

U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance



FY 2022 BJA Visiting Fellows Program

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Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) seeks applications for the BJA Visiting Fellows Program. This program furthers the Department's mission to ensure public safety and the fair and impartial administration of justice by bringing talent and expertise from the field to BJA to inform policy and practice and create new tools for the field that disseminate knowledge of effective and innovative approaches to focus on criminal justice issues.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to applicants to prepare and submit applications to OJP for funding. **If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.**

Solicitation Categories

This solicitation does not include Solicitation Categories.

Eligible Applicants:

Other

Other

- Individuals
- State governments
- City or township governments
- Public and state-controlled institutions of higher education
- County governments
- Native American tribal governments (federally recognized)
- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Private institutions of higher education
- For-profit organizations other than small businesses

Eligible applicants are limited to individuals; as well as state, tribal, or local governments, organizations; or

academic institutions seeking to provide federal-level experience for one of their staff members. Organizations seeking to place an employee as a fellow under this program will not have programmatic oversight of that staff person for those activities conducted as part of the fellowship. All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee

For purposes of this solicitation, “state” means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

All persons serving in the fellowship positions must be U.S. citizens at the time of application. The person seeking to complete the fellowship should have all of the expertise needed to conduct the proposed activities in the fellowship, including at least 5 years of criminal justice experience in the relevant area of practice or research, working in a policy or applied criminal justice setting (such as a criminal justice agency, law enforcement, criminal courts, prosecutor, corrections, or partner agency such as a social service provider) or an agency or office with responsibility for criminal justice and public policy (such as a governor’s office, mayor’s office, or other important policy setting pertinent to criminal justice). Researchers should apply only if they have the expertise and specific skills in developing models and applied research tools for the field, implementation of evidence-based practices, collection and analysis of data, and performance management.

Applicants should be self-starters who can effectively manage work outlined in this Visiting Fellows Program solicitation. Applicants must demonstrate the administrative capacity, particularly fiscal administrative capacity, to manage an agreement or award, as well as the knowledge and skills to successfully execute the proposed fellowship activities. Eligibility will be determined only after a review of a complete submitted application.

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

Contact Information

For technical assistance with submitting the Application for Federal Assistance standard form (SF)-424 and a Disclosure of Lobbying Activities form (SF-LLL) in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov Customer Support](#), or support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

For technical assistance with submitting the **full application** in DOJ’s Justice Grants System (JustGrants), contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov. The JustGrants Service Desk operates 5 a.m. to 9 p.m. eastern time Monday-Friday and 9 a.m. to 5 p.m. Saturday, Sunday, and federal holidays.

For assistance with any other requirements of this solicitation, contact the OJP Response Center by telephone at 800-851-3420 or TTY: 301-240-6310 (hearing impaired only), or by email at grants@ncjrs.gov. The OJP Response Center hours of operation are 10:00 a.m. to 6:00 p.m., eastern time Monday–Friday, and 10:00 a.m. to 8:00 p.m. on the solicitation closing date.

Submission Information

Applications will be submitted to DOJ in two steps:

Step 1: The applicant must submit by the Grants.gov deadline the required [Application](#) for Federal Assistance standard form (SF)-424 and a Disclosure of Lobbying Activities (SF-LLL) form when they register in Grants.gov at <https://www.grants.gov/web/grants/register.html>. To register in Grants.gov, the applicant will need to ensure that its System for Award Management (SAM) registration is current.

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov). To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline. OJP encourages applicants to review the “How to Apply” section in the [OJP Grant Application Resource Guide](#) and the [JustGrants website](#) for more information, resources, and training.

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Program Description

Overview

OJP is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects the public from crime and evolving threats, and builds trust between law enforcement and the community. Through the BJA Visiting Fellows Program, BJA invests in future and current leaders in the field to advance priority national policy issues and offer cross-developmental opportunities for DOJ staff and criminal justice practitioners and researchers. Awards made under the BJA Visiting Fellows Program will fund fellowships for a period of 24 months, including a potential residency period of 9 to 12 months, where the fellow will work closely with BJA staff members and potentially work onsite at BJA in Washington, D.C. on a regular basis.

The purpose of each fellowship is to make important policy and programmatic contributions in a focus area of criminal justice practice. Fellows will collaborate with BJA and DOJ staff members to provide critical outreach, data, research, and subject-matter expertise to inform the development of new BJA strategies and programs to benefit the field.

Statutory Authority

This program is funded under a number of authorities including: 34 U.S.C. 10611, et seq.; the Comprehensive Opioid, Stimulant, and Substance Abuse Program (COSSAP); 34 U.S.C. 10701; Pub. L. No. 117-103; 136 Stat. 49, 127; the Prison Rape Elimination Act (Pub. L. No. 117-103; 136 Stat. 49, 124); and under the training and technical assistance (TTA) carveout and the "Precipitous Increase in Crime" carveout of the Justice Assistance Grant Program, Pub. L. No. 117-103, 136 Stat. 49, 132 and 34 U.S.C. 10157(b) respectively.

Specific Information

BJA's mission is to provide leadership and services through grant administration and criminal justice policy development to support local, state, and tribal justice strategies to achieve safer communities. Driving BJA's work in the field are the following principles: reduce crime, recidivism, and unnecessary confinement and promote a safe and fair criminal justice system. This mission supports the Department's commitment to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects the public from crime and evolving threats, and builds trust between law enforcement and the community. To implement strategies consistent with these principles, BJA supports effective criminal justice policy, programs, information sharing, and collaboration within and among state, local, and tribal agencies and communities, and promotes the use of data, research, and information to increase the effectiveness of criminal justice programs. The fellows will work in BJA's Policy Office, which provides national leadership in criminal justice policy, training, and technical assistance to further the administration of justice. It also acts as a liaison to national organizations that partner with BJA to set policy and help disseminate information on best and promising practices. These fellowships support this strategy.

