U.S. Department of Justice **OMB No. 1121-0329**
Office of Justice Programs
Bureau of Justice Statistics

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 Corrections Statistics. 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: Corrections Statistics Solicitation

Eligibility

Applicants are limited to senior-level researchers and/or statisticians who are willing to commit a substantial portion of their time over an eighteen-month period to undertake methodological research to enhance the bureau's capacity to use its National Corrections Reporting Program (NCRP) data for studying important research questions.

Deadline

Registration with Grants.gov is required prior to application submission.
(See "How to Apply" on page 13)

All applications are due by 5:00 p.m. Eastern time on Friday, June 4, 2010.
(See "Deadlines: Registration and Application" on page 3)

Contact Information

For technical assistance with submitting the application, contact Grants.gov Customer Support at 1-800-518-4726 or via e-mail to support@grants.gov.

Note: The Grants.gov Support Hotline is available 24 hours, seven days a week, except federal holidays.

For assistance with any other requirement of this solicitation, contact William Sabol, Chief, Corrections Statistics Unit, at 202-307-0765 or via email at askBJS@usdoj.gov. Include "vfcs" in the subject line of emails pertaining to this solicitation.

Grants.Gov number assigned to announcement:
2010-BJS-2657

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BJS FY 2010 Visiting Fellow: Corrections Statistics (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 Corrections Statistics.

BJS is authorized to award grants and cooperative agreements to State and local governments, private nonprofit organizations, public nonprofit organizations, for-profit organizations, institutions of higher education, and qualified individuals. Applicants are limited to senior-level researchers and/or statisticians who are willing to commit a substantial portion of their time over an eighteen-month period to undertake methodological research in two specific areas to enhance the bureau's capacity to use its National Corrections Reporting Program (NCRP) data for studying important research questions.

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 Friday, June 4, 2010. Please see the "How to Apply" section, on page 13 for more details.

Eligibility

Applicants are limited to senior-level researchers and/or statisticians who are willing to commit a substantial portion of their time over an 18-month period to undertake methodological research to enhance the bureau's capacity to use its National Corrections Reporting Program (NCRP) data for studying important research questions.

Project-Specific Information

BJS invites candidates to apply to its Visiting Fellow Program to undertake methodological research to enhance its capacity to use its National Corrections Reporting Program (NCRP) data for studying failure (and success) of state parolees, time served in prison and its contribution to changes in the size of the prison population, periods of imprisonment over the life course of offenders, and methods to address nonresponse in generating national-level estimates of transitions between stages of the imprisonment process. To accomplish these aims the Fellow's methodological work would focus primarily on two objectives:

- First, developing methods to weight or adjust NCRP data for nonresponse to produce national-level estimates of prison population movements; and

- Second, developing record-linkage methods to track offender movements from entry into prison to exit from prison, from prison exit to discharge from parole, and from prison exit to return to prison. BJS expects that the Fellow use NCRP data covering a sufficient period of time to address substantive issues related to prisoner return to prison and changes in prisoner movements, and that the Fellow's analysis would encompass at a minimum the period from 2000 through 2008 (or the most recent year for which NCRP data are available).

Background on the NCRP

Through the NCRP, BJS collects individual (or offender-level) data on prisoners entering and leaving the custody or supervision of state prison systems and discharges from parole. These data are crucial to BJS' efforts to study important issues in corrections, including recidivism and reentry, success and failure on parole, changes in the racial and offense composition of prison populations, aging correctional populations and the implications for correctional health care costs, mortality in prisons and while under community supervision, factors affecting prison population growth (such as length of stay and admissions), and a variety of other topics.

The NCRP data, which have been collected annually since 1983, are derived from state prison and parole administrative records. Annually, state agency staff have provided to BJS' data collection agent data extracts from their information systems that conform to BJS' specifications for variables describing offender movements and their characteristics. Currently, the NCRP consists of four parts, each representing a cohort of offenders:

- The part "A" records contain data on prisoners who were admitted into state prison during a calendar year;
- The part "B" records contain data on those who were released from state prisons during a calendar year;
- The part "C" records cover offenders who were discharged from parole during a calendar year; and
- The part "D" records contain data on prisoners incarcerated in state prison at yearend. The D records were collected beginning in 1999.

A clever component of the design of the NCRP is that the data obtained about offenders admitted into prison are retained on the records of offenders in prison at yearend, released from prison, and discharged from parole. In essence, the original prison admission record is updated with the latest prisoner movement (or yearend prison stock data) as an offender moves through the corrections process. That an offender record retains information about dates of commitment, charges associated with the commitment, and other information at sentencing throughout the process provides opportunities for linking NCRP records across stages of the corrections process.

