



OVW Fiscal Year 2016 Research and Evaluation Solicitation

Solicitation Release Date

This solicitation was released on or about March 21, 2016.

Eligibility

Eligible applicants are limited to: states, units of local government, federally recognized Indian tribal governments, nonprofit organizations, and institutions of higher education. See [Eligibility](#) for more information.

Deadlines

Application: All applications are due by 11:59 p.m. Eastern Time (E.T.) on **May 2, 2016**.
(See [Submission Dates and Times](#))

Registration: To ensure all applicants have ample time to complete the registration process, applicants must obtain a Data Universal Number System (DUNS) Number, register online with the System for Award Management (SAM) and with [Grants.gov](#) no later than April 7, 2016.
(See [Registration](#))

Letter of Registration: Applicants are encouraged to submit a letter of registration to Virginia.Baran@usdoj.gov by April 7, 2016. This will ensure that applicants are well-positioned to submit an application by the deadline. This letter will not obligate potential applicants to submit an application. Applicants who do not submit a Letter of Registration can still apply.
(See [Letter of Registration](#))

Contact Information

For assistance with the requirements of this solicitation, email Virginia.Baran@usdoj.gov, or call OVW at (202) 307-6026. For technical assistance with [Grants.gov](#), contact the [Grants.gov](#) Customer Support Hotline at 1-800-518-4726. It is anticipated that all applicants will be notified of the outcome of their applications by September 30, 2016.

The [Grants.gov](#) number assigned to this announcement is OVW-2016-9780.

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OVW Research and Evaluation Solicitation (CFDA # 16.026)

A. Initiative Description

Overview

The Office on Violence Against Women (OVW) is a component of the United States Department of Justice (DOJ). Created in 1995, OVW implements the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership on issues of sexual assault, domestic violence, dating violence, and stalking. Since its inception, OVW has supported a multifaceted approach to responding to these crimes through implementation of grant programs authorized by VAWA. By forging state, local and tribal partnerships among police, prosecutors, judges, victim advocates, health care providers, faith leaders, organizations that serve culturally specific and underserved communities and others, OVW grants help provide victims across the life span with the protection and services they need to pursue safe and healthy lives, while improving communities' capacity to hold offenders accountable for their crimes.

About the OVW Research and Evaluation Initiative

The statutory provisions of VAWA addressing definitions and grant provisions—42 USC 13925(b)(7)(B)—authorize OVW to set aside up to three percent of available funds from most OVW programs to conduct evaluations of promising practices or problems emerging in the field or related research, in order to inform OVW as to which programs or projects are likely to be effective or responsive to needs in the field.

The purpose of the Research and Evaluation (R&E) initiative is to research and evaluate approaches to combatting domestic violence, sexual assault, dating violence, and stalking. By generating more knowledge about strategies for serving victims and holding offenders accountable, communities that benefit from VAWA funding will be better equipped to align their work with practices that are known to be effective, and they will be more capable of generating empirical knowledge on the efficacy of new and promising ways of doing things. R&E is designed to support researcher-practitioner partnerships and a broad range of research and evaluation methods, including qualitative, mixed-method, and quasi-experimental designs. Because OVW has very limited funds to support research and evaluation, this initiative prioritizes topics for which a stronger evidence base would help OVW grantees use federal funds most effectively.

Scope and Priority Areas

Activities supported by R&E are governed by statute, federal regulations, and OVW policies. If an applicant receives an award, the funded project is bound by all relevant statutes and regulations, the provisions of this solicitation, the DOJ Financial Guide, any updates to the DOJ Financial Guide, requirements related to confidentiality and human subjects research, and the conditions of the recipient's award.

Areas of Study

OVW is interested in funding research and evaluation to generate knowledge in the six areas of study listed on the next page.

