



The [U.S. Department of Justice](#), [Office of Justice Programs \(OJP\)](#), [Bureau of Justice Statistics \(BJS\)](#) is pleased to announce that it is seeking applications for funding one or more BJS Visiting Fellows in the Law Enforcement Statistics Unit. As the principal statistical agency within the U.S. Department of Justice, BJS is responsible for the collection, analysis, publication, and dissemination of statistical information on crime, criminal offenders, victims of crime, and the operations of criminal justice systems at all levels of government. This program furthers the Department's mission by encouraging collaboration within the justice community that brings expertise in social science and statistics to bear on the most pressing challenges confronting the justice system so that strategies and approaches for dealing with these challenges are based on a methodologically solid foundation of knowledge gained through research and data collection.

## **2010 Visiting Fellow: Arrestee Drug Abuse Monitoring Solicitation**

### **Eligibility**

Applicants are limited to mid- and senior-level social science researchers and/or statisticians, epidemiologists, or biostatisticians whose work on drug- and crime-related subject matter has made a significant contribution to the field. The successful fellow will commit a substantial portion of their time over a twelve-month period to undertake methodological research to enhance the bureau's capacity to improve a national arrestee drug use monitoring program, perform statistical analysis of existing data for the purposes of improving their utility, and to advise BJS staff on current issues in the substantive area.

### **Deadline**

Registration with Grants.gov is required prior to application submission.  
(See "How to Apply" on page 9)

**All applications are due by 5:00 p.m. Eastern time on June 29, 2010.**

(See "Deadlines: Registration and Application" on page 3)

### **Contact Information**

For technical assistance with submitting the application, contact Grants.gov Customer Support Hotline at 800-518-4726 or via e-mail to [support@grants.gov](mailto:support@grants.gov).

**Note:** The [Grants.gov](#) Support Hotline is available 24 hours, 7 days a week, except federal holidays.

For assistance with any other requirement of this solicitation, contact Christine Eith, BJS Statistician, at 202-307-0765 or via e-mail at [askbjs@usdoj.gov](mailto:askbjs@usdoj.gov). Include "vfadam" in the subject line.

Grants.Gov number assigned to announcement:  
**BJS-2010-2758**

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# **BJS FY 2010 Visiting Fellow: Arrestee Drug Abuse Monitoring (CFDA #16.734)**

## **Overview**

Pursuant to Omnibus Crime Control and Safe Streets Act of 1968, 42 U.S.C. 3731-3735, the Bureau of Justice Statistics (BJS) is pleased to announce that it is seeking applications for funding for one or more BJS Visiting Fellows in Law Enforcement Statistics.

BJS is authorized to award grants and cooperative agreements to state and local governments, private nonprofit organizations, public nonprofit organizations, profit organizations, institutions of higher education, and qualified individuals. Applicants are limited to mid- and senior-level social science researchers and/or statisticians, epidemiologists, and biostatisticians whose work on drug- and crime-related subject matter has made a significant contribution to the field. The successful Fellow will commit a substantial portion of their time for up to a twelve-month period to undertake methodological research to enhance the bureau's capacity to improve a national arrestee drug use monitoring program, perform statistical analysis of existing data for purposes of improving their utility, and advise BJS staff on current issues in the substantive area. The Fellow will also be asked to collaborate on substantive issues with a Visiting Fellow at the [National Institute of Justice](http://www.nij.gov) (NIJ). An explanation of the NIJ Visiting Fellow responsibilities can be found at <http://www.ncjrs.gov/pdffiles1/nij/sl000888.pdf>.

## **Deadlines: Registration and Application**

Registration is required prior to submission. OJP strongly encourages registering with Grants.gov several weeks before the deadline for application submission. The deadline for applying for funding under this announcement is 5:00 p.m. Eastern time on Tuesday, June 29, 2010. Please see the "How to Apply" section on page 9 for more details.

## **Eligibility**

Individuals within for-profit (commercial) organizations, non-profit organizations, faith-based and community organizations, and institutions of higher learning are eligible to apply; however, they must demonstrate that they are able to devote the required time to the Fellowship. Consistent with OJP fiscal requirements, individuals within for-profit organizations are not allowed to make a profit as a result of this award or to charge a management fee for the performance of this award.

