



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

Please see highlighted revisions on pages 1, 17, and 20.

BJA Visiting Fellows Program FY 2014 Competitive Announcement

Eligibility

Eligible applicants are limited to individuals, as well as state, tribal, or local government, organizations, or academic institutions seeking to provide federal-level experience for one of its staff members. Organizations seeking to place their employee as a Fellow under this program will not have programmatic oversight of the staff person for those activities conducted as part of the fellowship. For-profit organizations must agree to forgo any profit or management fee.

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 expertise 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 expertise and specific skills in developing models and applied research tools for the field, implementation of evidence-based practices, and collection and analysis of data and performance management.

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.

Deadline

Applicants must register with Grants.gov prior to submitting an application. (See “How to Apply,” page 22.) All applications are due by 11:59 p.m. eastern time on June 4, 2014. (See “Deadlines: Registration and Application,” page 4.)

All applicants are encouraged to read this [Important Notice: Applying for Grants in Grants.gov](#).

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 BJA contact identified below **within 24 hours after the application deadline** and request approval to submit their application.

For assistance with any other requirement of this solicitation, contact the BJA Justice Information Center at 1-877-927-5657, via e-mail at JIC@telesishq.com, or via live web chat at www.justiceinformationcenter.us. The BJA Justice Information Center hours of operation are 8:30 a.m. to 5:00 p.m. eastern time, Monday through Friday, and 8:30 a.m. to 8:00 p.m. eastern time on the solicitation close date.

Grants.gov number assigned to this announcement: BJA-2014-3841

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BJA Visiting Fellows Program (CFDA #s 16.751, 16.817, 16.608, 16.735, and 16.812)

Overview

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 is the following principles: to reduce crime, recidivism, and unnecessary confinement, and promote a safe and fair criminal justice system. To implement our strategies consistent with these principles, BJA supports effective criminal justice policy, programs, information sharing, and collaborations within state, local, and tribal agencies and communities, and promotes the use of data, research, and information to increase the effectiveness of criminal justice programs. BJA has four primary components: Policy, Programs, Planning, and the Public Safety Officers' Benefits Office. The Fellows will work in the 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.

To address emerging issues and build capacity to improve the administration of criminal justice, BJA launched the BJA Visiting Fellows Program in FY2012. The intent is to leverage state, local, or tribal subject-matter expertise to assess areas of need and to develop strategies, tools, and policies in collaboration with BJA staff for the benefit of the criminal justice field. By hosting up to five Fellows with FY 2014 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 potential applicants from a broad range of disciplines to consider how their work in areas related to crime and justice might support work in the BJA Visiting Fellows Program's priority issue areas outlined below.

This program is funded under the Edward Byrne Memorial Competitive Grant Program (Byrne Competitive Program), the Byrne Criminal Justice Information Program (BCJI), Assistance to Indian Tribes Program (Tribal Assistance), the Prison Rape Elimination Act, and the Second Chance Act.

Deadlines: Registration and Application

Applicants must register with Grants.gov prior to submitting an application. 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. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on June 4, 2014. See "How to Apply" on page 22 for details.

Eligibility

Refer to the title page for eligibility under this program.

BJA Visiting Fellows Program—Specific Information

Through the BJA Visiting Fellows Program, BJA announces plans to invest in the field to advance priority national policy issues and offer cross developmental opportunities for DOJ staff and practitioners and researchers in the criminal justice field. Awards made under the BJA Visiting Fellows Program will fund fellowships for a total period of 12–18 months, including a residency period of at least 6–12 months onsite at BJA in Washington, D.C. The goal of the fellowship is to make important policy and programmatic contributions in a priority area of criminal justice practice. Fellows will work in collaboration with BJA and DOJ staff to help provide critical outreach, data, research, and subject-matter expertise to inform the development of new BJA strategies and programs to benefit the field.

To ensure the goals 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 on the issue area for which they are applying. Therefore, the 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. A key priority for these Fellows will also be to support the use of 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.