1. **Victims' needs.** How victimization and its aftermath affect people's lives, especially people who are marginalized (including but not limited to victims who are: people of color, immigrants, male, Deaf or hard of hearing, lesbian, gay, bisexual, or transgender (LGBT); people with disabilities; elderly; members of cultural, linguistic, and/or religious minority groups; incarcerated or formerly incarcerated; and/or living in poverty); and what they need to cope, heal, and achieve safety and justice
2. **Cultures, disparities, and access.** Ways in which cultural differences and social inequalities matter in terms of where and to whom people go for help, and whether people are able to access justice and get services that are useful to them
3. **Justice.** Ways the justice system can effectively pursue and achieve justice in cases involving domestic/dating violence, sexual assault, and stalking; with justice broadly understood to include autonomy for victims, accountability for offenders, procedural fairness for all, and restorative justice
4. **Impact.** Short- and long-term impact of the justice system's response, victim services, and other VAWA-funded interventions on victim safety and offender accountability
5. **Indicators of success.** What success looks like and how to measure it—for victims pursuing safety and justice, for offenders being held accountable for their violence, and for people who work with victims and offenders
6. **Reducing recidivism.** How to prevent violence from recurring.

To ensure that these areas of study are not so broad as to be vague, examples of ways of contributing knowledge to them are provided below.

- A study of sex crimes investigators' caseloads as it relates to the thoroughness of investigation addresses OVW's interest in **justice** for victims of sexual violence, **indicators of success** that look beyond crime rates and arrests, and **reducing recidivism**, since better investigations ostensibly lead to more serial offenders being identified and stopped from committing more crimes.
- An evaluation of a tribal peacemaking court model for domestic violence cases could contribute to all six areas of study, especially accounting for **cultures, disparities, and access** in pursuing **justice**, and the **impact** of the justice system's response on victim safety and offender accountability.
- A comparison of outcomes for residents of several shelter programs that use different models for providing trauma-informed, voluntary services would build knowledge about **victims' needs**, the **impact** of VAWA-funded interventions, and **indicators of success** for victims who use shelter services and staff who work in shelters.
- A longitudinal study following domestic violence victims who decide to stay with their abusers could examine health outcomes, service usage, protective factors, and any changes in the manner and severity of violence and abuse over time; contributing to what we know about **victims' needs; cultures, disparities, and access**; and the **impact** of VAWA-funded interventions.
- A descriptive study of several peer support group models specifically designed for African American survivors of domestic or sexual violence would build knowledge about **victims' needs** and **cultures, disparities, and access**.

These examples are provided merely to illustrate the ways research could build knowledge in the six areas of study; they are not instructive in terms of the research and evaluation OVW intends to support.

FY 2016 Priority Topics for Research and Evaluation

In FY 2016, OVW is interested in supporting research and evaluation on the topics identified below.

- Impact of VAWA-funded interventions¹ on victims who are: people of color, immigrants, male, Deaf or hard of hearing, lesbian, gay, bisexual, or transgender (LGBT); people with disabilities; elderly; members of cultural, linguistic, and/or religious minority groups; incarcerated or formerly incarcerated; and/or living in poverty.
- Research on the intersection of firearms and domestic violence including the examination of: a) enforcement of firearm surrender and seizure laws related to domestic violence and its relationship to domestic violence injury and homicide; b) enforcement of domestic violence protection orders requiring surrender of firearms; c) relationship between issuance of protective, restraining, custody, and/or visitation orders and firearm purchases; and d) return of weapons surrendered under a domestic violence protection order and its relationship to subsequent domestic violence injury and homicide.
- Culturally-specific victim services, such as descriptive research on what these services include and what distinguishes them from mainstream services, as well as research on the impact of specific interventions. This could include baseline data on practices that have not been studied at all, and further evaluation of interventions that have been evaluated, e.g., the promotora model).
- Effectiveness of transitional housing program models and related assistance.
- Strategies for improving sexual assault investigation and prosecution, irrespective of the existence of a rape kit and/or the status of rape kit analysis.²
 - Effectiveness of trauma-informed law enforcement victim interviewing practices (e.g., the Forensic Experiential Trauma Interview (FETI) model).
- Strategies for implementing Department of Justice authoritative guidance (e.g., the *National Protocol for Sexual Assault Medical Forensic Examinations – Adult/Adolescent*, and *Identifying and Preventing Gender Bias in Law Enforcement Response to Sexual Assault and Domestic Violence*), and effectiveness of those strategies.
- Impact of OVW-funded training on practice, including the effectiveness of specific delivery methods and curricula.

