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# National Institute of Justice

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

*Sarah V. Hart, Director*

*December 2001*

## W.E.B. DuBois Fellowship Program

NIJ Research Opportunity

**APPLICATION DEADLINE:**  
February 1, 2002

**U.S. Department of Justice**  
**Office of Justice Programs**  
810 Seventh Street N.W.  
Washington, DC 20531

**John Ashcroft**  
*Attorney General*

**Deborah J. Daniels**  
*Assistant Attorney General*

**Sarah V. Hart**  
*Director, National Institute of Justice*

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

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**Office of Justice Programs**  
**World Wide Web Site:**  
<http://www.ojp.usdoj.gov>

**National Institute of Justice**  
**World Wide Web Site:**  
<http://www.ojp.usdoj.gov/nij>

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## W.E.B. DuBois Fellowship Program

### *Biography*

W.E.B. DuBois (1868-1963) was one of the foremost early leaders in the struggle for racial equality in the United States. A founder of the NAACP, he was a scholar as well as an activist; his book *“The Souls of Black Folk”* is a classic exposition of “the meaning of being black.” As a social scientist, DuBois used the objective method of his profession to challenge discriminatory ideologies and institutions and advocate social change. His classic study *“The Philadelphia Negro,”* published in 1899, was a groundbreaking sociological study of that city’s black community, one of the first research projects to combine urban ethnography, social history, and descriptive statistics. DuBois challenged black people to pursue higher education and become involved in the political process.

### I. Introduction and Background

The National Institute of Justice (NIJ) supports the investigation, analysis, and development of innovative approaches that enhance justice and advance public policy decision-making on issues related to crime, violence, and the administration of justice. Recognizing the dynamic influence of community factors on these issues, NIJ includes in its research portfolio a body of work that explores diverse perspectives addressing criminal justice research questions. The W.E.B. DuBois Fellowship Program seeks to advance the field of knowledge regarding the confluence of crime, justice, and culture in various societal contexts. DuBois Fellows will be asked to focus on these policy-relevant questions in a manner that truly reflects their saliency as an integral part of the American past, present, and, increasingly, its future.

The DuBois Fellowship complements NIJ’s other fellowship programs and provides talented researchers early in their career with the opportunity to elevate independently generated research and ideas to the level of national discussion. DuBois Fellows will contribute to NIJ’s national criminal justice research program by studying topics of mutual interest to the Fellow and the Institute. Researchers from all academic disciplines are encouraged to apply. Because of the focus of this Fellowship, NIJ strongly encourages applications from diverse racial and ethnic backgrounds.

Fellows may spend a period of residence at NIJ and prepare reports suitable for publication by NIJ that summarize the results and policy implications of their research. NIJ will negotiate specific products with Fellows during the pre-award period. Fellows also may be asked to:

- Participate in developing plans for nationally significant criminal justice research programs relating to the Fellow’s proposed research and field of expertise
- Interact with Institute staff and other Fellows
- Develop and make presentations to inform and involve the Institute’s research and development community and program partners in discussion and interpretation of research findings and policy implications
- Assist NIJ in the development of informational materials for new or current projects.

The DuBois Fellowship places particular emphasis on crime, violence, and the administration of justice in diverse cultural contexts. Therefore, researchers may choose from, but are not limited to, the following list of broad topic areas:

- **Immigration, crime, and victimization:** examining incidences of crime, violence, and victimization within immigrant populations; justice system responses; justice system

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innovations addressing the needs of immigrant populations; and illegal immigration, with a focus on law enforcement issues and the administration of justice.

- **Transnational crime:** examining instances in which crime and crime control efforts extend beyond national boundaries and studying links to transnational crime in immigrant communities and implications for sound investigative practices.
- **Police-community relations:** considering the impact of race, ethnicity, gender, and culture on law enforcement effectiveness and perceptions of justice; weighing factors of language, culture, and socio-historical perceptions of law enforcement as these issues come to bear on the ability of police, as individuals and organizations, to serve communities.
- **Courts, sentencing, and corrections:** determining the influence of race, ethnicity, gender, and culture on charging decisions, sentencing practices, and disparities in representation; considering the needs of special populations within the correctional system and current programmatic responses addressing rehabilitation and offender reintegration in situations where race, gender, or culture may prove relevant.
- **Civil rights:** researching the preservation of civil rights juxtaposed against the preservation of public safety, order, and the administration of justice; examining policing and other justice system issues through comparative analyses of practices in existing and emerging democracies.
- **Ethnographic studies investigating crime, violence, substance abuse, and justice system interactions in particular cultural settings:** exploring in depth the role of race, ethnicity, and culture-specific norms within particular communal contexts; considering

implications for further knowledge development and the development of policies and programmatic responses that take these factors, where relevant and significant, into account.