## **Project-Specific Information**

BJS invites candidates to apply to its Visiting Fellow Program to undertake methodological research to enhance its capacity to implement an arrestee drug use monitoring program. The redesigned program will collect drug use data and will produce reliable estimates of the prevalence of drug use among arrestees. The selected Visiting Fellow will be involved in efforts to assess the reliability of biological and survey responses, and methods to generate reliable estimates of drug use by those who enter the criminal justice system.

BJS expects that the Visiting Fellow will use arrestee drug abuse monitoring program data (ADAM and ADAM-II) to address substantive issues related to drug use among the arrestee population. The analysis shall encompass at a minimum ADAM data for the period from 2000 to 2008 and may include other relevant data if available.

The Bureau of Justice Statistics, in collaboration with the National Institute of Justice (NIJ), is designing a new drugs and crime program. This program will specifically address the prevalence of drug use among individuals entering the criminal justice system, with special attention paid to the arrestee population. A goal of this program is to provide reliable estimates of the prevalence of drug use among arrestees in sites participating in the collection. The program will also provide information about patterns and contexts of drug use, as well as information related to the interplay between serious drug use and crime.

The BJS Visiting Fellow will work with ADAM and ADAM-II data sets to inform BJS and NIJ about existing data quality, prior response patterns, and current limitations of these collections. BJS seeks a Visiting Fellow who has the subject matter and methodological expertise necessary to address numerous complex issues, including weighting, modeling non-response, improving measurement, and producing reliable prevalence estimates.

## **Goals and Objectives**

### **(1) Evaluating estimates, response patterns, and non-response bias in existing ADAM data:**

For this project area, BJS will have the Visiting Fellow evaluate response patterns of self-reported drug use and bioassay tests in arrestee populations. The Visiting Fellow will be responsible for producing a statistical report that employs ADAM and ADAM-II data, as well as other available data, to model response patterns for demographic subgroups and drug types across data collection locations.

BJS expects that the Visiting Fellow will use, but is not limited to, Arrestee Drug Abuse Monitoring program (ADAM – 2000 to 2003 and ADAM-II – 2007 to present) data covering a sufficient period of time to address substantive issues related to drug use among the arrestee population, and that the Fellow's analysis would encompass at a minimum the period from 2000 through 2008 (or the most recent year for which ADAM-II data are available). If candidates choose to use other data, they should propose the data sources that they deem relevant for this work, how the data will support the effort to understand response patterns of arrestees, and how the candidate will gain access to these data if not already publicly available.

A more complete description of the ADAM data collection can be found in documentation available at the National Archive of Criminal Justice Data (NACJD):  
<http://www.icpsr.umich.edu/NACJD/>.

This report should model the response patterns over time and explore the effect of any known variation in the data collection, including the likelihood of providing false self-reported information. The Visiting Fellow is expected to analyze item non-response for potential bias and examine alternative procedures and adjustments for measurement error and non-response bias. The report shall address the relationship between self-report drug use and bioassay results. The report shall assess the ability to model the prevalence of drug use with each method

(independently and in combination), and the impact that missing data may have on this relationship. The report shall determine if the factors that influence participation also influence the willingness of participants to provide a biological specimen.

**(2) Assessing current sampling, weighting, and non-response adjustment procedures:**

The Visiting Fellow will also conduct an assessment of the sampling procedures, weighting, and non-response adjustments. The Visiting Fellow shall produce a technical review that summarizes current weighting and adjustments across data collection locations, evaluates the efficacy of the current stock and flow sampling design, and considers alternative designs.

**(3) Evaluating bioassay procedures:**

The Visiting Fellow will also conduct a literature review of existing bioassay methods used in drug testing. The Visiting Fellow shall produce a report that documents the various methods for collecting biological specimens, including an evaluation of each collection method for drug testing, the sensitivity and precision employed to identify known substances, techniques used in assay testing, and response rates found in survey research employing assays. This report shall also consider the appropriateness of testing procedures in the current program design; assess the strengths and weaknesses of expanding the bioassay tests to address emerging drugs and the consideration of less frequent assay tests on the prevalence estimates.

## **Required Deliverables and Schedule**

The Visiting Fellow will work collaboratively with BJS staff to produce each of the required reports. There is also the opportunity to identify possible topics for collaboration on additional publishable papers and presentations.