To address emerging issues and build capacity to improve the administration of criminal justice, BJA launched the BJA Visiting Fellows Program in FY 2012. The intent was to leverage state, local, and/or tribal subject-matter expertise to assess areas of need and develop strategies, tools, and policies in collaboration with BJA staff for the benefit of the criminal justice field. By hosting approximately six fellows with FY 2022 funds, BJA will collaborate with practitioners and researchers to build capacity to address gaps in priority and emerging issues in the criminal justice field. BJA encourages applicants from a broad range of disciplines to consider how their work in areas related to crime and justice would address the six focus areas outlined below.

To ensure the goals and objectives of the program are achieved, BJA is only recruiting fellows who have significant work and academic experience in a criminal justice policy, practice, or research setting specific to the focus area for which they are applying. Persons with lived experience are eligible and encouraged to apply where relevant to the scope of the fellowship. Each fellow must have the experience and expertise to make significant contributions, through BJA, to enhance practice and innovation in the field. BJA fellows will be accomplished practitioners with the credentials and experience that demonstrate significant achievements in — and a continuing commitment to — solving the persistent challenges of crime and justice in the United States. In accordance with Administration priorities, fellows should be able to use data and research to inform the development of effective strategies, including the translation of research and evidence into implications for

criminal justice policy and practice.

This program is intended to fund one individual to implement the fellowship activities in close collaboration with respective BJA staff members. Please see the "Budget Information" section for more information on allowable costs. Each fellow's goals, objectives, and deliverables will be managed by BJA staff members within the assigned Policy team with ultimate oversight by the BJA Associate Deputy Director.

A centerpiece of the Visiting Fellows Program is a term of residency at BJA, working full-time for 9 to 12 months, integrated into a Policy team. Fellows will be expected to work closely with the BJA team to which they are assigned, participating in key meetings and activities. They will do this with a combination of telework-based time and travelling to Washington, D.C. on a regular basis to participate in key meetings and events because the fellowship is intended to provide professional development opportunities for the fellow and technical expertise that supports BJA's efforts through fellow/staff interaction. Since BJA adheres to a flexible work environment, this residency will provide an opportunity for remote working. For this residency period, BJA will provide the necessary workspace and access to required systems and internet access.

Time should be allotted before and after the residency period at BJA to begin proposed fellowship work and complete deliverables. The total fellowship, including both the pre- and post-work and residency periods, will last no longer than 24 months. During this period, it is estimated that about 30 percent of the time will be devoted to collaborative work with BJA staff and leadership that complements the planned projects described in the fellowship agreement. BJA will consider a period of less than 9 months full-time residency (with a minimum of 1,500 hours in residence, some of which can be part time) or a part-time schedule (i.e., 20 hours per week) for a longer period such as 1 year only if the applicant makes the case that the goal of this solicitation can still be accomplished with this approach.

Fellows are expected to be knowledgeable of Administration priorities and self-starters who can work in a fast-paced environment. Additionally, fellows must proactively manage their planned work while collaborating with BJA staff and adjusting to the needs of the project and other work across BJA. Fellows will be expected to produce specific deliverables that can address respective focus areas, such as outreach to BJA stakeholders, applied research tools, training curricula or toolkits, articles or publications, and provision of technical subject-matter assistance, that address the focus areas. Further, they will assist BJA in enhancing strategies and building capacity, then bring their fellowship experience back into the field.

Applications should propose strategies that address the stated goal of the solicitation and the specific focus area, but the final deliverables will be based upon those proposed in the application and negotiated with BJA through the award-making process and during the start-up period. These deliverables must advance a priority policy during the fellowship at BJA and can either be an enhancement or new development.

FY 2022 fellowships are expected to begin after October 1, 2022, and end about September 30, 2024, or later, depending on the start date. BJA will consider a later start to the project period. Any offer of a fellowship is contingent upon the applicant successfully passing a complete and thorough background security check. Applicants will not automatically be screened out if they possess a criminal record, as BJA is committed to seeking a wide variety of expertise and perspective in these fellowships. **In addition, the BJA fellow will be expected to undergo a series of required trainings to include OJP Financial Management, cybersecurity, and other trainings as required to handle sensitive information**

Goals, Objectives, Deliverables, and Timeline

Goals

To leverage the expertise and experience of the criminal justice field to address key gaps in the field for evidence-based training, technical assistance, and knowledge in the following focus and emerging areas:

- Supporting enhanced research partnership efforts to assist in the reduction of substance-use-related crime and overdose.
- Enhancing support for persons with criminal justice involvement that are in recovery.
- Building capacity to implement community violence intervention strategies.
- Supporting law enforcement outreach, communication, and engagement.

- Enhancing Prison Rape Elimination Act (PREA) implementation efforts.
- Assessing pretrial practices and supporting data-driven pretrial approaches.

Objectives

- Enhance BJA capacity and expertise to assess the technical assistance, training, and capacity-building needs in the focus areas listed above and discussed further below.
- Bring real-world and lived experience and knowledge to BJA that enhances staff ability to deliver relevant and effective tools to the field.
- Support the development of criminal justice practitioners, researchers, and BJA/OJP staff members to advance BJA's mission.
- Advance and translate knowledge about critical criminal justice issues and strategies and promote innovation.