In addition to describing the substantive focus of the proposed research, applicants should describe in detail the manner in which their work would be conducted. Unlike other research grant proposals where a team of researchers might undertake a large-scale project, a fellowship places an emphasis on the activities and interactions of the principal scholar. The fellowship should be comprised of activities linking the work of the Fellow to NIJ, the Fellow's home institution, and colleagues at other institutions.

There are several formats in which the work of an NIJ Research Fellow can be conducted and the precise contours of the fellowship depend on the scholarship being proposed. An applicant may wish to propose a long-term residency at NIJ. This would be particularly appropriate where the project requires extensive contact with Federal agencies or other scholars in the Washington, DC area. Others may propose a fellowship that includes only an initial, limited residency at NIJ. In addition to work conducted at their home institution, applicants may propose to spend part of their fellowship in residency at another institution, working with a colleague or mentor, or developing important new scholarly collaborations.

While the specific research activities proposed may vary, applicants should incorporate the following elements into their work plan and budget:

- Fellowship grants will typically span a period of 6 to 12 months in duration. Each year, NIJ attempts to complete the funding decision process so that awards may begin during the summer months.
- The DuBois Fellowship program includes a residency component. Terms of the residency are flexible, but fellows should plan to be in residence a minimum of 2 months, preferably

at the beginning of their fellowship. In addition, Fellows should plan to return briefly to NIJ near the end of the fellowship for a presentation to NIJ staff and other relevant agency partners on their work.

- Collaboration with other scholars during the fellowship, especially work requiring a term of residency at another institution, should be documented in the application by letters of support from colleagues and host institutions.
- Applications should include plans for reports which present the results and policy implications of conducted research suitable for publication by NIJ.

## II. Selection Criteria

NIJ is firmly committed to a competitive process in making grant awards. External peer review panelists consider both technical and programmatic merits of a proposed topic. Successful applicants must demonstrate to an independent peer review panel that: 1) the gap in knowledge they seek to fill is critical to understanding crime and justice and is policy relevant; 2) the proposed research design is rigorous and appropriate to posited research questions; and, 3) principal investigator is qualified to execute the design within the proposed budget. Institute staff then make recommendations to the NIJ Director based on the results of the independent reviews. Final decisions are made by the NIJ Director after consultation with Institute staff. Reviews of grant and fellowship applications are based upon the following criteria:

### ■ Impact of the Project

- Importance of the problem
- Potential for significant advances in areas such as violence and victimization, drugs and crime, crime prevention, law enforcement, courts, corrections
- Potential for advancement of scientific understanding of the problem area

- Relevance to improving the policy and practice of criminal justice and related agencies and for improving public safety, security, and quality of life.

### ■ Quality and Technical Merit

- Awareness of existing research
- Soundness of methodology, analytic, or technical approach
- Innovation and creativity, where appropriate
- Feasibility of proposed project and awareness of pitfalls.

### ■ Capabilities, Demonstrated Productivity, and Experience of Applicants

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

### ■ Budget Considerations

- Total cost relative to perceived benefit
- Budget appropriate to level of effort
- Use of existing resources to conserve costs.

The review process (including peer review, decision-making and other considerations) may take up to six months to complete. Notices of award and non-award are distributed simultaneously about 180 days subsequent to the closing date of a solicitation. Notifications will be sent to the address as indicated on the Application for Assistance. Information regarding award status will not be available until notifications are distributed.

## III. How to Apply

Individuals interested in submitting proposals in response to this solicitation must complete the required application forms and related documents.

