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The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), National Institute of Justice (NIJ) is pleased to announce that it is seeking applications for funding for research on international organized crime. This program furthers the Department's mission by sponsoring research to provide objective, independent, evidence-based knowledge and tools to meet the challenges of international organized crime at the State, local, tribal, and Federal levels, and to respond to the Attorney General's goals for DOJ regarding the impact of international organized crime on the United States and the criminal justice system at each of those levels.

## **Solicitation: Research on International Organized Crime Eligibility**

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

### **Deadline**

Registration with [OJP's Grants Management System](#) is required prior to application submission. (See "How to Apply," page 8.)

All applications are due by **11:45 p.m. eastern time on May 28, 2010.**  
(See "Deadlines: Registration and Application," page 3.)

### **Contact Information**

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

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

For assistance with any other requirement of this solicitation, contact John T. Picarelli, Social Science Analyst, at 202-307-3213 or by e-mail to [John.Picarelli@usdoj.gov](mailto:John.Picarelli@usdoj.gov).

**SL# 000938**

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# Research on International Organized Crime

## CFDA No. 16.560

### Overview

NIJ is seeking research on international organized crime (IOC) that can help State, local, tribal, or Federal criminal justice agencies meet the challenge of IOC in their jurisdictions. Proposals are sought to develop and analyze information and data having clear implications for criminal justice in the United States in the following focus areas: quantification of harm; penetration of strategic sectors; links between IOC and terrorism or insurgency; relationships between State, local, tribal, or Federal governments as well as foreign governments and IOC; and evaluations of counter-IOC tools or programs.

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

### Deadlines: Registration and Application

Registration is required prior to submission. The deadline to register in GMS is **11:45 p.m. eastern time on May 28, 2010**, and the deadline for applying for funding under this announcement is **11:45 p.m. eastern time on May 28, 2010**. Please see the “How to Apply” section, page 8, for more details.

### Eligibility

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

### Specific Information—Research on International Organized Crime

NIJ seeks research on IOC that can support State, local, tribal, or Federal criminal justice agencies through the enhancement of our knowledge of the phenomenon.

**Background:** In October 2007, DOJ released the *International Organized Crime Threat Assessment*, an interagency document that outlined eight strategic threats posed by IOC, thereby demonstrating the need for a concerted government-wide effort to combat it. In response to the threat assessment, DOJ next released the *United States Law Enforcement Strategy to Combat International Organized Crime* in April 2008. The four areas of action called for within the strategy were: (1) marshalling intelligence and information; (2) prioritizing and targeting the most significant IOC threats; (3) employing all available tools to dismantle IOC; and (4) developing aggressive strategies to dismantle entire criminal organizations. A public version of the threat assessment and strategy is found at <http://www.justice.gov/ag/speeches/2008/ioc-strategy-public-overview.pdf>.

Since the strategy's release, the Attorney General's Organized Crime Council (AGOCC)<sup>1</sup> has overseen its implementation, marshalling the efforts of DOJ and its partner agencies. For example, in May of 2009, the AGOCC established the International Organized Crime Intelligence and Operations Center (IOC-2) to bring partner agencies together to combine data and produce actionable leads for investigators. Some member agencies of the AGOCC also assisted the National Intelligence Council in preparing a recently published National Intelligence Estimate on IOC. The National Intelligence Estimate provides the President and his cabinet agencies the best assessment of current threats from IOC.

**Definition:** "International organized crime" (IOC), for the purposes of this solicitation, refers to those self-perpetuating associations of individuals that operate internationally for the purpose of obtaining power, influence, monetary, and/or commercial gains, wholly or in part by illegal means, while protecting their activities through a pattern of corruption and/or violence, or while protecting their illegal activities through an international organizational structure and the exploitation of international commerce or communication mechanisms.<sup>2</sup> There is no single structure under which international organized criminals operate; they vary from hierarchies to clans, networks, and cells, and may evolve to other structures. The crimes they commit also vary. International organized criminals act conspiratorially in their criminal activities and possess certain characteristics in support of that criminal activity, which may include, but are not limited to:

- Commission of violence or other acts which are likely to intimidate, or actual or implicit threats to commit such acts.
- Exploitation of differences between countries to further their objectives, enriching their organization, expanding its power, and/or avoiding detection and apprehension.
- Attempts to gain influence in government, politics, and commerce through corruption, as well as legitimate means.
- Economic gain as a primary goal, not only from patently illegal activities, but also from investment in legitimate business.
- Attempts to insulate both leadership and membership from detection, sanction, and/or prosecution through the organizational structure.