- The BJS Fellow will deliver the following items during the period of performance:
  - A specific timetable for all project tasks and deliverables will be developed cooperatively by the BJS program manager and the Visiting Fellow. The Visiting Fellow will be expected to deliver a draft of the timetable within 2 weeks of an initial meeting with the BJS Program Manager after the initiation of the program. The Visiting Fellow will revise the draft schedule as needed based on discussion, and comment, with the BJS program manager.
  - A statistical report that employs ADAM and ADAM-II data, as well as other known data sources, to model response patterns by (1) demographic characteristics, (2) drug type, and (3) data collection site. This report should model the response patterns over time and explore the effect of any known variation on our knowledge of three key substantive areas: (1) drug abuse, (2) mental health, and (3) drug markets. Particular attention should be focused on modeling the randomness of the missing data from self-report and bioassay data (independently and in combination), and propose corrections for identified measurement error and/or non-response bias.
  - The statistical report should also include an analysis to address (1) the appropriate sample size to detect statistically significant changes at various

precision levels for different drug types and data collection sites, (2) the utility of the data to inform stakeholders about drug markets in their local-area that is different from price and purity information, (3) a test of the relationship between self-report and bioassay data on drug use, and (4) propose any additional subject that can be addressed with the ADAM and ADAM-II data.

- The Visiting Fellow is expected to submit a draft report within 3 months from the initiation of the project and a final report submitted 1 month following the review by BJS.
  - A technical report that will compare unweighted and weighted non-response adjustments in the current design. This analysis should consider at least three traditional approaches when conducting these analyses: (1) weighted cell adjustment, (2) inverse propensity score adjustment, and (3) propensity score adjustment. The Visiting Fellow is not limited to these three approaches and is encouraged to explore other recent methods. The report should also evaluate the feasibility of the current sampling design and consider alternative designs to reduce bias and improve efficiency.
- The Visiting Fellow is expected to submit a draft report within 6 months from the initiation of the project and a final report submitted one month following the review by BJS.
  - A comprehensive literature review of bioassay methods used in drug testing. This report will address the various sample collection methods, an evaluation of the strengths and weaknesses of each method for drug testing, the sensitivity and precision employed to identify known substances, techniques used in assay testing, and response rates found in survey research employing assays. This report shall also consider the appropriateness of testing procedures in the current program design and assess the strengths and weaknesses of expanding the bioassay tests beyond the current drug panel, to identify emerging drugs and the impact on prevalence estimates if assay tests were conducted on a less frequent basis.
- The Visiting Fellow is expected to submit a draft report within 9 months from the initiation of the project and a final report submitted 1 month following the review by BJS.
  - The Visiting Fellow will work collaboratively with BJS staff including bi-weekly meetings to discuss the methodology for generating reliable estimates.
  - During the period of work, the BJS Visiting Fellow is expected to make one or more presentations to BJS staff. Topics shall include, but are not limited to, the methods used to address measurement error and/or non-response bias, appropriate sample size to detect significant change across various drug types, and/or the relationship between self-report and bioassay data on drug use.

All products must be completed to BJS' satisfaction within the 12-month project period.

Although the timeframes for deliverables are to be determined in conjunction with the BJS Program Manager, BJS expects that project deliverables will be delivered at specific times during the project period.

### **Period of Performance and Payment**

The period of performance for the Visiting Fellow is up to 12 months beginning October 1, 2010. The project period may be extended an additional 12 months by mutual agreement based on the need of BJS and the availability of sufficient funding. The maximum funds allocated for the Visiting Fellowship is \$200,000. Other allowable expenses are described below.

Visiting Fellows may, at their discretion, remain on-site at BJS for the entire duration of their project or make periodic visits under mutually agreeable terms to accommodate schedules as long as the Visiting Fellow maintains regular communication with BJS. A security clearance is required for Visiting Fellows who choose to work on-site at BJS. The Visiting Fellow should expect to attend periodic meetings at BJS upon request, and be substantially involved in ongoing planning and program development.