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Applicants must include all of the following information and completed forms to qualify for consideration:

## **PART A:**

- Application for Federal Assistance - Standard Form (SF 424)
- Topics Designation Form
- Proposal abstract
- Table of contents
- Budget Detail Worksheet
- Budget Narrative
- Negotiated indirect rate agreement (if appropriate)
- Program narrative
- References
- Names and affiliations of all key persons including applicants and subcontractor(s), advisors, consultants, and advisory board members. Include name of principal investigator, title, organizational affiliation, department (if institution of higher education), address, phone, fax, and e-mail address.
- List all previous and current NIJ awards and grant numbers including information on final reports and other deliverables to NIJ (whether submitted or outstanding) and a listing of all publications (by NIJ or other publishers) resulting from each grant award.

## **PART B:**

- Privacy certificate
- Protection of Human Subjects Assurance Identification/Certification/Declaration (Form 310)
- Environmental Assessment (if required)
- Geographic Areas Affected Worksheet
- Assurances
- Certifications Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (one form)

- Disclosure of Lobbying Activities
- Appendixes:
- Letters of cooperation from organizations collaborating in the research project
- Résumés
- Other materials

**The Application Package** is available at the NIJ Web site under the URL:

[http://www.ojp.usdoj.gov/nij/funding\\_app.htm](http://www.ojp.usdoj.gov/nij/funding_app.htm)

**The Application for Assistance.** The Standard Form 424 should be the first page of the application. Please follow the instructions in completing the Standard Application for Assistance Form.

In item 10 of the Application, be sure to include 16.566 as the Catalog for Federal Domestic Assistance Number. Indicate the Title to be the "FY2002 W.E.B. DuBois Fellowship Program."

Enter the title of your proposal in Item 11. Start and end dates in Item 13 should be adjusted to accommodate the time involved with the grant-making process.

**The Proposal Abstract.** The proposal abstract is a very important part of the application. Along with the Topics Designation Form, the abstract is used in sorting applications for review by the appropriate independent peer panel. Once an award has been granted, the abstract is computerized and serves as a summary available to all interested parties for the duration of the grant. When read separately from the rest of the application, the abstract should serve as a succinct and accurate description of the proposed work. Applicants should concisely describe research goals and objectives, research design, and methods for achieving the goals and objectives. Length is not to exceed 400 words. Use the following two headers and instructions in developing the abstract.

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## ***Research Goals and Objectives:***

**Statement of Purpose.** State the problem under investigation including goals and objectives of the proposed research project, and anticipated relevance of the project to public policy and/or practice.

**Research Subjects.** If applicable, describe subjects who will be involved in the proposed project including the number of participants, age, gender, race/ethnicity, and other pertinent characteristics such as how you will gain access to participants.

## ***Proposed Research Design & Methodology:***

**Methods.** Describe the research method and/or design including data to be used in addressing research questions, data collection procedures and instrumentation, access to data, and other methods or procedures unique to the proposed study.

**Data Analysis and Products.** Describe proposed techniques for data analysis and all expected products including interim and final reports, instrumentation, and data to be archived under NIJ's Data Resource Program.

**The Program Narrative.** The program narrative should provide information and detail to adequately describe the proposed project and should include:

- Purpose, Goals and Objectives
- Review of Relevant Literature
- Methodology
- Anticipated Results and Products
- Staff/Management Plan
- *Tables, Charts, Figures & Research Time -line (not within page limit)*

**Page limit.** The number of pages included in the "Program Narrative" section of the application must not exceed twenty (30), double-spaced pages in 12-point font, with one inch margins. Tables,

charts and figures describing the research design, calendar, analysis plan, etc. are encouraged and will not be counted in the 30 page limitation.

**Due date.** Ten (10) copies (one unbound) of complete proposals **must be received** at the National Institute of Justice by 4:30 p.m. on **February 1, 2002**. Extensions to this deadline are not permitted. Faxed or electronically transmitted copies are not accepted. NIJ reserves the right to return incomplete applications, those not responsive to the scope of this solicitation, or those not complying with format requirements.

Names and affiliations of the author of the proposal should be clearly identified. Proposals that are incorrectly collated, incomplete, or handwritten may be considered as submitted or, at NIJ's discretion, may be returned without further review. Proposals exceeding the page limit will not be reviewed. No additions to the original submission are allowed.