Deliverables

Each fellow will be expected to complete a major set of deliverables that will address critical, chronic, or emerging issues in the criminal justice field and build capacity to address one of the focus areas discussed below. In addition, all fellows will be expected to engage in the following activities:

- Assess BJA's current training and technical assistance (TTA) resources in the focus area to determine if existing work products should be updated to be relevant to the field.
- Use data to assess the needs of the field in the focus area, using external data, as well as BJA's performance data from grantees. Examine and translate research and evidence into programmatic and policy implications for practitioners.
- Work with BJA staff to plan and implement/enhance strategies to engage in regular dialogue with the field, as well as TTA partners and plan project deliverables, including identifying and researching topics and subject matter experts.
- Create at least two major TTA deliverables addressing the focus area, such as reports, publications, toolkits, training curricula, applied research tools, and other creative learning strategy resources.
- As requested by BJA management, participate in internal and external stakeholder meetings, forums, conferences, and international briefings for the purpose of presenting information on BJA's efforts to address the focus area, and its corresponding gaps in services, and the capacity-building needs of the field.
- Prepare detailed reports, speeches, and articles at the request of OJP and BJA management.
- Offer strategies and assistance to translate information to the field, including BJA and partner websites and social media.
- Develop written responses to various requests for information, including public inquiries seeking information on BJA's efforts in the focus area.
- Participate in professional development and training activities in consultation with BJA management to enhance expertise related to the focus area.
- Travel to support the execution of the above activities.
- Other duties as assigned to support the implementation of the fellowship.

Enhancing fellows' professional development is an important aspect of the program, but the activities and deliverables must conform to the solicitation's parameters, addressing the focus areas discussed below.

Applicants who propose more narrowly focused fellowships that focus on their specific interests will not be considered responsive to this solicitation and will not be forwarded for peer review.

In order to enhance the knowledge-building work of BJA, fellows will be expected to participate in a wide range of collegial activities with the BJA Director and BJA staff members. Fellows will provide verbal and written subject-matter briefings monthly to expose BJA and other DOJ staff members to issues facing the field and current practices. This means fellows will have a range of opportunities to participate in high level policy discussions and processes that inform practice, and they will be expected to take this expertise back to share with the field.

BJA is especially interested in funding fellows who can make significant contributions toward building a cumulative body of knowledge in one of the six focus areas below.

BJA Focus Areas:

In FY 2022, the BJA Visiting Fellows Program's focus areas are:

1. Researcher-Practitioner Partnership Fellowship to Reduce Substance-Use-Related Crime and

Overdose: The fellow will support the strategies to enhance researcher-practitioner partnerships designed to reduce substance-use-related crime and overdose as part of the Comprehensive Opioid, Stimulant, and Substance Use Disorder Program (COSSAP). The fellow will focus on identifying and documenting COSSAP-funded promising and emerging practices to leverage data and research to enhance responses to crime associated with substance use disorders and drug overdoses and fatalities. The fellow will work in coordination with BJA staff, grantees, and TTA partners to scan the field for promising and effective research partnerships with local practitioners that advance understanding of strategies to reduce overdose, substance use disorder and related crime, including efforts to track trends locally and get ahead of challenges facing local communities, and tools to support the field. The fellow will have direct experience in criminal justice, and behavioral health or public health research, and will bring their knowledge to the field to support national COSSAP efforts. They will work with the Courts, Community, and Strategic Partnerships Team.

2. Enhancing Support for Persons with Criminal Justice Involvement That Are in Recovery

Fellowship: The fellow should possess lived experience, both in recovery and criminal justice involvement, at various intercept points of the criminal justice system. The fellow will utilize relationships with national organizations and field connections to bring a perspective that can enhance the COSSAP and Adult Drug Court Programs' Peer Recovery Supportive Service initiatives and utilize expertise to illuminate the power of peer-to-peer engagement to reduce recidivism. The fellow will also assess and develop strategies and tools to reflect lived experience and related research strategies for how peer recovery strategies can assist in overcoming stigma, strengthening prosocial attitudes and beliefs, and enhancing active coping strategies to prepare for successful reentry. The fellow will work with BJA staff, grantees, TTA partners, and recovery community organizations to bring knowledge of the field to support peer recovery programming. They will work with the Courts, Community, and Strategic Partnerships Team.

3. Building Capacity of Community Violence Intervention (CVI) Leaders to Enhance Community

Safety Fellowship: This fellow will initiate a project that focuses on how to best support the workforce of CVI practitioners across the country. The focus of this project is to identify TTA needs of the field, as well as gaps in educational opportunities for individuals engaged in this work. The fellow will make recommendations regarding potential TTA and educational curricula needed to fill critical gaps, considering a wide range of learning opportunities such as online learning, in-person training academies, peer exchanges, and communities of support. The fellow will also bring their experience and knowledge to support BJA programs currently implementing CVI strategies and will assist BJA and OJP staff members involved in OJP's new CVI Initiative. The fellow must have extensive experience as a trusted credible messenger working at the local level on community violence intervention initiatives. They will work with the Courts, Community, and Strategic Partnerships Team.

4. Supporting Law Enforcement Outreach, Communication, and Engagement to Enhance Awareness of BJA Resources Fellowship:

This fellow will assist in promoting outreach, communication, and engagement activities to law enforcement agencies and other stakeholders to enhance awareness of BJA resources for law enforcement and gather information about ongoing and emerging needs. The fellow will work to strengthen the existing lines of communication and establish new pathways for sharing timely

information with law enforcement agencies concerning funding opportunities, training, technical assistance, and other BJA resources. Sharing information with 18,000 law enforcement agencies presents complex challenges and requires innovative approaches. This fellow should have knowledge and experience with social media platforms and other means of peer-to-peer communications within law enforcement communities. They will work with members of the Law Enforcement Assistance Team.