Program Strategy

A centerpiece of the Visiting Fellows Program is a term of residency at BJA, working full-time onsite at BJA for at least 6–12 months. Fellows are expected to work onsite in Washington, D.C. 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. This project is not intended to fund a set of activities with a group of staff but rather the activities of the Fellow in collaboration with BJA. Additional time can be built into the period of the fellowship before or after the residency period at BJA to prepare for the fellowship work and to complete deliverables. The total fellowship, including both the offsite and residency periods, should be no more than 18 months. During the period of the fellowship, it is estimated that about 20 percent of the fellowship time will be devoted to collaborative work with BJA staff and leadership. BJA will consider periods less than 6 months (1,500 hours) or a part-time schedule (i.e., 20 hours per week) for a period of 1 year where the applicant makes the case that the goals of this solicitation can still be accomplished in a shorter amount of time.

Fellows will be expected to produce specific deliverables that can address these priority issues, such as outreach to BJA stakeholders, applied research tools, training curricula or toolkits, articles or publications, and provision of technical subject-matter assistance. Through this process, the Fellows will assist BJA in enhancing strategies and building capacity, then bring their fellowship experience back into the field. Applications should propose strategies to address the stated goals of the solicitation and the specific priority area, but final defined deliverables will be based upon those which are proposed in the application and negotiated with BJA through the award and start-up period. These deliverables must advance a priority policy issue during the fellowship at BJA, and can either enhance existing policy or develop new strategies to address emerging policy issues.

Fellows will be required to maintain time records and submit progress reports documenting their work to help ensure a continuous level of effort. Progress reports will also be used to ensure that the Fellow's activities support the stated purpose of the award and that the fellowship's deliverables are being met as established by the approved schedule for that reporting period. The Fellow's financial, administrative, and programmatic compliance, as well as overall performance, will be monitored by BJA staff. Oversight of the direction of the grant goals and implementation of deliverables will be managed by staff within the assigned unit with ultimate oversight by the BJA Associate Deputy Director. Because the salary of a BJA Fellow is intended to compensate 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 days worked beyond that set out above) may require an adjustment of the Fellow's drawdown schedule or award budget. During the Fellow's residency period, BJA will provide workspace and equipment, including telephone, computer, office supplies, and Internet access.

FY 2014 fellowships are expected to begin after October 1, 2014 and end before March 31, 2016. Any offer of a fellowship is contingent upon the applicant successfully passing a complete and thorough background security check. The BJA Fellow will be expected to undergo OJP Financial Management training.

Goals, Objectives, and Deliverables

The overarching goal of these fellowships is to provide assistance through BJA to meet the field's need for evidence-based training, technical assistance, and public awareness resources in the priority areas outlined below. Each Fellow will be expected to complete a major set of deliverables that will address critical, chronic, or emerging issues and build capacity to address priority issues in the criminal justice field. Critical deliverables could include:

- Outreach to BJA stakeholders to coordinate development of projects, such as interviews or focus groups.
- Creation of reports, toolkits and training curricula, applied research tools, and other creative learning strategies.
- Translating research and evidence into programmatic and policy implications for practitioners.
- Development of up to two significant articles or publications on topics relevant to BJA's mission.
- Provision of technical subject-matter training and assistance to the BJA staff, especially their Policy Team.
- Collaboration to facilitate creation of recommended strategies and enhancements to work in the specific priority issue area (identified below).
- Training of BJA stakeholders.

Enhancing the professional development of successful applicants is an important aspect of the fellowship program, but activities and deliverables must conform to the solicitation parameters, with a specific focus on the priority issues developed 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.

Fellows will be expected to participate in a wide range of collegial work with the BJA Director and the BJA staff. Much of this collegial work will be designed to provide subject-matter expertise to expose BJA and other DOJ staff on issues facing the field and current practice to

enhance the knowledge-building work of BJA. The Fellow will have a range of opportunities to participate in high-level policy discussions and processes that inform practice and 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 five priority issue areas below.