**Limitation of Scope:** The primary focus of any application submitted under this solicitation must be the impact or effect on, or implications of, IOC for criminal justice in the United States (including criminal justice policy and practice at the State, local, tribal, and/or Federal levels). Applications must demonstrate a clear connection between the proposed research and the primary focus. Applicants also may, as a secondary focus, propose research on IOC groups that threaten the national security of the United States, the stability of the American economy, and/or the integrity of State, local, tribal, or Federal government institutions, infrastructure, or systems. In any such case, the applicant must indicate clearly how any secondary areas of study complement the primary focus of the proposed research.

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<sup>1</sup>The AGOCC is chaired by the Deputy Attorney General and has as members the heads of relevant Federal law enforcement agencies and presidentially appointed prosecutors. It is an outgrowth of an Executive Order, issued by President Lyndon B. Johnson in 1968, placing the Attorney General in charge of coordinating all Federal law enforcement activity against organized crime. The traditional role of the AGOCC has been to promote interagency coordination, evaluate the threat presented by organized crime, and advise the Attorney General on national priorities and a national organized crime strategy. In 2008, the AGOCC began to consider the threat from international organized crime to be the primary organized crime threat facing the United States.

<sup>2</sup> This definition is adapted from the *Overview of the Law Enforcement Strategy to Combat International Organized Crime* of April 2008. See <http://www.justice.gov/ag/speeches/2008/ioc-strategy-public-overview.pdf>.

**Research Issues and Questions:** Since State, local, or tribal criminal justice agencies often detect IOC first, and in order to support the Attorney General's goals for countering IOC, NIJ is seeking research on IOC that can help U.S. criminal justice agencies (whether State, local, tribal, or Federal) meet the challenges of IOC in their jurisdictions. Letters of support are strongly encouraged when the project requires the cooperation of law enforcement or other criminal justice agencies.

Proposals are sought to develop and analyze information and data **having clear implications for criminal justice policy and practice in the United States** in the following focus areas:

1. **Quantification of Harm.** Studies that can describe **and** quantify the level of harm from IOC in one or more specific sectors of economic activity in the United States. Examples include, but are not limited to, multiple sectors victimized through theft of intellectual property; the insurance sector victimized through fraud; the real estate sector victimized through money laundering; or the banking sector victimized through identity theft. Proposals should explore the various ways that IOC groups harm these sectors through case studies or other descriptive evidence but, wherever possible, should also apply a quantitative measure of the aggregate harm (in the United States and globally) done to firms, markets, sectors, the public, or other appropriate entities. Applicants should include definitions of harm in their proposal and should explore not only economic but also social or other forms of harm.
2. **Penetration of Strategic Sectors.** Studies that detail whether and, if so, how IOC has penetrated strategic sectors of the U.S. economy and/or strategic sectors of the global economy that appear likely to impact U.S. markets. Examples of strategic sectors include energy (e.g., oil and natural gas), telecommunications, commodities, rare metals, national defense, and aerospace. The goal of such studies is to provide a better understanding of whether and how IOC groups or activities have entered these sectors of vital importance to the United States; any effects on these U.S. sectors resulting from their presence; any secondary effects on governmental and political institutions within the United States; and how they relate to criminal justice and criminal justice agencies in the United States.
3. **Links Between IOC and Terrorism or Insurgency.** Numerous cases have surfaced where organized crime in the United States served to raise funds or served other ends for domestic or foreign terrorist or insurgent groups. Bearing this in mind, NIJ seeks studies that detail the relationships between IOC and terrorism or insurgency where such relationships may significantly affect crime and/or the criminal justice system at the State, local, tribal, or Federal levels. Proposals may assess the methods and extent to which terrorist or insurgent groups are involved in international organized crimes for profit or other ends in the United States; how criminal organizations in the United States are specializing in forms of crime (e.g., document fraud, money laundering) that aid international criminal organizations, terrorists, or insurgents in the United States; or assess how counterterrorism programs and tools might also serve the ends of fighting IOC within the United States.
4. **Relationships Between IOC and Domestic or Foreign Governments.** Studies that examine the form and function of relationships between domestic or foreign governments and international criminal organizations that are likely to have a clear impact on crime in the United States or criminal justice agencies at the State, local, tribal, or Federal levels. Proposals must consider how relationships between domestic or foreign governments and IOC might complicate or undermine the criminal justice system in the United States. Applicants are encouraged to consider not only relationships in which crime groups benefit from links to governments but also symbiotic relationships in which government agencies