5. Enhancing the Prison Rape Elimination Act (PREA) Implementation Efforts Fellowship: The fellow will have substantial expertise as a policy advocate, legal or victim services provider, academic, or criminal or juvenile justice practitioner focusing on preventing, detecting, and/or responding to sexual victimization of people who are incarcerated. They will support and enhance the ongoing efforts of BJA's PREA Management Office (PMO) to carry out the Department's many PREA legal requirements, as defined in the PREA Statute (codified at 34 U.S.C. § 30301 et seq.) and PREA Standards (see 28 CFR Part 115). Examples of these requirements include supporting a national grant program, providing TTA that includes the PREA Resource Center (www.prearesourcecenter.org), partnering with the nation's governors to help them fulfill their annual PREA reporting requirements, and directing all aspects of the PREA audit function. For more information about the requirements associated with PREA audits, see www.prearesourcecenter.org/audit/prea-auditors/auditor-handbook.

BJA strongly encourages potential PREA fellows to submit innovative proposals to address the following or other PREA implementation challenges, enhance BJA's ongoing national efforts related to promoting sexual safety in confinement, and implement the PREA standards:

- Enhancing the quality and integrity of PREA audits.
- Assessing how the PREA auditing requirements defined by the PMO in the *Auditor Handbook* and elsewhere align with the time and/or resources that many PREA auditors have to carry out PREA audits.
- Articulating the characteristics of "zero tolerance" cultures in confinement agencies and facilities that are associated with increases in sexual safety, and supporting efforts in agencies and facilities to implement and institutionalize these characteristics.
- Measuring the outputs and outcomes associated with the PREA implementation efforts of PREA grantees and other agencies and facilities in receipt of PREA funding.
- Reaching and providing needed support and assistance to small, local, underserved agencies and facilities, including police lockups, across the nation to implement the PREA standards.
- Promoting linkages between confinement facilities/agencies and community-based victim service providers to provide needed support to incarcerated victims of sexual abuse and/or sexual harassment.
- Focusing on the successful implementation of PREA standards that are particularly challenging for confinement facilities/agencies such as those that focus on limiting cross-gender viewing and searches, investigating allegations of sexual abuse and sexual harassment, screening for risk of sexual victimization and abusiveness, instituting mechanisms for reporting sexual abuse and sexual harassment, and accessing outside confidential victim support services.

The successful applicant will be an integral member of BJA's PMO and may also have the opportunity to participate in DOJ's PREA Working Group and provide strategic guidance related to PREA implementation and corrections to the BJA Director and OJP leadership. They will work with the PREA Management Office, which is situated on the Corrections and Reentry Team.

6. Assessing Pretrial Practices and Supporting Data-driven Pretrial Approaches Fellowship: The fellow will conduct a national scan of recent efforts of state and local jurisdictions to implement criminal justice reforms at the pretrial phase of case processing. The fellow will explore how the field uses data and assessment strategies to better identify who is entering the criminal justice system at arrest and first arraignment, reduce unnecessary pretrial confinement, expedite dismissal of cases without merit at an earlier stage, determine the accessibility of defense counsel, ascertain the capacity to offer interventions

that enhance alternatives to incarceration for low risk defendants, and understand pretrial practitioners' ability to target and connect defendants to evidenced-based interventions. The fellow will also lead efforts to explore the perceptions of the public, along with criminal justice practitioners' experiences related to current pretrial practices through polling and focus group strategies to identify barriers to implementing changes in pretrial practices. The fellow will work in coordination with BJA staff, grantees, and TTA partners to provide field-driven promising and evidence-based practices, and develop tools to support data-driven analysis that can support informed decision-making. The fellow will have direct experience in pretrial assessment, supervision and diversion practices, along with demonstrable understanding of data-driven approaches to system examination and change. They will work with the Courts, Community, and Strategic Partnerships Team.

Note: Applicants should apply for only one of the focus areas in the application. Applications that propose to work in more than one area will not be considered. Applicants may submit more than one application to separate focus areas but will only be selected for one award.

The Goals, Objectives, and Deliverables are directly related to the performance measures that show the completed work's results as discussed in the "Application and Submission Information" section.

Evidence-Based Programs or Practices

OJP strongly encourages the use of data and evidence in policymaking and program development for criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices, see the [OJP Grant Application Resource Guide](#).

Information Regarding Potential Evaluation of Programs and Activities

OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. For additional information, see the [OJP Grant Application Resource Guide](#) section entitled "Information Regarding Potential Evaluation of Programs and Activities."

OJP Priority Areas

The Department of Justice is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

1. Priority Considerations Supporting Executive Order 13985, *Advancing Racial Equity and Support for Underserved Communities Through the Federal Government*

Consistent with this Executive Order, the term "underserved community" refers to a population sharing a particular characteristic, as well as a geographic community, that has been systematically denied a full opportunity to participate in aspects of economic, social, and civic life or whose members have been historically underserved, marginalized, and adversely affected by inequality. Such communities include, among others, Black people, Hispanics and Latino/a/e people, Native American and other Indigenous peoples of North America (including Alaska Natives, Eskimos, and Aleuts), Asian Americans, Native Hawaiians, and Pacific Islanders.