### **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 BJS. 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 their 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 measures the results of their work. Grantees are required to provide the data requested in the “Data Grantee Provides” column so that OJP can calculate values for the “Performance Measures” column. **Additionally, applicants must discuss in their application their methods for collecting data for performance measures. Please refer to “What an Application Must Include” (below), for additional information on applicant responsibilities for collecting and reporting data.** Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
1.) Provide a statistical analysis addressing the impact of measurement error and non-response bias on prevalence estimates of drug users.	Improving quality of data collection.	A technical report that identifies response patterns and possible adjustments for measurement error and non-response bias.
2.) Provide a well developed justification for addressing non-response and weighting scheme.	Quality of data (accuracy, validity, and reliability of data).	A technical paper that provides appropriate weighting options for necessary adjustments.
3.) Provide a review of current bioassay methods.	<p>Improve the quality of data collection.</p> <p>Improve validity, reliability, and accuracy of data.</p>	A report that presents the current utility of bioassays for drug testing, appropriate techniques for collecting specimens, and identification of emerging drugs.
4.) Quality of research as assessed by BJS’ management.	Quality of the research as measured by whether significant interim project milestones were achieved, final deadlines were met, and costs remained within approved limits.	<p>Number and extent of revisions required to complete work under proposed methods.</p> <p>Original and final versions of all methodological and substantive papers.</p> <p>Time frames for project work and dates of deliverable submission.</p> <p>Papers and presentations, either solely or jointly authored (with BJS staff).</p>



## How to Apply

Applications will be submitted through Grants.gov. Grants.gov is a “one-stop storefront” that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding. Complete instructions on how to register and submit an application can be found at [www.grants.gov](http://www.grants.gov). If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **800-518-4726**, 24 hours, 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 up to several weeks** for first-time registrants to receive confirmation and a user password. OJP highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the application deadline specified.

All applicants are required to complete the following.

- 1. Acquire a Data Universal Numbering System (DUNS) number.** A DUNS number is required for [Grants.gov](http://www.grants.gov) registration. The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a DUNS number in their applications 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 866-705-5711 or by applying online at [www.dnb.com](http://www.dnb.com). Individuals are exempt from this requirement.
- 2. Acquire or renew registration with the Central Contractor Registration (CCR) database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the CCR database. An applicant must be registered in the CCR to successfully register in Grants.gov. 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 an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete your AOR profile on Grants.gov and create your username and password. You will need to use your organization’s DUNS number to complete this step. For more information about the registration process, go to [www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp).
- 4. Acquire Authorization for your AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at your organization must login to Grants.gov to confirm you as an AOR. Please note that there can be more than one AOR for your organization.
- 5. Search for the funding opportunity on Grants.gov.** Please use the following identifying information when searching for the funding opportunity on Grants.gov. The

Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.734, titled "Special Data Collections and Statistical Studies," and the funding opportunity number is 2010-BJS-2758.

6. **Submit an application consistent with this solicitation.** Within 24-48 hours after submitting your electronic application, you should receive an e-mail validation message from Grants.gov. The validation message will tell you whether the application has been received and validated or rejected, with an explanation. **Important:** You are urged to submit your application at least 72 hours prior to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.

**Note: Grants.gov will forward the application to OJP's Grants Management System (GMS). 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 Grants.gov Technical Issues**

If you experience unforeseen Grants.gov technical issues beyond your control that prevent you from submitting your application by the deadline, you must contact the BJS staff within **24 hours after the deadline** and request approval to submit your application. At that time, BJS staff will require you to e-mail the complete grant application, your DUNS number, and provide a Grants.gov Help Desk tracking number(s). After the program office reviews all of the information submitted and contacts the Grants.gov Help Desk 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 Grants.gov 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 Grants.gov are posted on the OJP funding Web pages at [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, budget narrative, tribal resolution (if applicable), and résumés/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 and Budget Narrative," "Timelines," "Memoranda of Understanding," "Résumés") for all attachments. OJP recommends that résumés be included in a single file.

**1. Standard Form 424**

Please see [www.ojp.usdoj.gov/funding/forms/application\\_sf424.pdf](http://www.ojp.usdoj.gov/funding/forms/application_sf424.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").

**2. Program Narrative**

The program narrative should not exceed 20 double-spaced pages in 12-point font with 1-inch margins and MUST include six separate sections: (a) Project Abstract; (b) Problem Statement; (c) Project Goals and Objectives; (d) Project Design/Implementation Plan; (e) Professional Capability and Project Management, and (f) Plans for Measuring Progress and Outcomes.

Applicants should anticipate that if any portion of the program narrative exceeds these length-related restrictions, such that it provides a significant competitive advantage, that portion of the narrative will not be reviewed in peer review or be considered in final award decisions.

