University of Massachusetts Lowell

UMASS Lowell

U.S. DEPARTMENT OF JUSTICE – OFFICE OF JUSTICE PROGRAMS
NATIONAL INSTITUTE OF JUSTICE
FULL RESEARCH PROPOSAL CHECKLIST

When preparing NIJ proposals, please follow the specific FOA along with the OJP Grant Application Resource Guide. The FOA contains additional proposal preparation guidance, and other important information including solicitation-specific documents that may be required. This solicitation incorporates the OJP Grant Application Resource Guide by reference. The OJP Grant Application Resource Guide provides guidance to applicants for the preparation and submission to OJP of applications for funding. If the specific FOA modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in the solicitation as to that provision. This checklist highlights, not replaces, proposal elements required in most NIJ solicitations and the OJP Grant Application Resource Guide. *Please consult the guidelines for complete instructions and additional content that may be required for your specific proposal.*

Applications will be submitted to DOJ in a two-step process:

Step 1 of the application *will be prepared by PI in Grants.gov Workspace.* If you need to register for a Grants.gov account, click here for more information.

Step 1: Grants.gov Workspace

Proposal Element	Instructions
SF-424	• Complete web based form • Institutional data can be found here

SF-LLL	• Complete web-based form
	• Responses to questions
	   1. Type of Federal Action: *Grant*
	   2. Status of Federal Action: *Initial Award*
	   3. Report Type: *Initial Filing*
	   4. Name and Address of Reporting Entity: *Prime – Enter UML address*
	   5. If Reporting Entity in No. 4 is a Subawardee, Enter name and address of Prime: *N/A*
	   6. Federal Department/Agency: *U.S. Department Of Justice, National Institute Of Justice*
	   7. Federal Program Name/Description: (Enter specific program name)
	   8. Federal Action Number: *N/A*
	   9. Award Amount: (leave blank)
	   10. a. Name and Address of Lobbying Registrant: *N/A*
	      b. Individuals Performing Services: *N/A*
	   11. Signature (signed off on by ORA AOR upon submission)

Step 2 of the application *will be prepared by the PI in JustGrants.* **Note:** The application will become available to the PI in JustGrants once the Grants.gov process (Step 1) has been successfully completed.

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Step 2: *JustGrants*

Proposal Element	Instructions
Standard Application Information	- Review the data submitted in Grants.gov and make edits as needed - Add zip codes for areas affected by program - Confirm AOR - Verify your organization's legal name and address
Proposal Abstract	No more than 400 words (web-based form)
Proposal Narrative	**Format:** - PDF attachment - Times New Roman; 12 pt.; double-spaced; no less than 1" margins - Pages should be numbered - Cannot exceed 30 pages Content: **Title page** - Project title - Submission date - Funding opportunity number - PI (and any Co-PIs) - Unique author identifier (e.g., ORCID, ResearcherID, Scopus Author ID (if available) - Requests for consideration under "new investigator" and/or "priority areas of research" areas - Key words, including science focus areas - Contact information (name, address, phone number, email address) for both the applicant and the PI **Resubmit response** (*if applicable*) - (*not counted against narrative page limit*) **Table of Contents and Figures** (*not counted against narrative page limit*) **Main Body** - Organize as specified within the FOA
Goals, Objectives, Deliverables and Timeline	Complete web-based form (see OJP Grant Application Resource Guide for more information)
Budget and Budget Narrative	- Complete web-based form - Detail budget items, listing total cost of each and how it was calculated - Personnel costs should show the annual salary rate and the percentage of time spent on the project for each person paid with grant funding - The narrative should explain how the applicant estimated and calculated all costs, and how those costs are necessary to the completion of the proposed project. - Details on what each section of the budget narrative should include can be found on the Budget Sheet Instructions of the OJP Budget Detail Worksheet.* *Reminder, this budget worksheet is not a required document, but to be used as a reference.* - Subcontracts must also provide a detailed budget and budget justification to be entered in the web-based form.
Indirect Cost Rate Agreement	- Attach PDF of current UML IDC rate agreement. - You will find the current agreement in the following locations for your use: - JustGrants document repository

	o On the ORA website here
Financial Management Questionnaire (including disclosure of high risk status)	• Upload this document as an attachment • You will find the questionnaire located in the JustGrants repository.
CVs or Resumes	• Required for Principal Investigator and any/all Co-Principal Investigators • Additionally – CVs, resumes, or biographical sketches of all other individuals (regardless of "investigator" status) who will be significantly involved in substantive aspects of the proposed project (including, for example, individuals such as statisticians used to conduct proposed data analysis). • Attach as a PDF • *No specified format*
Timeline Form	• Proposed project timeline and expected milestones • Attach as a PDF
Letters of Support	• *If applicable,* Letters of Cooperation/Support or administrative agreements from organizations collaborating in the project, such as law enforcement and correctional agencies should be included as attachments.
Research and Evaluation Independence and Integrity Statement	• If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. o Applicants should attach a description of their research and evaluation independence and integrity • For additional information regarding demonstrating research/evaluation independence and integrity, including appropriate safeguards, see the OJP Grant Application Resource Guide.
Bibliography	• Prepare a Bibliography for any references cited in the Project Narrative • Attach as a PDF
Tools/instruments questionnaires/tables/charts	• If applicable, tools/instruments, questionnaires, tables/charts/graphs, or maps pertaining to the proposed project, supplemental to such items included in the main body of the narrative. • Attach as a PDF
List of individuals	• Provide a complete list of the individuals named or otherwise identified anywhere in the application (including in the budget or in any other attachment) who will or may work (or advise or consult) on the proposed research, development, or evaluation project. • This includes all sub-contract personnel. • Applicants should use the "Proposed Project Staff, Affiliation, and Roles" form available on the NIJ webpage to prepare this list. • Attach form