In FY 2014, the priority issue areas are:

1. **Cybercrime:** The Cybercrime fellowship will focus on cybercrime issues related to the identification, investigation, and prosecution of crimes committed using electronic devices, the Internet, and secure networks as they relate to state, local, and tribal criminal justice and public safety agencies. The ideal candidate will have a strong technical background and understanding of electronic communication methods, storage of electronic data, methods for securing communication and data, methods for reporting electronic based crimes, investigation techniques, and preparation for prosecution, to include an understanding of a prosecutorial perspective. The candidate must also possess the ability to help facilitate national scope projects, communicate with diverse stakeholders, and work both independently and in a team environment. The Fellow must also understand the principles and values of information sharing between the criminal justice and public safety communities at all levels of government, to include federal agencies. The selected Fellow will be expected to assist BJA in developing national policy, evaluating training delivery and technical assistance to criminal justice and public safety agencies, and shaping project activities in support of BJA's efforts to enhance the justice communities' capacity to combat electronic and cyber-crimes. This fellowship will be assigned to BJA's Policy Justice Information Sharing Team and will coordinate closely with other staff, including BJA's Policy Law Enforcement Team.
2. **Enhancing the Use of Evidence to Inform National Criminal Justice Policy:** This fellowship will work with BJA leadership and staff to enhance the translation and meaningful integration of research knowledge and evidence into practice by policy makers and the criminal justice field, particularly strategies to translate and integrate evidence and data that OJP generates. The Fellow will develop practical strategies and tools that will help criminal justice practitioners, policymakers, and BJA staff to better understand, access, and integrate evidence into the decisions that they make, as well as existing strategies that merit further review. Activities will include the development and implementation of strategies designed to identify, assemble, synthesize, and disseminate a broad range of evidence relating to priority topics.¹ Strategies must consider science on methods of translation that best serve the needs of the audiences and increase use of information, skills building on research, and application and use of evidence in a meaningful way. The candidate must also have the ability to facilitate national scope projects, communicate with diverse stakeholders, and work in a collaborative team environment. The ideal candidate should be an expert criminal justice researcher with experience working with and supporting translation and integration, such as developing documents or reports for practitioners, and/or training in evidence-based practices. The fellowship is an opportunity to bring a leading researcher into residency at BJA to transfer information and understanding of research evidence, and to build support for research-based approaches by aligning the efforts of researchers,

¹ Priorities will include topics within the areas of Crime and Crime Prevention, Law Enforcement, Risk-Needs-Responsivity, Courts, Corrections and Reentry, Place-Based and Community-Oriented and Data and Information Sharing. Applicant can offer suggestions and a final set of topics will be negotiated in the start-up period.

practitioners, and policymakers. This fellowship will be housed within the BJA Policy Strategic Initiatives Unit and will collaborate closely with other BJA Policy Teams.

3. **Tribal Justice:** This fellowship will seek to improve and expand the efforts of BJA to fully implement priority goals set in consultation with tribal nations and new legislative authorities that can enhance BJA collaboration with tribal nations, federal, state, and local partners and with national training and technical assistance partners. BJA has built a strong collaborative infrastructure to manage consultation with tribal nations, provide funding for tribes through the Coordinated Tribal Assistance Solicitation, and coordinate training and technical assistance strategies across DOJ. BJA also has strong working relationships with other federal agencies and has introduced a number of strategies to implement Tribal Law and Order Act authorities, including intergovernmental collaboration, coordination of Indian Alcohol and Substance Abuse, enhanced sentencing authority and implementation of the Tribal Justice Plan; and support for a pilot project to implement new domestic violence special jurisdiction.² BJA seeks to increase the use of these new authorities and priorities by the field by building capacity of tribal justice systems to effectively address critical tribal safety concerns. Through the support of a Tribal Justice Fellow, BJA will develop new strategies to support implementation and integration of strategies into its programs to address these priority needs with a particular focus on high risk offenders, strong trial advocacy skills, management of longer term offenders, gaps in research and data, and coordination efforts to enhance efficacy. The ideal candidate will have strong experience in tribal justice systems as well as state and local justice systems, ideally with some experience in a federal, state, and/or tribal prosecution, defense, corrections, or law enforcement position; intergovernmental collaboration; and collecting, sharing, and using data and research to enhance practice. The candidate must also have the ability to facilitate national scope projects, communicate with diverse stakeholders, and work in a collaborative team environment. The Fellow selected will be expected to assist BJA in developing national policy, guiding the delivery of training and technical assistance to local and state agencies, and shaping project activities that support BJA's efforts to enhance safety in tribal nations. This fellowship will be housed within the BJA Policy Strategic Initiatives Unit and will collaborate closely with other BJA Policy Teams.