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

As an example, the description of the 2004 NCRP data can be found at: http://www.icpsr.umich.edu/cocoon/NACJD/STUDY/26521.xml

A majority of states have provided data (mostly A and B records) to the NCRP since its inception, and until 2005, the NCRP records covered about 85% of admissions into and releases from state prisons. Since 2002, participation has declined (table 1), but the NCRP still covers about 70% of the state prison population. As discussed in the subsequent section on goals, arresting and reversing the declining participation in the NCRP is a key goal for this project.

Table 1. Participation in the NCRP, 2000 through 2008

	Number of participating states, by year								
NCRP part	2000	2001	2002	2003	2004	2005	2006	2007	2008*
A	39	38	39	36	36	36	33	30	28
B	39	38	39	36	36	36	33	30	28
C	32	30	30	29	27	27	26	22	22
D	18	26	27	25	22	23	23	20	19

*As of February 17, 2010. The 2009 collection went into the field early in January.

The completeness of the NCRP data, by type of data (parts A, B, C, and D) may vary in terms of the variables for which data are provided and in the types of records provided. For example, some states may not have provided data on the type of prison admission (e.g., a new court commitment, parole violator, etc.) for a particular year, or they may have provided records for persons sentenced to less than one year. While these records—offenders sentenced to less than one year—are not consistent with BJS definitions of a sentenced offender, BJS collects these records and classifies them in a manner that is consistent with BJS definitions. Records of unsentenced offenders or offenders sentenced to less than one year who enter prison are useful to BJS for other purposes. For example, in states with an integrated prison/jail system, the records of unsentenced admissions can be used to understand movements into and out of what could be considered to be a jail setting.

For the purposes of generating similar year-to-year distributions of offenders admitted into state prisons, offenders released from state prisons, offenders exiting parole supervision, and persons in prison at yearend, BJS has prepared a set of processing standards for each data collection year. The standards have been designed and applied to the source data provided by state respondents to prepare a set of analytic tables for internal use that help to assess the reliability of the data submissions over time and across responding states.

BJS uses the annual NCRP data to publish statistical tables that document movements of offenders through stages of the corrections process. This limited set of 15 tables (see: http://bjs.ojp.usdoj.gov/content/dtdata.cfm#corrections) provides information on prison admissions, releases, and parole exits. Characteristics of the offender population included in these tables include offense, gender, and race. BJS also uses the NCRP in special topic reports and in developing estimates of the characteristics of prison populations.

A critical goal for this project is to enhance the timeliness and quality of the data products emanating from the NCRP. BJS seeks a Fellow that can both handle the information system processing and database management tasks of the project, has the methodological expertise to address the nonresponse and weighting issues, and has substantive knowledge of issues in corrections that can be addressed by the NCRP data.

Rationale for the Visiting Fellowship

BJS views the NCRP as a valuable resource for describing offender movements into and out of prison and off of parole. However, BJS has not had the resources internally to exploit these data as fully as it would like. In bringing on a Visiting Fellow to undertake methodological research on the NCRP, BJS is signaling its commitment to more fully use this resource.

The importance of the NCRP was recognized recently by the Committee on National Statistics of the National Research Council of the National Academies in its report on BJS' statistical programs. In its report on BJS, Ensuring the Quality, Credibility, and Relevance of U.S. Justice Statistics (available at http://www.nap.edu) the Committee emphasized that BJS should have as a goal for states from administrative data in corrections the development of yearly count of correctional populations that could be disaggregated and cross-tabulated by key variables such as offense and demographic groups, among others, and that BJS should also provide yearly transitions between steps in the corrections process that also could be disaggregated by key variables. Further, the Committee's report also emphasized the importance of record linkage as a vehicle for enhancing the utility of BJS' corrections data.

The NCRP is a source of administrative data on offenders that BJS currently uses to publish tables showing distributions of prison admissions (by type), prison releases (by type), time served in prison, and parole discharges (by type). The tables can be found at: http://bjs.ojp.usdoj.gov/content/dtdata.cfm#corrections. For each outcome, BJS also shows distributions by selected characteristics, such as offense type, age, race, or sex. The distributions are based on complete case data from participating states, and the total number of cases on which the distributions are based are reported in the final row of the published tables. However, from year-to-year, the composition of states contributing data may change, thereby affecting inferences that purport to examine changes in distributions over time. BJS intends that the Visiting Fellow focus on nonresponse in the NCRP and methods to adjust the data to address nonresponse.