**3. Budget and Budget Narrative**

The applicant is required to complete the budget narrative form and the budget detail worksheet. The budget narrative justifies or explains each budget item and relates it to project activities. The budget narrative provides a justification for all proposed costs and should closely follow the content of the budget detail worksheet. For example, the narrative should explain how fringe benefits were calculated, how travel costs were estimated, or why particular equipment or supplies must be purchased. Templates for filling out the Budget Detail Worksheet may be found online at [http://www.ojp.usdoj.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.usdoj.gov/funding/forms/budget_detail.pdf). If you submit a different format, you must include the budget categories as listed in the sample budget worksheet. Note: Total costs specified in the Budget Detail Worksheet must match the total amount of line 15.g of the SF 424. When completing both the budget narrative form and budget detail worksheet, applicants must also consider the following:

**Expenses that are allowable under this solicitation include the following:**

(1) Salary and benefits (life, health, and disability insurance; state workers' compensation; retirement plan; FICA; and a public transportation stipend that does not exceed \$230.00 monthly (based on actual expenses)). If the application is selected for an award, applicants will be required to provide a copy of their last two federal tax returns as documentation of salary or consulting income history as part of the initial financial review. Applicants must clearly identify which benefits they are requesting and the actual calculations. For example, if the individual is requesting health insurance, they

should indicate the amount paid monthly and multiply by twelve to get the annual expense.

(2) Travel to make site visits with other BJS or OJP staff, to attend conferences and meetings (both local and outside of the Metro Washington, D.C. area) and to participate in training and professional development training. Applicants should budget a total of \$15,000 for three trips with the notation that date, duration, location, and nature of travel will be determined in consultation BJS management after the award is made. The applicant should include the notation that travel per diem and lodging will not exceed the federal guidelines. Travel expenses should be listed in the Budget Detail Worksheet.

**4. Plan for collecting the data required for performance measures.  
(See "Performance Measures" above.)**

**5. Other Attachments**

**Résumé and/or Curriculum Vitae**, including a list of publications authored, at least one writing sample, and the names and full contact information for three professional references. Résumés should include all employment and volunteer experience and relevant academic work. Résumés should provide contact information for previous supervisors and indicate whether or not the applicant authorizes BJS staff to contact the supervisor to verify work experience.

**Privacy Certification.** The Privacy Certificate is a funding recipient's certification of compliance with federal regulations requiring confidentiality of information identifiable to a private person, which is collected, analyzed, or otherwise used in connection with an OJP-funded research or statistical activity. The funding recipient's Privacy Certificate includes a description of its policies and procedures to be followed to protect identifiable data. A model certificate is located at <http://bjs.ojp.usdoj.gov/content/pub/pdf/bjsmpc.pdf>.

**Human Subjects Protection Certification of Compliance.** BJS requires the funding recipient to submit proper documentation to be used to determine that the research project meets the federal requirements for human subjects protections set forth in 28 CFR Part 46. A model certificate, describing the necessary information to be provided by the funding recipient, can be accessed at <http://bjs.ojp.usdoj.gov/content/hscr.cfm>.

## **Selection Criteria**

**Project Abstract and Statement of the Problem (10%):** The application should include a one-page summary that clearly describes the title/topic of the Visiting Fellowship that the applicant is applying for and describes the activities that will be implemented and materials that will be developed to achieve the project's goals and objectives, methods, and outcomes. The problem statement must describe the need for the project and provide a clear statement of how funding will support the project's value to the victims' field.

**Project Goals and Objectives (10%):** The applicant must specify the goals and objectives of the BJS Visiting Fellowship. The objectives should be measurable and relate directly to the issues described in the problem statement. The goals should state the overall purpose of what is to be accomplished. The objectives should describe the steps necessary to reach the goals or

how the goals will be accomplished. The application should clearly describe how funding will support the overall success of the project.

**Visiting Fellowship Program Design and Implementation (20%):** The project design and implementation plan must describe the BJS Visiting Fellowship goals, objectives, and activities and discuss how the strategy will address the identified problems and support the goals and objectives. It must include a time-task plan that clearly identifies objectives, major activities, and deliverables. The time-task plan also must provide for the submission of financial and progress reports. All recipients are required to submit semiannual progress reports and quarterly financial reports. BJS Visiting Fellows must attend one Financial Management Training Seminar in Washington, D.C. sponsored by OJP's Office of the Chief Financial Officer (OCFO) for grantees. Specific information, such as dates and locations of upcoming OCFO events, can be found at [www.circlesolutions.com/ocfo-rfmts/](http://www.circlesolutions.com/ocfo-rfmts/).