4. **Enhancement of Place-Based, Community-Oriented Crime Prevention:** This fellowship will seek to improve and expand the efforts of BJA to enhance the integration of federal resources and strategies to support place-based, community-oriented crime prevention strategies, with a specific focus on Byrne Criminal Justice Innovation (BCJI) and the larger Neighborhood Revitalization Initiative (NRI). BJA has already built a strong collaborative infrastructure with its federal partners to better coordinate resources and funding for distressed communities seeking to comprehensively address challenges in their communities. It has also built strong strategies to enhance the use of data and research to support and enhance planning and implementation of strategies. At the same time, BCJI and NRI are new efforts, and this Fellow would work with BJA staff to develop and implement strategies to scan and document these processes, and review and collate information about existing federal efforts to share with other BCJI sites and non-BCJI funded communities facing these challenges. The Fellow would also develop strategies to leverage technology to summarize information about resources from federal partners that could assist the BCJI sites and crime issues identified by the sites. Finally the Fellow would work with BJA to support meetings and other strategies to develop

² Authorized under the Violence Against Women reauthorization in 2013.

core data sets needed by the BCJI sites to most effectively assess program implementation and success. The ideal candidate will have strong experience in place-based, community-oriented crime prevention programs, ideally with some experience working in or with communities; as well as a strong foundation in criminal justice processes and collaborations to support data-drive problem solving, including collecting, sharing, and using data and research to enhance practice. The candidate must also have the ability to facilitate national scope projects, communicate with diverse stakeholders, and work in a collaborative team environment. The Fellow selected will be expected to assist BJA in developing national policy, guiding the delivery of training and technical assistance to local and state agencies, and shaping project activities that support BJA's efforts to enhance safety in tribal nations. This fellowship will be housed with the BJA Policy Strategic Initiatives Unit and will collaborate closely with other BJA Policy Teams.

- 5. Reforming Corrections Policies and Practices to Reduce Recidivism and Enhance Outcomes:** BJA seeks to identify and work collaboratively with a Fellow who possesses significant corrections policy and practice experience to enhance current national efforts related to offender reentry, recidivism reduction, and/or the Prison Rape Elimination Act (PREA). Potential Fellows are strongly encouraged to propose specific strategies that build upon and improve BJA's investments in the corrections priority area.³ For example, an applicant with significant experience leading their state's successful efforts to comply with the National PREA Standards could propose to leverage their work and accomplishments to assist BJA and the DOJ's current efforts to promote nationwide compliance with the Standards. Similarly, a corrections policymaker who has played an integral leadership role developing and implementing policies and practices that have resulted in successful outcomes (e.g., reductions in institutional corrections populations, lower rates of technical violations and returns to prison by offenders on post-release supervision, decreases in recidivism by offenders released from prison, etc.) could propose innovative ways to assist BJA to support and document achievement of such outcomes in other jurisdictions across the nation. BJA is also very committed to identifying new and emerging corrections challenges, and developing and implementing efficient and effective national strategies, policies, and practices to address them. As such, a potentially viable alternative for BJA's Corrections Fellow is to lead a strategic, comprehensive process to define one or more of these challenges and to develop methods BJA can use to help solve them. An optional, but preferred, activity to support such a process could be convening a formal summit or meeting of corrections experts from across the nation to forecast upcoming corrections challenges, and to advise BJA on priorities and proactive next steps. The ideas contained in this section are intended to be illustrative rather than proscriptive. BJA, therefore, strongly encourages potential Corrections Fellows to submit creative and innovative proposals to enhance BJA's current national efforts related to promoting successful offender reentry, reducing recidivism among correctional populations, and/or improving prison safety and effectively addressing prison rape; or assist BJA to identify and define new and emerging corrections challenges, and define efficient and effective methods to address them. The

³ BJA leads national corrections programs to support innovative, strategic efforts at the state, local, and tribal levels to promote positive offender reentry outcomes by developing and implementing evidence-based, data-driven programs and services for offenders returning to this nation's communities from prison; reduce offender recidivism and enhance public safety while lowering corrections populations and costs; and improve the safety of correctional facilities, and reduce the incidence and prevalence of prison rape.

successful applicant will be an integral member of the Justice Systems Team in BJA's Policy Office and with staff members from across the Policy Office and BJA management. It is likely that the individual will also have opportunities to provide strategic guidance related to corrections to the BJA Director and OJP leadership from the Office of the Assistant Attorney General.