In support of Executive Order 13985, OJP will give priority consideration to applications that include project(s) that will promote racial equity and the removal of barriers to access and opportunity for communities that have been historically underserved, marginalized, and adversely affected by inequality, when making award decisions.

To receive this consideration, the applicant must describe how the proposed project(s) will address potential inequities and barriers to equal opportunity, and/or contribute to greater access to services for underserved and historically marginalized populations.

Note: Addressing this priority area is one of many factors that OJP considers in making funding decisions. Receiving priority consideration for one or more priority areas is not a guarantee of an award

Federal Award Information

Solicitation Categories

This solicitation does not include Solicitation Categories.

Awards, Amounts and Durations

Anticipated Number of Awards

6

Anticipated Maximum Dollar Amount of Awards

\$350,000.00

Period of Performance Start Date

10/1/22 12:00 AM

Period of Performance Duration (Months)

24

Anticipated Total Amount to be Awarded Under Solicitation

\$1,650,000.00

Continuation Funding Intent

BJA may, in certain cases, provide additional funding in future years to awards made under this solicitation through continuation awards. OJP will consider, among other factors, OJP's strategic priorities, a recipient's overall management of the award, and the award-funded work's progress, when making continuation award decisions.

Availability of Funds

This solicitation, and awards (if any are made) under this solicitation, are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by the agency or by law. In addition, nothing in this solicitation is intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States; its departments, agencies, or entities; its officers, employees, or agents; or any other person.

Types of Awards

BJA expects to make awards under this solicitation as cooperative agreements, which provide for OJP to have substantial involvement in carrying out award activities. See the "Administrative, National Policy, and Other Legal Requirements" section of the [OJP Grant Application Resource Guide for additional information](#).

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the [OJP Grant Application Resource Guide](#) for additional information.

Budget Information

Because a fellow's salary is intended to compensate them for an expected level of work during the funding period, any adjustment to a fellow's level of effort during the funding period (e.g., changes to the number of hours worked beyond that set out above) may require an adjustment to the fellow's drawdown schedule or award budget. Fellows are generally required to spend a minimum of 1,100 hours during the duration of their fellowship onsite at BJA, though BJA will consider shorter periods of time where the applicant makes the case that they will still satisfactorily accomplish the goal of the solicitation. During the fellow's residency period, BJA will provide workspace and equipment, including telephone, computer, office supplies, and internet access.

The funding level for each visiting fellow will be largely determined by the total package submitted in the application, which may include salary and expenses, housing expenses, travel, equipment, and other limited administrative expenses. **BJA will not fund salary (or costs) for any person other than the person to be placed in the fellowship, with the following exception: BJA will fund small costs for a support staff person or contractor to perform support functions in completing research and/or analysis, meeting support, or document development insofar as such is a core need to accomplish the goals of the fellowship.** The needs must be fully documented in the budget worksheet and budget narrative and be clearly tied to the proposed fellowship activities.

Travel can include: (1) travel associated with the fellowship's duties and (2) travel to and from the fellow's home to BJA and back for the fellowship residency, with no more than four trips during the period of the residency. This travel will not include local travel between the fellow's local residence and the office or meetings during the period of the residency at BJA. Proposals primarily to purchase equipment, materials, or supplies will not be funded.

Cost Sharing or Matching Requirement

This solicitation does not require a match.

Unmanned Aircraft Systems

The use of BJA grant funds for unmanned aircraft systems (UAS), including unmanned aircraft vehicles (UAV), and all accompanying accessories to support UAS or UAV, is unallowable.

Pre-agreement Costs (also known as Pre-award Costs)

See the [OJP Grant Application Resource Guide](#) information on Pre-agreement Costs (also known as Pre-award Costs).

Limitation on Use of Award Funds for Employee Compensation: Waiver

See the [OJP Grant Application Resource Guide](#) information on Limitation on Use of Award Funds for Employee Compensation; Waiver.

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

See the [OJP Grant Application Resource Guide](#) for information on Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs.

Costs Associated with Language Assistance (if applicable)

See the [OJP Grant Application Resource Guide](#) for information on Costs Associated with Language Assistance.

Eligibility Information

For eligibility information, see the solicitation cover page.

For information on cost sharing or match requirements, see the “Federal Award Information” section.

Application and Submission Information

The following application elements **must** be included in the application to meet the basic minimum requirements to advance to peer review and receive consideration for funding:

- Proposal Abstract
- Proposal Narrative
- Budget Worksheet and Budget Narrative (web-based form) (The web-based form includes the budget details and the budget narrative.)
- Letters of Support from Host Agency if Applicant is an Agency or Organization
- Curriculum Vitae (CV) or Résumé of the Potential Fellow

See the “Application Elements and Formatting Instructions” section of the [OJP Grant Application Resource Guide](#) for information on what happens to an application that does not contain all the specified elements or that is nonresponsive to the scope of the solicitation.

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

The SF-424 must be submitted in Grants.gov. It is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. See the [OJP Grant Application Resource Guide](#) for additional information on completing the SF-424.

In Section 8F of the SF-424, please include the name and contact information of the individual **who will**

complete the application in JustGrants. JustGrants will use this information (*email address*) to assign the application to this user in JustGrants.

Intergovernmental Review: This solicitation (“funding opportunity”) **is not** subject to [Executive Order \(E.O.\) 12372](#). (In completing the SF-424, an applicant is to answer question 19 by selecting “Program is not covered by E.O. 12372.”)