might benefit from IOC. Applicants may also consider how third-parties (e.g., lawyers, lobbyists, bankers or other professionals) might wittingly or unwittingly facilitate relationships that impact the United States. An example of the latter is “reputation laundering,” a process by which organized criminals obscure their criminal pedigree in order to appear legitimate to the outside world by such methods as using facilitators and others to enter the licit economy, obtain political office, and/or undertake charitable works.

5. **Evaluations of Counter-IOC Tools or Programs.** Studies that evaluate domestic or foreign programs or tools that can improve the ability of criminal justice agencies in the United States to identify, disrupt, and dismantle IOC groups. Programs and tools need not be located in the United States, but evaluations of foreign programs and tools must include an assessment of their applicability for criminal justice policy and practice in the United States.

In addition to the standard deliverables described in this solicitation, NIJ will be requiring, at the conclusion of the award period, a stand-alone executive summary that is geared toward criminal justice practitioners and policymakers.

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

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

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

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

Evaluations that also include measurements of program fidelity and implementation as part of a thorough process assessment are desirable. Measurements of program fidelity should be

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

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

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

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

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

1. Provision of training or direct service.
2. Proposals primarily to purchase equipment, materials, or supplies. (Your budget may include these items if they are necessary to conduct applied research, development, demonstration, evaluation, or analysis.)
3. Work that will be funded under another specific solicitation. A list of anticipated solicitations is posted on the NIJ Web site, see <http://www.ojp.usdoj.gov/nij/funding/forthcoming.htm> for more information.
4. Studies that examine solely domestic organized crime groups or domestic gangs.
5. Studies of human trafficking unrelated to IOC.
6. Studies that examine terrorism unrelated to its connections to IOC.
7. Studies of corruption unrelated to IOC.
8. Research that lacks clear implications for criminal justice policy and practice in the United States.

**Budget Information**

**Limitation on Use of Award Funds for Employee Compensation; Waiver:** With respect to any award of more than \$250,000 made under this solicitation, Federal funds may not be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the Federal Government’s Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The 2010 salary table for SES employees is available at <http://www.opm.gov/oca/10tables/indexSES.asp>.) Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-Federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Director of the National Institute of Justice. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and justification with the application,

the applicant should anticipate that OJP will request that the applicant adjust and resubmit its budget.

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

## Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measure the results of their work. Applicants who receive funding under this solicitation are required to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. Performance measures for this solicitation are as follows:

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

## How to Apply

Applications will be submitted through OJP's Grants Management System ([GMS](#)). [GMS](#) is a Web-based, data-driven computer application that provides cradle to grave support for the application, award and management of grants at OJP. Applicants should begin the process immediately to meet the GMS registration deadline, especially if this is the first time they have used the system. Complete instructions on how to register and submit an application in GMS can be found at [www.ojp.usdoj.gov/gmscbt/](http://www.ojp.usdoj.gov/gmscbt/). If you experience technical difficulties at any point during this process, please e-mail [GMSHelpDesk@usdoj.gov](mailto:GMSHelpDesk@usdoj.gov), or call 1-888-549-9901 (option 3) Monday-Friday from 6:00 a.m. to midnight eastern time, except for Federal holidays. OJP



highly recommends starting the registration process as early as possible to prevent delays in the application submission by the specified deadline.