**Eligibility Requirements.** NIJ awards grants and cooperative agreements to educational institutions, nonprofit organizations, public agencies, individuals, and profit-making organizations that agree to waive fees. For this program, no indirect costs are allowable. To be eligible to receive an award under the DuBois Fellowship program, an applicant must hold a Ph.D. or other doctoral-level degree or a legal degree of J.D. or higher. As this program has been developed for researchers early in their careers, applicants must apply within 10 years after having received their advanced degrees.

**Award period.** DuBois Fellowships last from 6 to 12 months. A period in residency and starting date are negotiable. Applicants should anticipate a start date no sooner than 6 months after the application deadline.

**Award amount.** As many as two (2) awards of approximately \$75,000 each will be made annually, subject to available appropriations. Funding allocations for this program are based on the quality

of the proposals received and the extent to which they relate to ongoing research, evaluation, or science and technology priorities. Fellows receive financial and logistical support from NIJ as well as access to the abundant criminal justice resources of NIJ and the Nation's Capital.

**Allowable Expenses.** Awards may cover salary, fringe benefits, reasonable costs of relocation, travel essential to the project, and office expenses not provided by NIJ (e.g., computers and research assistants). Applicants should develop a reasonable budget to adequately cover costs associated with the proposed projects. *Indirect costs are not allowable under the DuBois Fellowship Program.*

**Application Materials.** Applicants should obtain two packets: 1) application forms (including a sample budget worksheet); and, 2) guidelines for submitting proposals (including requirements for proposal writers and requirements for grant recipients). To receive them, applicants can:

- Access NIJ Web site and download application information at:

<http://www.ojp.usdoj.gov/nij/funding.htm>

- Request hard copies of the forms and guidelines by mail from NCJRS at 800-851-3420 or from the Department of Justice Response Center at 800-421-6770 (in the Washington area at 202-307-1480).
- Request copies by fax. Call 800-851-3420 and select option 1, then option 1 again for NIJ. Code is 1023.

**Please note that instructions provided in this announcement supersede those outlined in the document: *Guidelines for Submitting Proposals for National Institute of Justice-Sponsored Research.***

## IV. Guidelines For Grantees

NIJ has established guidelines for grantees regarding deliverables such as final reports and data sets. **Ninety (90) days prior to the completion of the grant period**, grantees are expected to submit in draft form: a 400 word abstract; a 2,500 word executive summary; and, a technical research report.

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### Final Deliverables

- Abstract (400 words)
  - Executive Summary (2,500 words)
  - Technical Report
  - Electronic data and supporting documentation
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All NIJ draft research reports are peer reviewed upon submission. The reviews are forwarded to the principal investigator with suggestions for revisions. The principal investigator is then required to submit the revised final report, abstract, executive summary, final data set and codebook/data dictionary by the end date of the grant. The abstract, executive summary and final report are to be submitted in both paper and electronic/diskette versions. The data set and codebook/dictionary are also to be submitted in electronic form.

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

In addition to the abstract, executive summary, technical report and data set, grantees are required to submit quarterly financial status reports and semi-annual progress reports.



## **Financial Status Report**

Financial status reports (SF 269-A) are to be submitted quarterly no later than 45 days following the end of each calendar quarter. Two copies of the financial status report must be submitted to the Office of the Comptroller every quarter during which the award is active even if there has been no financial activity during the reporting period.

Additionally, a final financial report is due 120 days after the end date of the award. Future awards and fund drawdowns will be withheld if financial status reports are delinquent.

## **Semi-annual Progress Report**

Recipients of funding are also required to submit semi-annual Categorical Assistance Progress Reports. Two copies of the progress report must be submitted to the Office of the Comptroller twice a year even if there has been no substantive activity during the reporting period. The progress report should describe activities during the reporting period and status or accomplishment of objectives as set forth in the approved application for funding. For the duration of the award, progress reports must be submitted within 30 days after the end of the reporting periods (January 1 through June 30 and July 1 through December 31).

