinquent.

Special Reporting requirements may be required by OJP depending on the statutory, legislative or administrative requirements of the recipient or the program.

As indicated earlier in this solicitation, NIJ expects scholarly products to result from any award under this solicitation. Please review the Goals, Objectives, Deliverables, and Expected Scholarly Products segment of the "Program-Specific Information" section of this solicitation, as well as the "Performance Measures" section.

In addition to the expectation of scholarly products, successful applicants under this solicitation will be required to submit the following deliverables regarding the work funded by the NIJ award.

Draft and Final Summary Overview of the Work Conducted Under the Award

The overview is expected to provide an overall summary of the work under, and results of, the project funded by NIJ under this solicitation. Among other things, the summary overview should address the purpose of the project, project subjects (if applicable), project design and methods, data analysis, project findings, and implications for school safety, juvenile and criminal justice policy and practice in the United States.

Award recipients for projects that **do not include a program evaluation** must submit a draft summary overview no longer than ten pages long (double-spaced) 90 days prior to the end of the project period for NIJ review and comment. **For projects that include program evaluation, a complete final report** must be submitted 90 days prior to the end of the project period.

Required Data Sets and Associated Files and Documentation

As discussed earlier, NIJ requires recipients of an award under this solicitation to submit to NACJD all data sets that result in whole or in part from the work funded by NIJ, along with associated files and any documentation necessary to allow for future efforts by others to reproduce the project's findings and/or to extend the scientific value of the data set through secondary analysis. All data sets and necessary documentation are to be submitted 90 days prior to the end of the project period. For more information, see the "Program Narrative" section of <u>What an Application Should Include</u>.

Performance Measures

To assist the Department with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111–352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. OJP will require any award recipient, post award, to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. (Submission of performance measures data is not required for the application.) Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
Conduct research in social and behavioral sciences having clear implications for school safety and criminal/juvenile justice policy and practice in the United States.	1. Relevance to the needs of the field as measured by whether the project's substantive scope did not deviate from the funded proposal or any subsequent agency-approved modifications to the scope. 2. Quality of the research as demonstrated by the scholarly products that result in whole or in part from work funded under the NIJ award (published, peer-reviewed, scientific journal articles, and/or (as appropriate for the funded project) law review journal articles, book chapter(s) or book(s) in the academic press, technological prototypes, patented inventions, or similar scientific products). 3. Quality of management as measured by such factors as whether significant project milestones were achieved, reporting and other deadlines were met, and costs remained within approved limits.	1. Quarterly financial reports, semi-annual and final progress reports, and a draft and final summary overview of the work performed under the NIJ award. 2. List of citation(s) to all scholarly products that resulted in whole or in part from work funded under the NIJ award. 3. If applicable, each data set that resulted in whole or in part from work funded under the NIJ award.

NIJ-2015-4163

G. Federal Awarding Agency Contact(s)

For additional Federal Awarding Agency Contact(s), see the Title page.

For additional contact information for Grants.gov, see the Title page.

H. Other Information

Provide Feedback to OJP

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, the application submission process, and/or the application review/peer review process. Provide feedback to OJPSolicitationFeedback@usdoj.gov.

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

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

Application Checklist

NIJ FY15 Comprehensive School Safety Initiative

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

What an Applicant Should Do:

Prior to Registering in Grants.gov:
_____ Acquire a DUNS Number   (see page 28)
_____ Acquire or renew registration with SAM   (see page 29)
To Register with Grants.gov:
_____ Acquire AOR and Grants.gov username/password   (see page 29)
_____ Acquire AOR confirmation from the E-Biz POC   (see page 29)
To Find Funding Opportunity:
_____ Search for the funding opportunity on Grants.gov   (see page 29)
_____ Download Funding Opportunity and Application Package   (see page 29)
_____ Sign up for Grants.gov email notifications (optional)   (see page 28)
_____ Read **Important Notice: Applying for Grants in Grants.gov**
After application submission, receive Grants.gov email notifications that:
_____ (1) Application has been received
_____ (2) Application has either been successfully validated or rejected with errors
        (see page 29)
If no Grants.gov receipt, and validation or error notifications are received:
_____ Contact NIJ regarding experiencing technical difficulties   (see page 30)

General Requirements:

_____ Review the Solicitation Requirements in the OJP Funding Resource Center.

What an Application Should Include:

_____ Application for Federal Assistance (SF-424)   (see page 18)
_____ Project Abstract   (see page 18)
_____ Program Narrative   (see page 19)
_____ Appendices   (see page 21)
_____ Budget Detail Worksheet   (see page 22)
_____ Budget Narrative   (see page 22)
        _____ Employee Compensation Waiver request and justification (if applicable)
                (see page 16)
        _____ Read OJP policy and guidance on "conference" approval, planning, and reporting
                available
                at www.ojp.gov/financialguide/PostawardRequirements/chapter15page1.htm   (
                see page 17)
_____ Disclosure of Lobbying Activities (SF-LLL)   (see page 27)
_____ Indirect Cost Rate Agreement (if applicable)   (see page 23)
_____ Tribal Authorizing Resolution (if applicable)   (see page 24)
_____ Applicant Disclosure of High-Risk Status   (see page 24)

_____ Additional Attachments
     _____ Applicant Disclosure of Pending Applications   (see page 25)
     _____ Research and Evaluation Independence and Integrity   (see page 26)
_____ Financial Management and System of Internal Controls Questionnaire (if applicable)
(see page 27)