Standard Applicant Information (JustGrants 424 and General Agency Information)

The “Standard Applicant Information” section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. The applicant will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, the applicant will need to add zip codes for areas affected by the project, confirm its Authorized Representative, and verify and confirm the organization’s unique entity identifier, legal name, and address.

Proposal Abstract

A proposal abstract (no more than 400 words) summarizing the proposed project, including the purpose of the project, primary activities, expected outcomes, the service area, intended beneficiaries and subrecipients (if known), will be completed in the JustGrants web-based form. The applicant must also clearly describe the following:

- Applicant name.
- Project period.
- Total funds requested.
- Focus area under which the applicant is applying.
- Proposed period of the residency at BJA.
- Brief summary of the applicant’s criminal justice or other expertise that is relevant to the focus area under which they are applying.
- An overall summary of the project, including goals, objectives, and deliverables.
- A short statement of why the applicant wants to be a fellow with BJA.

Proposal abstracts should be:

- Written for a general public audience.
- Submitted as a separate attachment with “Proposal Abstract” as part of its file name.
- Single-spaced, using a standard 12-point Times New Roman font with 1-inch margins.

If the applicant is seeking priority consideration, applicant **must** provide the following information:

- Which priority consideration is being sought.
- What page(s) in the proposal narrative provide documentation of the applicant’s plan to respond to the priority consideration.

Proposal Narrative

The proposal narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point font; have no less than 1-inch margins; and should not exceed 20 pages. Pages should be numbered and submitted as an attachment. If the proposal narrative fails to comply with these length restrictions, BJA may consider such noncompliance in peer review and in final award decision.

The following sections must be included as part of the proposal narrative:

a. Description of the Issue

- Identify which of the six focus areas is requested for the fellowship.
- Describe the current and potential challenges facing the criminal justice field in this area.
- Provide data to show the nature and scope of the issue and explain previous or current efforts to address the issue.
- Describe the applicant's professional interest in working on this issue.

b. Program Design

- Clearly state how the applicant proposes to address the identified focus area.
- Outline the specific goals and objectives of the project and how they will address the focus area. This description should be outlined in a quarterly time/task plan to span over 24 months.
- Describe the strategies proposed for the fellowship, including specific deliverables to be completed during the period of the fellowship.
- If the applicant is seeking priority consideration for Priority 1, it should address in this section how the proposed project(s) will promote racial equity and/or the removal of barriers to access and opportunity, and/or contribute to greater access to services, for communities that have been historically underserved, marginalized, and adversely affected by inequality.

c. Capabilities and Competencies

- Describe the applicant's knowledge of BJA and/or prior experience working with BJA or its projects, if relevant.
- The applicant should discuss why they want to be a fellow at BJA.
- For applications submitted on behalf of an organization seeking a fellowship with BJA, describe the agency's interest in supporting the applicant in this fellowship, and state their understanding that during the period of the fellowship that the selected candidates will report to BJA.
- Describe the experience and capability of the applicant, including connections with national organizations, relevant work, lived experience, and/or academic experience necessary to complete the proposed fellowship activities.
- Provide documentation of any prior work or collaboration that has previously been undertaken by the applicant in the selected focus area.
- Describe any potential barriers to implementing the project and strategies to overcome them.
- Demonstrate that the applicant possesses the flexibility, skills, and temperament to operate in a fast-moving environment on multiple activities, sometimes with very short turnaround times.
- Document the applicant's ability to work collegially and collaboratively as a member of a team or teams across divisions, offices, and agencies, as well as with practitioners in the field.
- Document the applicant's ability to facilitate national scope projects and communicate with diverse stakeholders.
- Demonstrate the applicant's expertise working with and developing documents for practitioners and policymakers
- Include a résumé/CV demonstrating a minimum of 5 years of criminal justice-related experience that is specific to the scope of the fellowship proposed.

d. Plan for Collecting the Data

- Identify who will collect performance data, who will be responsible for performance measures, and how the information will be used to guide the program.

Note: Applicants are **not** required to submit performance data with the application. Rather, performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award.

OJP will require each successful applicant to submit regular performance data that show the completed work's results. The performance data directly relate to the goals, objectives, and deliverables identified in the "Goals, Objectives, and Deliverables" discussion. Applicants can visit OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

A list of the performance measures questions for this program can be found [here](#).

BJA will require award recipients to submit performance measure data and performance reports in JustGrants. BJA will provide further guidance on the post-award submission process, if selected for award.

Note on Project Evaluations

An applicant that proposes to use award funds through this solicitation to conduct project evaluations must follow the guidance in the "Note on Project Evaluations" section in the [OJP Grant Application Resource Guide](#).

Goals, Objectives, Deliverables, and Timeline

The applicant will submit the BJA Visiting Fellows Program's goals, objectives, and deliverables in the JustGrants web-based form.

Budget and Associated Documentation

Budget Worksheet and Budget Narrative (Web-based Form)

The applicant will complete the JustGrants web-based budget form. See the [OJP Grant Application Resource Guide for additional](#) information.

Indirect Cost Rate Agreement (if applicable)

The applicant will submit its indirect cost rate agreement by uploading it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide for additional](#) information.

Financial Management Questionnaire (including applicant disclosure of high-risk status)

The applicant will download the questionnaire, complete it, and submit it by uploading it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide for the link to the questionnaire and additional](#) information.

Applicants are to disclose whether they are currently designated high risk by another federal grantmaking 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 grantmaking 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.

- 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.

Disclosure of Process Related to Executive Compensation

If applicable, the applicant will submit a description of the process used to determine executive compensation by uploading the document as an attachment in JustGrants. See the “Application Attachments” section of the [OJP Grant Application Resource Guide](#) for information.