¹ “VAWA-funded intervention” refers to any activity funded through [OVW grant programs](#) to address domestic/dating violence, sexual assault, or stalking. OVW is especially interested in studying the effectiveness of interventions that cut across multiple OVW grant programs. For information on different interventions funded by OVW programs, see the *2014 Biennial Report to Congress on the Effectiveness of VAWA Programs* at: <http://www.justice.gov/ovw/file/450866/download>.

² OVW is interested in strategies designed to mitigate biases, as well as strategies focused on investigatory skills, community relations, and workforce factors, such as police supervision, leadership, organizational structure, and implementation of policies and protocols. OVW is not interested in evaluating the impact of sensitivity training, or any training designed mainly to make law enforcement officers feel compassion for crime victims.

- Services designed for people with co-occurring victimization and substance abuse issues.
- Secondary analyses of existing data sets, for the purposes of identifying trends or studying variables not examined in the original analysis.
- Impact of specific coordinated community response models that have not been studied much or at all.
- Effectiveness of civil remedies for domestic/dating violence, sexual assault, and stalking victims.
- Testing and validation of instruments used to assess and respond to domestic/dating violence, sexual assault, and/or stalking.

Not appearing on the list are some research topics that might be critical to addressing domestic and sexual violence, but for which other federal agencies have resources to support (e.g., classroom-based violence prevention programs), and/or which are not closely linked to the activities many OVW grantees are funded to do. OVW has very limited funds to support research and evaluation, and must focus those dollars on topics for which a stronger evidence base would help OVW grantees use federal funds most effectively.

Mandatory Requirements

This section describes the requirements of R&E, including methodological principles to which grantees must adhere, requirements for evaluation research, regulations regarding confidentiality and human subjects protection, and expected products.

Methodological Principles

Any project funded under this solicitation must adhere to the methodological principles listed below.

OVW encourages and will only support research methods that:

- Are well-matched to the purpose of the research and build on existing evidence
- Uphold victim safety as the paramount objective, with the understanding that scientific progress is always subordinate to that objective
- Are likely to yield findings that have practical utility for victim services providers and the justice system
- Are developed collaboratively between researchers and practitioners³
- Place as minimal a burden as possible on crime victims, offenders, and systems
- Operate from a cogent theoretical framework
- Have been approved by an Institutional Review Board (IRB) if they involve human subjects research

³ Researcher-practitioner partnerships should be a learning experience for both researchers and practitioners, with researchers and practitioners holding equal status on the project and both standing to benefit comparably from the work.

OVW will neither encourage nor support research that:

- Prioritizes scientific rigor over practical value or ethics, ethics being broadly defined and not limited to published standards
- Is minimally useful to practitioners
- Offers minimal cost benefit
- Lacks a clear theoretical foundation
- Is designed to generate descriptive findings that emphasize vulnerabilities and neglect strengths of specific populations. (For instance, a study that examines risk-taking behavior among members of a certain population, without testing any strategies for serving the target population, is not of value to OVW.)

Evaluation Research

Evaluations that include measurements of program fidelity and implementation as part of a thorough process assessment are preferred. Measurements of program fidelity should be included as part of an assessment of program processes and operations to ensure that interventions are implemented as designed. As one aspect of a comprehensive evaluation, assessments of program processes should include objective measurements and qualitative observations of programs as they are implemented in practice and services delivered. These may include assessment of such aspects as adherence to program content and protocol, quantity and duration, quality of delivery, and participant responsiveness.