In addition, all Fellows will be expected to engage in the following kinds of activities as part of being a BJA Visiting Fellow Program:

- Assist BJA with activities designed to assess the technical assistance, training, and capacity building needs in the priority area.
- Assume lead responsibility for reviewing, updating, and maintaining any relevant BJA web site pages, in coordination with BJA staff.
- Assess current BJA training and technical assistance resources in the priority area to determine if the products should be updated to be relevant to the field.
- Assist BJA staff with the review and analysis of semi-annual performance measurement data submitted to BJA by grantees, if any, in the assigned priority area through OJP's Grants Management System (GMS) progress reports and the Performance Measurement Tool (PMT). The Fellow will highlight inconsistencies between the performance data and the narrative reports and work with BJA staff and grantee organizations to reconcile the data.
- Work with BJA staff to plan and implement monthly technical assistance conference calls with grantees on projects in assigned priority areas, including identifying potential call topics and speakers.
- At the request of BJA management, participate in internal and external stakeholder meetings, forums, conferences, and international briefings for the purpose of presenting information on BJA efforts to address issues in the priority area and corresponding gaps in services and capacity building needs of the field.
- Prepare detailed reports, speeches, and articles at the request of OJP and BJA management.
- Develop written responses to various requests for information, including public inquiries seeking information on BJA's efforts in the priority area.
- Participate in professional development and training activities in consultation with BJA management to enhance expertise related to the priority area.
- Travel to support the execution of the above activities.
- Other duties as assigned to support the implementation of the fellowship.

Interested applicants should note the following:

- BJA Fellows must pass the DOJ background investigation and receive the appropriate security clearance prior to the release of their grant funding.
- BJA Fellows must have no outstanding IRS tax debt or delinquent federal debt.
- BJA Fellows will be responsible for maintaining an accurate record of their time dedicated to the fellowship. BJA Fellows are required to spend at least **1,100 hours during the duration of their fellowship onsite at BJA.**

Evidence-Based Programs or Practices

OJP strongly emphasizes the use of data and evidence in policy making and program development in criminal justice, juvenile justice, and crime victim services. OJP is committed to:

- improving the quantity and quality of evidence OJP generates;
- integrating evidence into program, practice, and policy decisions within OJP and the field; and
- improving the translation of evidence into practice.

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. OJP's CrimeSolutions.gov web site is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

Amount and Length of Awards

BJA anticipates that it will make up to 5 awards for a maximum 18-month project period. Overall funding for FY 2014 will be \$1,350,000. The Fellows will be hosted at BJA for part of the project, and the budget should support salary and expenses and limited travel. BJA may choose to supplement and extend the period of fellowships.

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

Budget Information

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, and other limited administrative expenses. **BJA will not fund salary (or costs) for any persons 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, 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 and budget narrative and be clearly tied to the proposed fellowship activities. Travel can include: (1) travel associated with the fellowship duties, (2) travel from the Fellow's home to BJA and back for the fellowship residency, and (3) up to two trips to travel home during the period of the residency. This travel will not include local travel between the Fellow's local residence during the period of the residency at BJA. Proposals primarily to purchase equipment, materials, or supplies will not be funded. Fellows are generally required to spend a minimum of 1,100 hours during the duration of their fellowship on site at BJA, though BJA will consider shorter periods of time where the applicant makes the case that s/he will still satisfactorily accomplish the goals of the solicitation. Proposals that do not respond to the specific goals of this solicitation will not be funded.

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 percent of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. The 2014 salary table for SES employees is available at www.opm.gov/salary-tables. Note: A 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 Assistant Attorney General for OJP 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 of the OJP "Other Requirements for OJP Applications" web page at www.ojp.usdoj.gov/funding/other_requirements.htm.

Match Requirement

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.