Additionally, a Final Progress Report providing a summary of achievement of the goals and objectives of the award, significant results, and any products developed under the award, is due 90 days after the end date of the award. Future awards and fund drawdowns may be withheld if progress reports are delinquent.

Forms for submitting financial and progress reports are available at the NIJ Web site. Report formats will also be provided by the Office of Justice Programs at the time of the grant award.

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## **CONFIDENTIALITY OF INFORMATION AND HUMAN SUBJECT PROTECTION**

NIJ has adopted new policies and procedures regarding the confidentiality of information and human subjects protection.

The Department of Justice (DOJ) regulations at 28 Code of Federal Regulations (CFR) Part 22 require recipients of NIJ research funds to protect personally identifiable information that is collected from all research participants. The regulations at 28 CFR Part 22 require applicants for NIJ funding to outline specific procedures for protection of private information about individuals as part of the Privacy Certificate submitted with the application package.

In addition to the regulations in Part 22, DOJ has adopted policies concerning protection of human subjects which are the same as those established by the Department of Health and Human Services in 45 CFR Part 46, Subpart A, also known as the "Common Rule."

The DOJ regulations are set forth in 28 CFR Part 46. In general, 28 CFR Part 46 requires that all research involving human subjects conducted or supported by a federal department or agency be reviewed and approved by an Institutional Review Board (IRB) before federal funds are expended for that research. If IRB approval is required for this project, a copy of the IRB's approval as well as supporting documentation concerning the IRB's institutional affiliation, its policies and procedures, and necessary assurances must be submitted to the National Institute of Justice prior to the initiation of any research activities that are not exempt from the provisions of 28 CFR Part 46.

Further information regarding Confidentiality and Human Subjects Protections may be found in *Guidelines for Submitting Proposals for National Institute of Justice-Sponsored Research*.

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**Guidance and information.** Applicants who wish to receive additional guidance and information may contact the U.S. Department of Justice Response Center at 800-421-6770. Center staff can provide assistance or refer applicants to an appropriate NIJ professional.

**Send completed forms to:**

W.E.B. DuBois Fellowship Program  
National Institute of Justice  
810 Seventh Street N.W.  
Washington, DC 20531  
[overnight courier ZIP code 20001]

**Steering Committee:**

NIJ has organized a diverse group of distinguished criminal justice scholars who have contributed their expertise in developing this Fellowship Program and the proposal review process.

The members of the W.E.B. DuBois Fellowship Steering Committee are:

*Felton Earls, Chair*  
Department of Psychiatry  
Harvard Medical School

*Vine DeLoria*  
Department of History  
University of Colorado, Boulder

*Darnell F. Hawkins*  
Department of Sociology  
University of Illinois at Chicago

*Orlando Rodriguez*  
Department of Sociology and Anthropology  
Fordham University

*Katheryn K. Russell*  
Department of Criminology and Criminal Justice  
University of Maryland, College Park

*William A. Vega*  
Metropolitan Research and Policy Institute  
University of Texas at San Antonio

*Charles Wellford*  
Department of Criminology and Criminal Justice  
University of Maryland, College Park

*Cathy Spatz Widom*  
School of Criminal Justice  
State University of New York at Albany

**W.E.B. Fellows:**

The first W.E.B. DuBois Fellow was Becky Tatum, Georgia State University, *The Role of Social Support on Adolescent Crime: Identifying Race, Class and Gender Variations* (2000-IJ-CX-0032), \$45,343.

The 2001 Fellow is Ramiro Martinez, Florida International University, *The Impact of Immigration in Ethnic-Specific Violence: Identifying Individual and Community Characteristics in Miami* (2001-IJ-CX-0012), \$61,997

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For more information on the National Institute of Justice, please contact:

**National Criminal Justice Reference Service**

Box 6000

Rockville, MD 20849-6000

800-851-3420

e-mail: askncjrs@ncjrs.org

You can view or obtain an electronic version of this document from the NCJRS Justice Information Center Web site (<http://www.ncjrs.org>) or the NIJ Web site (<http://www.ojp.usdoj.gov/nij>).

If you have any questions, call or e-mail NCJRS.

**U.S. Department of Justice**  
Office of Justice Programs  
*National Institute of Justice*

*Washington, DC 20531*

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