Additional Application Components

The applicant will attach the additional requested documentation in JustGrants.

Curriculum Vitae or Resumes

Provide the proposed BJA fellow’s curriculum vitae or résumé.

Tribal Authorizing Resolution

An application in response to this solicitation may require inclusion of tribal authorizing documentation as an attachment. If applicable, the applicant will submit the tribal authorizing documentation by uploading it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for information on tribal authorizing resolutions.

Timeline Form

Attach a project timeline spanning 24 months with each project objective, activity, expected completion date, and responsible person or organization.

Letters of Support

Attach relevant letters of support and/or memorandum of understanding (MOU) highlighting key partners and their support, roles, and agreement to collaborate. If the application is from an organization, it must provide a letter or MOU outlining the agreed-upon details of how it will work with the proposed fellow during the award period.

Research and Evaluation Independence and Integrity Statement

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. The applicant will submit documentation of its research and evaluation independence and integrity by uploading it as an attachment in JustGrants. For additional information, see the [OJP Grant Application Resource Guide](#).

Disclosures and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities

Complete and submit the SF-LLL in Grants.gov. See the [OJP Grant Application Resource Guide](#) for additional information.

DOJ Certified Standard Assurances

Review and accept the DOJ Certified Standard Assurances in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

Applicant Disclosure of Duplication in Cost Items

Complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [OJP Grant Application Resource Guide](#) for additional information.

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

Review and accept the DOJ Certified Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; Drug-Free Workplace Requirements; and Law Enforcement and Community Policing in JustGrants. See the [OJP Grant Application Resource Guide for additional information](#).

Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)

If applicable, submit the DOJ High Risk Disclosure and Justification as an attachment in JustGrants. A DOJ High Risk Grantee is an award recipient that has received a DOJ High Risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or is otherwise not responsible. See the [OJP Grant Application Resource Guide](#) for additional information.

How to Apply

Step 1: The applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html>.

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants at JustGrants.usdoj.gov.

For additional information, see the “How to Apply” section in the [OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

Submission Dates and Time

The **SF-424** and the **SF-LLL** must be submitted in Grants.gov by 8:59 PM ET on June 21, 2022.

The **full application** must be submitted in JustGrants by 8:59 PM ET on June 27, 2022.

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates to allow sufficient time to correct errors and resubmit by the submission deadlines if a rejection notification is received. To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline.

Experiencing Unforeseen Technical Issues

An applicant that experiences unforeseen SAM.gov, Grants.gov, or JustGrants technical issues beyond its control that prevents application submission by the deadline must demonstrate all efforts in requesting technical support in order to submit an application by the deadline. Technical support is available via phone and email to the applicable SAM.gov, Grants.gov, or JustGrants support centers or service desks in which an applicant received a ticket number for resolution. If an applicant misses a deadline due to unforeseen technical difficulties, the applicant may request a waiver to submit an application after the deadline. *Note: If an applicant does not submit all the required Grants.gov forms by the Grants.gov deadline, the applicant will not be able to proceed to the JustGrants portion of the application process.*

Applicants experiencing technical difficulties with the following systems must contact the associated support desk indicated below to report the technical issue and receive a tracking number:

- Grants.gov — Contact the [Grants.gov Customer Support Hotline](#).
- SAM.gov — Contact the [SAM Help Desk \(Federal Service Desk\)](#).
- JustGrants — Contact the JustGrants Support Desk at JustGrants.Support@usdoj.gov or 833-872-5175.

Applicants requesting a waiver to submit a late application must document their request for technical assistance in an email to OJP Response Center at grants@ncjrs.gov **within 24 hours after the application deadline** to request approval to submit its application after the deadline. If an applicant has technical issues with Grants.gov, the applicant must contact the OJP Response Center within 24 hours of the Grants.gov deadline to request approval to submit after the deadline. However, waiver requests will not be reviewed until after the JustGrants deadline to allow time for all waivers to be submitted. Waiver requests to submit after the submission deadline must:

- Describe the technical difficulties experienced.
- Include a timeline of the applicant's submission efforts (e.g., what date and time did the error occur, what date and time was action taken to resolve the issue and resubmit; and what date and time did support representatives respond).
- Include an attachment(s) of the complete grant application and all required documentation and material.
- Include the applicant's Unique Entity Identifier (UEI), and any applicable SAM.gov tracking number(s), Grants.gov Help Desk, and JustGrants Support Desk Ticket Numbers.

OJP will review each request for late submission and required supporting documentation and notify the applicant whether the request has been approved or denied. For more details on the waiver process, OJP encourages applicants to review the “Experiencing Unforeseen Technical Issues” section in the [OJP Grant Application Resource Guide](#).

Application Review Information

Review Criteria

a. Merit Review Criteria

Applications that meet the basic minimum requirements will be evaluated by peer reviewers on how the proposed project/program addresses the following criteria:

1. Statement of the Problem/Description of the Issue (20 percent) — Evaluate the applicant’s understanding of the program/issue to be addressed.
2. Project Design and Implementation (30 percent) — Evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (35 percent) — Evaluate the administrative and technical capacity of the applicant to successfully accomplish the goals and objectives.
4. Plan for Collecting the Data Required for this Solicitation’s Performance Measures (5 percent) — Evaluate the applicant’s understanding of the performance data reporting requirements and the plan for collecting the required data.
5. Budget (10 percent) — Evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

b. Other Review Criteria/Factors

Other important considerations for BJA include geographic diversity, strategic priorities (specifically including, but not limited to, the priority area already mentioned), available funding, past performance, and the extent to which the budget worksheet and budget narrative (web-based form) accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

Review Process

Applications submitted under this solicitation that meet basic minimum requirements will be evaluated for technical merit by a peer review panel(s) in accordance with OJP peer review policy and procedures using the review criteria listed above.