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. Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
Advance priority issues by enhancing existing policy or developing new strategies to address priority or emerging policy issues in the criminal justice field	<p>Provide a final report with a comprehensive overview of the project</p> <p>Percentage of deliverables that meet expectations</p> <p>Percent of deliverables completed on time</p> <p>Number of conferences, focus groups, and forums attended</p> <p>Number of papers presented at national conferences</p> <p>Number of recommendations developed</p> <p>Number of program policies changed, improved, or rescinded based upon recommendations</p>	<p>Final comprehensive report providing an overview of the project and a detailed description of the design, activities, outcomes of assessments, and deliverables completed. Report must also include copies of all deliverables completed as well as a discussion of the implications of the project findings for criminal justice practice and policy in the United States</p> <p>During the current reporting period:</p> <p>Number of deliverables to include (but not limited to): reports, toolkits, training curricula, applied research tools, publications</p> <p>Number of deliverable that meet expectations as approved by BJA staff</p> <p>Number of deliverables to include (but not limited to): quarterly financial and data reports, semi-annual narrative reports, and the final report</p> <p>Number of deliverables completed on time</p> <p>Number of conferences, focus groups, and forums attended</p> <p>Number of papers presented at national conferences</p> <p>Number of recommendations made to BJA Policy staff during the length of the fellowship</p> <p>Number of recommendations made to BJA Policy staff that were implemented</p>

OJP does not require applicants to submit performance measures data with their applications. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section “What an Application Should Include” on page 14 for additional information.

Note on Project Evaluations

Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human subjects protection regulations. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP’s performance measure data reporting requirements likely do not constitute “research.” Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as, “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge” 28 C.F.R. § 46.102(d). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the “Research and the Protection of Human Subjects” section of the OJP “Other Requirements for OJP Applications” Web page (www.ojp.usdoj.gov/funding/other_requirements.htm). Applicants whose proposals may involve a research or statistical component also should review the “Confidentiality” section on that Web page.

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 negatively affect 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 that are determined to be nonresponsive to the scope of the solicitation, or that do not include the application elements that BJA has designated to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, BJA has designated the following application elements as critical:

- Project Abstract
- Program Narrative
- Budget Detail Worksheet and Budget Narrative
- Time/Task plan
- Resumes/curriculum vitae of key personnel

Applicants may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one budget document, it must contain **both** narrative and detail information.

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).

2. Project Abstract

Applications should include a high-quality project abstract that summarizes the proposed project in 400 words or less. 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.

The abstract should provide the following information:

- Name of the applicant.
- Priority area under which the applicant is applying: *Cybercrime; Enhancing the Use of Evidence to Inform National Criminal Justice Policy; Tribal Justice; Enhancement of Place-Based, Community-Oriented Crime Prevention; or Reforming Corrections Policies and Practices to Reduce Recidivism and Enhance Outcomes.*
- Proposed fellowship period and period of the residency at BJA.
- Brief summary of the criminal justice expertise of the applicant that is relevant to the priority area under which they are applying.
- An overall summary of the project, including purpose, goals, and deliverables.
- A short statement of why the applicant wants to be a Fellow with BJA.

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

All project abstracts should follow the detailed template available at www.ojp.usdoj.gov/funding/Project_Abstract_Template.pdf.

3. Program Narrative

The program narrative must respond to the solicitation and the Selection Criteria (1-4) in the order given. The program narrative should be double-spaced, using a standard 12-point font (Times New Roman is preferred) with not less than 1-inch margins, and should not exceed 15 pages. Number pages "1 of 10," "2 of 10," etc.

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

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

- a. Statement of the Problem
- b. Project Design and Implementation
- c. Capabilities and Competencies

- d. Plan for Collecting the Data Required for this Solicitation's Performance Measures
BJA does not require applicants to submit performance measures data with their application. Performance measures are included as an alert that BJA will require successful applicants to submit specific data as part of their reporting requirements. For the application, applicants should indicate an understanding of these requirements and discuss how they will gather the required data, should they receive funding.

4. Budget Detail Worksheet and Budget Narrative

a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet.