Further, while the current set of published tables from the NCRP cover various steps in the corrections process—such as entry into prison, release from prison, and movements off of parole—the tables do not focus on the transitions between stages to identify the selection processes involved in producing the outcomes observed at each stage. BJS intends that one of the visiting Fellow's substantive foci would be on these transitions.

BJS has done limited work linking NCRP records, but there are several opportunities for record linkage that would yield additional information about the steps in the corrections process. Some linkage can be done without the aid of unique person identifiers. For example, the structure of the NCRP data files allows for linking records between adjacent steps or stages in the process by using information about dates of prisoner movements. For example, the prison release records also contain information about the dates of admission; hence, data from admissions cohorts can be linked into several years of data from release files to find the release record for entering cohorts of prisons.

The result of this type of linkage would be to provide data on actual time served by entering cohorts of prisoners up through the end of the record linkage period. Data on time served by those entering prison are useful for assessing the effects of changes in sentencing policy on prison populations or the contribution of time served to aging of the prison population, for example. Similarly, the prison release records can be linked into the parole discharge records to track the parole outcome experiences for cohorts of prisoners entering parole during a given

year. These data can be analyzed to look at the distribution of time until failure or success on parole and the characteristics of offenders that differentiate these outcomes.

Goals, Objectives and Deliverables

Project Area 1. Weighting for Nonresponse in the NCRP

For this project area, BJS' interests lie in having the Visiting Fellow develop weights that adjust for nonresponse that could be applied to the individual-level NCRP records for use in generating national-level estimates of prison population movements and transitions between stages of the corrections process. As not all states submit records to the NCRP, or as individual states' participation in the program may vary over time, the research undertaken in this effort should address nonresponse, and develop a methodology that can be applied to the historical data and future data submissions.

In addition to the methodology, BJS envisions that the Fellow would produce a set of tables that, analogous to the existing tables drawn from the NCRP, show distributions of prison admissions, releases, and parole discharges and for each stage, show distributions by selected characteristics, such as offense, demographic attributes, sentence length, and other attributes.

In addition, BJS is interested in estimates of the characteristics of the prison stock at yearend, also showing distributions of characteristics of the stock. BJS expects that the Visiting Fellow would consult with BJS staff in determining the estimates to produce, but the published NCRP tables provide a starting point for these discussions. BJS expects also that the Visiting Fellow would also work on statistical tables that provide estimates of transitions between stages of the corrections process. One such example of a transition is the conditional probability of release from prison in a given year, given selected characteristics such as demographic attributes, type of offense, time served, method of admission, and so on. Other transitions, such as the probability of return to prison for a technical violation of parole, conditional upon time on parole, type of offense and so on, would also be useful to generate as they would contribute to understanding the corrections process.

Generating national estimates of these quantities requires addressing response patterns over time and adjusting the data to take into account varying patterns of response. To aid in developing the weights, BJS will provide the Visiting Fellow with control totals for each state and nationally that come from BJS National Prisoners Statistics (NPS) and Annual Surveys of Probation and Parole (P & P) data collections. For selected control totals, where data are available, BJS will also provide totals by gender or race. BJS expects that the Visiting Fellow will suggest, alone or in consultation with BJS staff, other data sources that could be used to analyze nonresponse and possibly adjusting the data. BJS also expects that the Visiting Fellow will undertake an in-depth analysis and assessment of nonresponse (at either the state or item levels) in the NCRP for the period from 1990 to 2008 and the effects of nonresponse on national estimates of prisoner movements. The Visiting Fellow would propose methods for undertaking this assessment, including identifying ancillary data that can be used to help to assess or adjust the NCRP data. The Visiting Fellow would use the information obtained from the analysis to develop weights to adjust for nonreponse and to impute missing data. The Visiting Fellow would also work to develop methods that can be generalized and applied (by BJS staff) to other years of NCRP data.

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The race and Hispanic origin of prisoners provide unique challenges for BJS, and BJS seeks the Fellow's views on methods for generating national-level estimates of the race and Hispanic origin of state prisoners from the NCRP data that meet the Office of Management and Budget (OMB)'s standards for reporting race and Hispanic origin. See http://www.whitehouse.gov/omb/inforeg_statpolicy/#dr for data on OMB directives regarding reporting data by race and ethnicity. The challenge presented by NCRP is that state corrections information systems do not necessarily gather data on race and Hispanic origin using the OMB standards. For its statistical reports, BJS has adjusted administrative data and prisoner establishment survey data using self-report data on race and Hispanic origin that BJS has obtained from its inmate surveys. (For a discussion of these methods, see, for example, the Methodology of *Prisoners in 2008*, available at: http://bjs.ojp.usdoj.gov/index.cfm?ty=pbdetail&iid=1763.) BJS' interests lie in having the Visiting Fellow develop methods for estimating race and Hispanic origin that can be applied to the NCRP data to provide national estimates of race and Hispanic origin of prisoners that meet OMB standards. To this end, BJS will provide the Visiting Fellow with data on self-reported race and ethnicity drawn from its inmate surveys.