OJP screens applications to ensure they meet the basic minimum requirements prior to conducting the peer review. Although specific requirements may vary, the following are common requirements applicable to all OJP solicitations:

- The application must be submitted by an eligible type of applicant.
- The application must request funding within programmatic funding constraints (if applicable).
- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant. Among other things to help assess whether an applicant with one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM as excluded from receiving a federal award.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

Important note on FAPIIS: An applicant may review and comment on any information about itself that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may consider not only peer review ratings and BJA recommendations, but also other factors as indicated in this section.

Federal Award Administration Information

Federal Award Notices

See the [OJP Grant Application Resource Guide](#) for information on award notifications and instructions.

Administrative, National Policy, and Other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions and all applicable requirements of federal statutes and regulations, including the applicable requirements referred to in the assurances and certifications executed in connection with award acceptance. For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [OJP Grant Application Resource Guide](#).

Information Technology (IT) Security Clauses

An application in response to this solicitation may require inclusion of information related to information technology security. See the [OJP Grant Application Resource Guide](#) for information on information technology security.

General Information about Post-Federal Award Reporting Requirements

In addition to the deliverables described in the “Program Description” section, all award recipients under this solicitation will be required to submit certain reports and data.

Required reports. Award recipients typically must submit quarterly financial reports, semi-annual performance reports, final financial and performance reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

See the [OJP Grant Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measure data.

Federal Awarding Agency Contact(s)

For OJP contact(s), see the solicitation cover page.

For contact information for Grants.gov, see the solicitation cover page.

For contact information for JustGrants, see the solicitation cover page.

Other Information

Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)

See the [OJP Grant Application Resource Guide](#) for information on Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a).

Provide Feedback to OJP

See the [OJP Grant Application Resource Guide](#) for information on how to provide feedback to OJP.

Application Checklist

FY 2022 BJA Visiting Fellows Program

This application checklist has been created as an aid in developing an application. The [DOJ Application Submission Checklist](#) is another resource.

What an Applicant Must Do:

Prior to Registering in Grants.gov:

- Confirm your Entity's [System Award Management \(SAM\) Registration Information](#) (see [OJP Grant Application Resource Guide](#))

To Register with Grants.gov:

- Acquire an Authorized Organization Representation (AOR) and Grants.gov username/password (see [OJP Grant Application Resource Guide](#))
- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see [OJP Grant Application Resource Guide](#))

To Find Funding Opportunity:

- Search for the Funding Opportunity on Grants.gov using the opportunity number, Assistance Listing, or keyword(s)
- Select the correct Competition ID
- Access Funding Opportunity and Application Package (see Step 7 in [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)

Read OJP policy and guidance on conference approval, planning, reporting available at

ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm (see [OJP Grant Application Resource Guide](#))

Overview of Post-Award Legal Requirements:

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2022 Awards](#)" in the [OJP Funding Resource Center](#).

Review Scope Requirement:

- The federal amount requested is within the allowable limit(s) of \$350,000.

Review Eligibility Requirement:

- Individuals
- State governments
- City or township governments
- Public and state-controlled institutions of higher education
- County governments
- Native American tribal governments (federally recognized)
- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Private institutions of higher education
- For-profit organizations other than small businesses

Prepare to submit the Application for Federal Assistance standard form (SF)-424 and Disclosure of Lobbying Activities form (SF-LLL)

- Review Information to complete the Application for Federal Assistance (SF-424) in Grants.gov
- Complete the Standard Applicant Information (SF-424 information from Grants.gov)
- Submit the **SF-424** and **SF-LLL** in Grants.gov

After SF-424 and SF-LLL Submission in Grants.gov, Receive Grants.gov Email Notifications That:

- Submission has been received in Grants.gov
- Submission has either been successfully validated or rejected with errors (see [OJP Grant Application Resource Guide](#))

If No Grants.gov Receipt, and Validation or Error Notifications are Received:

- Contact Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, at Grants.gov customer support web page, or email at support@grants.gov regarding technical difficulties (see [OJP Grant Application Resource Guide](#))

Receive email notification to complete application in JustGrants:

- Proceed to complete application in JustGrants

Content of Application Submission: Critical Application Elements

The following items are critical application elements required to pass the basic minimum requirements review. If OJP determines that an application does not include the following elements, it will neither proceed to peer review, nor receive further consideration.

- Proposal Abstract
- Proposal Narrative
- Budget Worksheet and Budget Narrative (web-based form)
- Letters of Support from Host Agency if Applicant is an Agency or Organization
- Curriculum Vitae (CV) or Résumé of the Potential Fellow

Budget and Associated Documentation

- Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
- Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))
- Disclosure of Process related to Executive Compensation

Additional Application Components

- Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))
- Curriculum Vitae or Résumés
- Time Task Plan/Timeline Form
- Letters of Support/Memorandum of Understanding

Disclosures and Assurances

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (see [OJP Grant Application Resource Guide](#))
- DOJ Certified Standard Assurance (see [OJP Grant Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification - DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))

Submit Application in JustGrants:

- Application has been successfully submitted in JustGrants

If No JustGrants Application Submission, Validation, or Error Notifications are Received:

- Contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov regarding technical difficulties.