Human Subject Protection	• Complete Protection of Human Subjects form.
	   o Human subjects IRB approval does not need to have occurred at proposal stage.
	   o Assurance Identification #, expiration date, and IRB registration no. can be found on the Office of Research Integrity webpage.
	   o *Must be signed by an Authorized Institutional Official.*

Privacy Certificate	• Complete a Privacy Certification. A template and instructions can be found here. Additional guidance is here.

	• This must be signed by PI and AOR or IRB Chair depending on human subject involvement. ○ Contact IRB Manager for coordination of signature by IRB chair. • Attach form
Request to Use Incentives or Stipends	• If applicable – applicants who are proposal to use incentives or stipend payments as part of their research project design, must submit an incentive or stipend approval request. ○ Request will include answers to seven questions. More information can be found here. • Attach document as a PDF
Documentation of Rural Challenges (if applicable)	• Narrative document about Rural challenges (*if applicable*)
Documentation of High-Poverty Areas or Persistent-Poverty Counties (if applicable)	• If proposal requests consideration under the High-Poverty Areas or Persistent Poverty Counties priority, you must provide a narrative explanation to identify each specific High-Poverty Area (by census tract number(s)) and/or each specific Persistent-Poverty County where individuals are intended to benefit from the requested grant and how the requested grant will address specific challenges in each such identified area and/or county. • Attach narrative as a PDF
Documentation of Enhanced Public Safety in Qualified Opportunity Zones (if applicable)	• If proposal requests priority consideration under the under the Qualified Opportunity Zones priority must provide a sufficient narrative explanation in order for OJP to identify clearly the public safety benefit the applicant anticipates that its project will have on a specified QOZ(s). The narrative and the list of affected QOZs (by census tract number) must be included as an attachment that is clearly labeled as addressing QOZs. The applicant may also include tables, charts, graphs, or other relevant illustrations that may be useful in comprehending the manner in which the proposed project is anticipated to benefit a QOZ(s). • Attach narrative as a PDF
Project Management Plan	• Attach description of PMP as a PDF
Consortium/Contractual Agreement	• *If applicable*, explain program-related, fiscal and administrative arrangements between UML and the consortium or contracted entities • Attach explanation as a PDF

Data archiving plan	• Prepare and label document "Data Archiving Plan" as an Appendix
	• Include the following:
	    ○ Brief details about proposed data management and archiving, including submission to NIJ (through NACJD) of all files and documentation necessary to allow for future efforts by others to reproduce the project's findings and/or to extend the scientific value of the data set through secondary analysis.
	    ○ Files and documentation include, but not limited to
	        ▪ qualitative and quantitative data produced,
	        ▪ instrumentation and data collection forms,
	        ▪ codebook(s),
	        ▪ specialized programming code necessary to reproduce all constructed measures and the original data analysis,
	        ▪ description of necessary de-identification procedures
	        ▪ (When required) a copy of the privacy certificate and informed consent protocols.
	    ○ level of effort associated with meeting archiving requirements

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	• Page Limits: 1-2 pages • Attach document as an Appendix
Disclosures and assurances	• Complete web-based form
DOJ Certified Standard Assurances	• Complete web-based form
Applicant Disclosure of Duplication in Cost Items	• Complete web-based form
Applicant Disclosure and Justification – DOJ High risk grantees (if applicable	• Not applicable to UML

Subcontract Organizations – Required Documents

- Sub-Recipient Commitment Form
- Research Sub-award Agreement Form: Attachment 3B 1 + 2
- Statement of Work
- Detailed Budget
- Budget Justification
- CV for any Senior/Key Personnel (no format)
- Letter of Support from Partnering Agency – Should include acknowledgement that de-identified data derived from, provided to, or obtained through this project will be archived by the grant recipient with the NACJD.
- *If the subrecipient does not have a fully negotiated indirect cost rate, they cannot budget indirect costs. They are allowed to budget the federal de minimis rate of 10% in place of any internal IDC rate they may have in place with their organization. Additionally as these will be awarded as grants, if you are partnering with any for profit entities, a for-profit fee is not allowed. Similarly, a for-profit may budget the 10% de minimis as IDC.*