For questions pertaining to budget and examples of allowable and unallowable costs, see the OJP Financial Guide at www.ojp.usdoj.gov/financialguide/index.htm.

b. Budget Narrative

The budget narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. 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 mathematically sound 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. 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 [OJP Financial Guide](#).

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a 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 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.usdoj.gov/funding/pdfs/indirect_costs.pdf.

6. 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.

7. Additional Attachments

a. Applicants must include the following attachments:

- A resume/curriculum vitae demonstrating a minimum of 5 years criminal justice-related experience.
- A high level time/task plan, outlining key timelines and steps for proposed strategies. The time/task plan should be no more than two pages.

b. Applicant disclosure of pending applications

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 and 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 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.”).

c. 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.

For purposes of this solicitation, research and evaluation independence and integrity pertains to ensuring that the design, conduct, or reporting of research and evaluation funded by BJA grants, cooperative agreements, or contracts will not be biased by any personal or financial conflict of interest on the part of the investigators responsible for the research and evaluation or on the part of the applicant organization. Conflicts can be either actual or apparent. Examples of potential investigator (or other personal) conflict situations may include 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 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 project, 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 is a problem.

In the attachment dealing with research and evaluation independence and integrity, the applicant should explain the process and procedures that the applicant has 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 subrecipients. It should

also identify any potential organizational conflicts of interest on the part of the applicant with regard to the proposed research/evaluation. If the 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. 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.

For situations in which potential personal or organizational conflicts of interest exist, in the attachment, the applicant should identify the safeguards the applicant has or will put in place to eliminate, mitigate, or otherwise address those conflicts of interest.

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

8. Accounting System and Financial Capability Questionnaire

Any applicant (other than an individual) that is a non-governmental entity and that has not received any award from OJP within the past 3 years must download, complete, and submit this [form](#).

Selection Criteria

The following five selection criteria will be used to peer review each application, with the different weight given to each based on the percentage value listed after each individual criterion. For example, the first criterion, "Statement of the Problem," is worth 10 percent of the entire score in the application review process. For purposes of this section, the responses should be from the perspective and experience of the "applicant" which in this section refers to the person who is seeking to be placed in the fellowship.

1. Statement of the Problem (10 percent of 100)

- a. Identify the particular priority area of the fellowship, consistent with one of the five priority issue areas identified on pages 7-10.
- b. Describe the challenges facing the criminal justice field in this area.
- c. Provide data to show the nature and scope of the problem and explain previous or current efforts to address the problem.
- d. Describe applicant's professional interest in working on this issue.

2. Project Design and Implementation (35 percent of 100)

- a. Clearly state how the applicant proposes to address the identified priority issue, including the issues identified in the Statement of the Problem.
- b. Outline the specific goals and objectives of the project and how they will address the problem identified in the Statement of the Problem. This description should clearly tie to the time/task plan.
- c. Describe the strategies proposed for the fellowship, including specific deliverables to be completed during the period of the fellowship.

3. Capabilities and Competencies (40 percent of 100)

- a. Describe the applicant's knowledge of BJA and/or prior experience working with BJA or its projects.
- b. The applicant should discuss why they want to be a Fellow at BJA.
- c. For applications from an organization seeking to place an employee in a fellowship with BJA, describe the agency's interest in supporting the applicant in this fellowship.
- d. Describe the experience and capability of the applicant, including relevant work and academic experience to be able to complete the proposed fellowship activities.
- e. Provide documentation of any prior work or collaboration that has previously been undertaken by the applicant in the particular issue area.
- f. Describe any potential barriers to implementing the project and strategies to overcome them.
- g. 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 time.
- h. Document the applicant's ability to work collegially and collaboratively as a member of a team or teams across divisions, offices, agencies, and practitioners in the field.
- i. Document the applicant's ability to facilitate national scope projects and communicate with diverse stakeholders.
- j. Demonstrate the applicant's expertise working with and developing documents for practitioners and policymakers
- k. Include a resume/curriculum vitae demonstrating a minimum of 5 years criminal justice-related experience that is specific to the scope of fellowship proposed.