All applicants are required to complete the following steps.

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

**Note: OJP's Grants Management System (GMS) does not accept executable file types as application attachments.** These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

## Experiencing Unforeseen GMS Technical Issues

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

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

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

## What an Application Must Include

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

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

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

### Standard Form 424

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

## Program Narrative

### Program Narrative Guidelines:

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

The program narrative section of your application must not exceed 30 double-spaced pages in 12-point font with 1-inch margins. Abstract, table of contents,

charts, figures, appendices, and government forms do not count toward the 30-page limit for the narrative section.

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

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

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

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

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

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

### **a. Budget Detail Worksheet**

A sample Budget Detail Worksheet can be found at [www.ojp.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.gov/funding/forms/budget_detail.pdf). If the budget is submitted in a different format, the budget categories listed in the sample budget worksheet must be included.

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

### **b. Budget Narrative**

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

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

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

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

### **Tribal Authorizing Resolution**

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

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

### **Other Standard Forms**

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

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

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

## **Selection Criteria**

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

As part of the statement of the problem, applicants should include an interdisciplinary literature review that includes relevant studies from U.S. and foreign researchers.

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

1. Awareness of the state of current research or technology.
2. Soundness of methodology and analytic and technical approach.
3. Feasibility of proposed project and awareness of pitfalls.
4. Innovation and creativity (when appropriate).

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

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

**Budget—15%**

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

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

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

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

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

**Dissemination Strategy—5%**

1. Well-defined plan for the grant recipient to disseminate results to appropriate audiences, including researchers and criminal justice practitioners and policymakers.
2. Suggestions for print and electronic products NIJ might develop for criminal justice practitioners and policymakers.

**Research Independence and Integrity**

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

Considerations in evaluating research independence and integrity will include, but may not be limited to, the adequacy of the applicant's efforts to identify factors that could affect the objectivity/integrity of the proposed staff and/or the organization in carrying out the research, development, or evaluation activity; and the adequacy of the applicant's existing or proposed remedies to control any such factors.

**Review Process**

OJP is committed to ensuring a fair and open process for awarding grants. NIJ reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable as well as consistent with the solicitation.

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

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

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

## **Additional Requirements**

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

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality and Human Subjects Protection (if applicable)
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Nonsupplanting of State or Local Funds



- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in excess of \$5,000,000 — Federal taxes certification requirement

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

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

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

For program evaluation studies, the final report should include a section on measuring program performance. This section should outline the measures used to evaluate program effectiveness, modifications made to those measures as a result of the evaluation, and recommendations regarding these and other potential performance measures for similar programs. (This information will be particularly valuable to NIJ and other Federal program agencies in implementing performance measures for federally funded criminal justice programs.)

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

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

# Application Checklist

## Research on International Organized Crime

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

### Eligibility:

Tribal authorizing resolution (if applicable)

### Application Components:

- Program Narrative (see pages 11–12 and “Selection Criteria,” pages 14–15)
- Appendices to the Program Narrative
  - Bibliography/references
  - Any tools/instruments, questionnaires, tables/charts/graphs, or maps pertaining to the proposed study
  - Curriculum vitae, resumes, or biographical sketches of all key personnel
  - Project timeline and research calendar with expected milestones
  - Human Subjects Protection paperwork
  - Privacy Certificate
  - List of previous and current NIJ awards to applicant organization and investigators
  - Letters of cooperation/support or administrative agreements from organizations collaborating in the project (if applicable)
  - List of other agencies, organizations, or funding sources to which you have submitted this proposal (if applicable)
  - Data Archiving Strategy
- Budget Narrative
- Budget Detail Worksheet
- Indirect Cost Rate Agreement (if applicable)

### Program Narrative/Abstract Format:

- Double-spaced
- 12-point standard font
- 1” standard margins
- Narrative is 30 pages or less

### Other:

- Standard Form 424
- DUNS number
- Other standard forms as applicable (see page 14), including
  - Disclosure of Lobbying Activities (if applicable)
  - Accounting System and Financial Capability Questionnaire (if applicable)