The Fellow will work collaboratively with the BJS Program Manager and staff to identify possible topics for papers and presentations and opportunities for collaborative work with BJS staff.

Project Area 2. Record Linkage in the NCRP

For this project area BJS intends that the Fellow would invest time and effort to develop and implement methods to link the NCRP data across NCRP cohorts to produce estimates of durations in prison and on parole and, where data are available, to link records to track unique individuals' imprisonment histories. These efforts would address three goals that BJS has for linking NCRP records:

- Parole entry cohorts. The goal is to identify episodes of offender movements characterized by release from prison to discharge from parole to estimate time to parole discharge and analyze the characteristics of offenders associated with time to failure on parole. (Limited to states that provide both prison release and parole discharge records.)

- Time served by entering cohorts of prisoners. The goal is to track offender movements from the time entering prison until release from prison to estimate time served and to develop alternative methods for estimating time-to-be served until release for entering cohorts of prisoners in which the methods address the right censoring problem.

- Life course of prison or imprisonment histories of individuals. The goal is to track the movements of unique individuals in and out of prison over a given period (i.e., 1990-2009) to identify and characterize each episode in (defined as the time from entry to release) prison, determine time on the street, estimate the total time spent incarcerated during the period of the study, and use the data to estimate the total time spent in prison during the lifetime. (This effort will be limited to states that provide valid state ID variables that uniquely identify persons.)

As not all of the states that submit NCRP data include in their submissions individual or offender-level ID variables that could be used as record-linkage keys across the NCRP cohorts, the Visiting Fellow will have to develop linkage methods that take into account the structure of the NCRP data and variables that are common across the NCRP cohorts. For example, the

date of prison admission appears on the prison release record for a specific commitment into prison, as do several other variables. These variables can be used to create a record link key that can be used to link records between adjacent cohorts (such as the prison admission and prison release cohorts, or the prison release and parole discharge records). A task for the BJS Visiting Fellow is to develop, test and validate the linkage methods to be used for states that do not provide unique, person-level identifying variables.

In all of these linking efforts, the prison release records have to be linked to the admission and parole records that occur later in time. The linking algorithm must also be "intelligent" enough to recognize types of admissions and releases and the implications of these events for recidivism research purposes. For example, a state with legal authority may house prisoners in another state. When that prisoner is released, if a new admission occurs, it may (or may not) happen in the original jurisdiction of legal authority. The linkage should reliably account for such instances.

The Visiting Fellow will analyze the datasets and prepare statistical papers that provide national estimates of selected variables describing prisoner movements, that address parole failure (success), and time served in prison. The Visiting Fellow will be expected to consult with BJS staff in determining the specific topics and scope of analysis and reports, but in general the analyses and reports will address study topics outlined in this description of the project. These include studies that describe the profile of released and returning prisoners, profiles of persons entering parole or other forms of post-prison supervision, and the factors associated with return to prison, such as time served in prison, time on parole, prior commitments, offense, and demographic characteristics of prisoners.

BJS intends that in addition to undertaking the methodological work described below that the Visiting Fellow prepare reports on the work, provide statistical tables showing the estimates obtained from the methodological work, and work with BJS staff to ensure that they have a grounded understanding of the methods and can apply them to the NCRP data.

The Fellow will work collaboratively with the BJS Program Manager and staff to identify possible topics for papers and presentations and opportunities for collaborative work with BJS staff.

Required Deliverables

The BJS Fellow will deliver to BJS the following items during the period of performance:

- For both projects: A specific timetable for all tasks and deliverables will be developed cooperatively by the BJS program manager and the Visiting Fellow. The 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 Fellow will revise the draft schedule as needed based on discussion and comment with the BJS program manager.

- Project Area 1 – Weighting for Nonresponse in the NCRP:

    - A comprehensive methodological report describing the methods used to adjust NCRP data for nonresponse, including documented computer code used to implement nonresponse weighting adjustments. BJS expects that the Fellow will deliver a draft outline of the final report for BJS review prior to preparing the final report. BJS also expects that a draft of the final report be delivered to BJS for

review and comment prior to delivery of the final version of the report.