**Capabilities/Competencies (30%):** Applications must include a clear description of the applicant's academic and professional expertise in the subject matter areas of specialization of the fellowship, as well as the applicant's unique qualifications that will enable them to fulfill the grant responsibilities. Applicants should demonstrate that they possess the flexibility, skills, and temperament to operate in a fast-moving environment on multiple activities, sometimes with very short turn-around time. Applicants should document their ability to work collegially and collaboratively as a member of a team or teams across divisions, offices, and agencies. The applicant must demonstrate sufficient subject matter and project management expertise and other necessary skills, such as technical writing and technological proficiency with specific software programs, to perform crucial functions of the specific fellowship. Résumés should be attached to the narrative to support this section and should include all employment and volunteer experience. Résumés should provide contact information for previous supervisors and indicate whether or not the supervisor can be contacted. All required attachments must be included to document experience and capability; optional attachments may be used to document specific skills that will assist in the successful completion of the fellowship project.

**Budget (15%):** BJS and OJP staff will examine the identified project budget to ensure that all expenses are allowable and necessary for the completion of the BJS Visiting Fellowship and comport with the requirements of the OJP Financial Guide. Applications that exceed the \$200,000 limitation for this solicitation will be considered non-responsive and will not be reviewed. While the use of the Budget Detail Form is not required, applicants must follow the format of the Budget Detail Form and include all requested information that is relevant to the execution of the fellowship grant. Applicants should ensure that all expenses listed are allowable as outlined in this solicitation and the OJP Financial Guide.

**Impact/Outcomes and Evaluation (15%):** Evaluation is critical to ensure that each BJS project is operating as designed and achieving its goals and objectives. Accordingly, each application must provide a plan to assess the Fellowship effectiveness and to evaluate accomplishment of project goals and objectives. Applicants should describe how they will assess performance in attaining the outcomes identified for the project. Goals and objectives must be clearly stated, links must be established between program activities and objectives, and performance measures must be identified. Performance measures will address a mix of immediate and intermediate outcomes and, as appropriate and feasible, information on long-term impact.

## Review Process

OJP is committed to ensuring a standardized process for awarding grants. BJS reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with program or legislative requirements as stated in the solicitation.

Peer reviewers will be reviewing the applications submitted under this solicitation as well. BJS may use internal peer reviewers, external peer reviewers, or a combination of both 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 an expert in the field of the subject matter of a given solicitation who is a current U.S. Department of Justice employee.

Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all other requirements 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 may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

After the peer review is finalized, the Office of the Chief Financial Officer (OCFO), in consultation with BJS, conducts a financial review of all 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. OCFO also reviews the award document and verifies the OJP Vendor Number.

**When awards will be made:** All applicants, whether they are accepted or rejected, will be notified. The review and approval process may take several months. You should not propose to begin work until at least six months after the application deadline on the cover of this solicitation. Also, you should not expect to receive notification of a decision for several months after that date. Lists of awards are updated regularly on BJS' Web site at <http://bjs.ojp.usdoj.gov/>. All final award decisions will be made by the Director of the BJS, 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.

Applicants should be aware that winning applications might be made available to the public, after redactions of information determined to be covered by Privacy Act considerations.

## 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 [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
- Research and the Protection of Human Subjects
- 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

# Application Checklist

## 2010 Visiting Fellows: Arrestee Drug Abuse Monitoring

The application check list has been created to aid you in developing your application. Below is a list of required items.

### The Application Components:

- Statement of the Problem/Program
- Project Design and Implementation
- Capabilities/Competencies
- Budget Narrative
- Budget Detail Worksheet
- Impact/Outcomes and Evaluation/Plan for Collecting Data for Performance Measures

### Program Narrative/Abstract Format

- Double-spaced
- 12-point font
- Narrative is 20 pages or less
- 1-inch standard margins

### Additional Materials Required:

- Résumé and/or Curriculum Vitae, including a list of publications authored, at least one writing sample, and the names and full contact information for three professional references. Résumés should include all employment and volunteer experience and relevant academic work. Résumés should provide contact information for previous supervisors and indicate whether or not the applicant authorizes BJS staff to contact the supervisor to verify work experience.

### Other:

- Standard Form 424
- Privacy Certification
- Human Subjects Protection Certification of Compliance
- Indirect Cost Rate Agreement (if applicable)