4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5 percent of 100)

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

5. Budget (10 percent of 100)

- a. Refer to the budget information listed on page 16 for more detailed information.
- b. Ensure the Fellowship period is consistent with solicitation requirements, including that the application does not seek funding for staff (other than those allowable under the solicitation) to manage the core duties of the Fellowship.
- c. Budgets should be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should demonstrate how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.⁴

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. BJA 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. BJA may use internal peer reviewers, external peer reviewers, or a combination, to review the

⁴ Generally speaking, a reasonable cost is a cost that if, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

applications. 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. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer, in consultation with BJA, reviews applications for potential discretionary awards to evaluate the fiscal integrity and financial capability of applicants, examines proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

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 factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Civil Rights Compliance Specific to State Administering Agencies
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- Reporting of Potential Fraud, Waste, and Abuse, and Similar Misconduct
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds

- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Non-profit Organizations
- For-profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act of 2006 (FFATA)
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active SAM Registration
- Policy and Guidance for Approval, Planning, and Reporting of Conferences (including Meetings and Trainings)
- OJP Training Guiding Principles for Grantees and Subgrantees

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.

BJA 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 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 “&amp;” 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:

- 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/applicants/get_registered.jsp.

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 numbers for this solicitation are:

- 16.751, titled "Edward Byrne Memorial Competitive Grant Program"
- 16.817, titled "Byrne Criminal Justice Innovation Program"
- 16.608, titled "Tribal Court Assistance Program"
- 16.735, titled "Protecting Inmates and Safeguarding Communities Discretionary Grant Program"
- 16.812, titled "Second Chance Act Prisoner Reentry Initiative"

The funding opportunity number is BJA-2014-3841.

6. Complete the Disclosure of Lobbying Activities. All applicants must complete this information. Applicants that expend any funds for lobbying activities must provide the detailed information requested on the form *Disclosure of Lobbying Activities* (SF-LLL). Applicants that do not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.

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 an e-mail validation message from Grants.gov. The message will state whether the application has been received and 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 an application, BJA will review only the most recent valid version submitted.

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 e-mail the BJA 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: BJA 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 Web site
- 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.usdoj.gov/funding/solicitations.htm.

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 FY 2014 BJA Visiting Fellows Program

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 23)
- _____ Acquire or renew registration with SAM (see page 23)

To Register with Grants.gov:

- _____ Acquire AOR and Grants.gov username/password (see page 23)
- _____ Acquire AOR confirmation from the E-Biz POC (see page 24)

To Find Funding Opportunity:

- _____ Search for the funding opportunity on Grants.gov (see page 24)
- _____ Download Funding Opportunity and Application Package (see page 24)
- _____ Sign up for Grants.gov email notifications (optional) (see page 22)
- _____ Read [Important Notice: Applying for Grants in Grants.gov](#)

General Requirements:

- _____ Review "[Other Requirements](#)" web page

Scope Requirement:

- _____ The federal amount requested is within the allowable limit(s) of \$1,350,000.

Eligibility Requirement:

- _____ Eligible applicants are individuals (see page 1). Those to be placed in the fellowship must have at least 5 years of relevant criminal justice experience.

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 15)
- _____ Project Abstract (see page 15)
- _____ *Program Narrative (see page 15)
- _____ *Budget Detail Worksheet (see page 16)
- _____ *Budget Narrative (see page 16)
- _____ _____ Employee Compensation Waiver request and justification (if applicable) (see page 12)
- _____ _____ Read OJP policy and guidance on "conference" approval, planning, and reporting available at www.ojp.gov/funding/confcost.htm (see page 12)
- _____ Disclosure of Lobbying Activities (SF-LLL) (see page 23)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 16)
- _____ Applicant Disclosure of High Risk Status (see page 17)
- _____ Additional Attachments (see page 17)
 - _____ *Resume/curriculum vitae demonstrating a minimum of 5 years criminal justice related experience* (see page 17)
 - _____ *Time/Task plan (no more than 2 pages) (see page 17)
 - _____ Applicant disclosure of pending applications (see page 17)
 - _____ Research and Evaluation Independence and Integrity (see page 18)
- _____ Accounting System and Financial Capability Questionnaire (if applicable) (see page 19)

* These elements are the basic minimum requirements for applications. Applications that do not include these elements shall neither proceed to peer review nor receive further consideration by BJA.