- Statistical tables showing national-level estimates of prison admissions, prison releases, yearend prison stock, and parole discharges for the years 2000-2008; approximately 15-20 tables per year are expected. The content of the tables will be determined in conjunction with BJS staff.

- Conference presentation(s) on topics to be determined in conjunction with the BJS program manager.

- Collaboration with BJS staff on a report based on the data used and generated in the project.

- Periodic meetings with BJS staff to discuss the methodology and development of statistical tables.

- Project Area 2. Record Linkage in the NCRP:

  - A comprehensive report describing methodology used to link records and the linking outcomes for each jurisdiction found in the NCRP. This report is to include the program code that was used to perform the linking. BJS expects that the Fellow will deliver a draft outline of the final report for BJS review prior to preparing the final report. BJS also expects that a draft of the final report be delivered to BJS for review and comment prior to delivery of the final version of the report.

  - One or more training sessions for BJS staff on the design and use of the linking program so that the methodology can be used to update future NCRP data.

  - A series of descriptive statistics on linked datasets, including profiles of released and returning prisoners. Analyses of determinants of time to parole failure; analysis of time served. The content of the statistical tables will be determined in conjunction with BJS staff.

  - Conference presentation(s) on topics to be determined in conjunction with the BJS program manager.

  - Collaboration with BJS staff on a report based on the data used and generated in the project.

  - Periodic meetings with BJS staff to discuss the methodology and development of statistical tables.

Although the time frames 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, rather than only at the end of the project period. Final reports may be delivered at or near the end of the project period.

Amount and Length of Award

The period of performance for the Visiting Fellow is up to 18 months beginning October 1, 2010, and concluding no later than March 31, 2012. The project period may be less than 18 months. The maximum funds allocated for the fellowship is $200,000. Other allowable expenses are described below.

Fellows may, at their discretion, remain on-site at BJS for the entire duration of their project or make only occasional visits to accommodate their schedules. However, a security clearance is required for fellows who choose to work on-site at BJS.

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 Bureau of Justice Statistics. 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
Relevance of analysis in addressing substantive issues related to correctional population movements and to success (or failure) on parole	Percent of identified gaps that can be addressed by proposed research.	Number of identified gaps. Number of issues addressed by proposed research.
Quality of research as assessed by BJS' management Develop a methodology for the project objectives (addressing nonresponse and linking records)	Quality of the research as measured by whether significant interim project milestones were achieved, final deadlines were met, and costs remained within approved limits.	Number and extent of revisions required to complete work under proposed methods. Original and final versions of all methodological and substantive papers. Time frames for project work and dates of deliverable submission Papers and presentations, either solely or jointly authored (with BJS staff).

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. If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **800-518-4726**, 24 hours, seven 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 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. 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 Central Contractor Registration (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.

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.

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-2657.

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.

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 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 and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all attachments. OJP recommends that all resumes be included in a single file.

1. Standard Form 424

Please see 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

This should describe the activities in the Statement of Work and address the evaluation criteria. The narrative should provide a detailed timeline and budget for project activities. The narrative should demonstrate the applicant's knowledge of survey methodology and capabilities to handle a national collection of criminal justice data.

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 much 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. 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 3 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

Resume and/or Curriculum Vita, including a list of publications authored, at least one (1) writing sample, and the names and full contact information for three professional references. Resumes should include all employment and volunteer experience and relevant academic work. Resumes 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 (25%): 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 https://www.circlesolutions.com/ocfo-rfmts/.

Capabilities/Competencies (25%): 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. 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. Resumes should be attached to the narrative to support this section and should include all employment and volunteer experience. Applicants are limited to senior-level social science researchers and/or statisticians whose work on crime-related subjects has been extensively published and who are willing to commit a substantial portion of their time over an eighteen-month period to undertake methodological research to enhance the bureau's capacity to use its National Corrections Reporting Program (NCRP) data for studying important research questions.

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. Applications that request more than $75,000 for salary (figure does not include benefits) will be considered non-responsive to the application. 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 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, 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 6 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's Web site at http://bjs.ojp.usdoj.gov/index.cfm?ty=fun#awards.

All final award decisions will be made by the Director of the Bureau 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.

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.

- 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

Application Checklist

2010 Visiting Fellows: Corrections Statistics

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

Additional Materials Required:

_____**Resume and/or Curriculum Vita,** including a list of publications authored, at least one (1) writing sample, and the names and full contact information for three professional references. Resumes should include all employment and volunteer experience and relevant academic work. Resumes 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)