Confidentiality and Human Subjects Protection

Any recipient of an award under this solicitation will be required to comply with Department of Justice regulations on confidentiality and human subjects' protection. See *Evidence, Research, and Evaluation Guidance and Requirements*, at:

<http://ojp.gov/funding/Explore/SolicitationRequirements/EvidenceResearchEvaluationRequirements.htm>.

Expected Products

OVW expects products to result from each award under this solicitation, taking the form of all of the following:

- One or more scholarly products, meaning published, peer-reviewed, scientific journal articles, and/or (if appropriate) law review journal articles, book chapter(s) or book(s) in the academic press, technological prototypes, patented inventions, or similar scientific products;
- One or more products written in layperson's terms and intended for practitioners and/or the general public; and
- One or more interactive presentations made via webinar or conferences.

Activities that Compromise Victim Safety and Recovery

The following activities have been found to jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions:

- Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children;⁴
- Study designs, interventions, recruitment and assignment methods, privacy and confidentiality procedures, and data management and reporting strategies that do not fully account for the safety needs of participants;
- Failure to account—in the project design and budget—for the access needs of participants with disabilities and participants who have limited English proficiency or are Deaf or hard of hearing. (See “Accommodations and Language Access” on page 19.)

Applications that propose activities that compromise victim safety and recovery may receive a deduction in points during the review process or may be eliminated from further consideration entirely.

Out-of-Scope Activities

OVW has determined the activities listed below to be out-of-scope and will not be supported by R&E. Applications that propose out-of-scope activities may receive a deduction in points during the review process. Applications that are determined to be substantially outside the scope of the initiative will not be considered for funding.

- Proposals to conduct needs assessment activities exclusively for the purpose of program improvement. (Use the research decision tree, at <http://ojp.gov/funding/Apply/Resources/ResearchDecisionTree.pdf>, to determine whether that the proposed project qualifies as research.)
- Proposals primarily to purchase equipment, materials, or supplies. (A budget may include these items if they are necessary to conduct research, development, demonstration, evaluation, or analysis.)
- Proposals which are not responsive to this specific solicitation.
- Programs or services unrelated to the scope of the research project or existing programs or services being evaluated.
- Training in support of programs or direct services unrelated to or, unassociated with, the proposed research project.

Unallowable Activities

The following is a list of activities that are unallowable and cannot be supported. Applications that propose unallowable activities may receive a deduction in points during the review process. Applications that include substantial unallowable activities will not be considered for funding.

- Lobbying;
- Fundraising;

⁴ If an award is made, the recipient will also be subject to statutory prohibitions on discrimination. For further information on these civil rights requirements, see the section "Violence Against Women Act Non-Discrimination Provision" under "F. Federal Award Administration Information."

- Purchase of real property;
- Construction; and
- Physical modifications to buildings, including minor renovations (such as painting or carpeting).

B. Federal Award Information

Award Periods and Amounts

OVW estimates that it will make between 10 and 15 awards, ranging in cost from \$100,000 to \$400,000. OVW expects that at least half of awards made through R&E in FY 2016 will be for projects in the \$100,000 to \$200,000 range. Award periods can range from a minimum of 12 months to a maximum of 36 months. OVW will consider applications for projects requiring more than 36 months of funding, with the expectation that, if a grant is awarded in FY 2016, it will be for no more than 36 months of funding and may be supplemented in a future year. However, supplemental funding is not guaranteed.

To allow time for post-award review, modification, and budget clearance by OVW, applicants should propose an award start date of January 1, 2017.

Applicants should carefully consider the resources needed to implement the proposed project and present a realistic budget that accurately reflects project costs. OVW has the discretion to award grants for greater or lesser amounts and longer or shorter durations than requested, and to negotiate the scope of work and budget with applicants before awarding a grant.

Awards will be made as grants.

Availability of Funds

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. There is no guarantee that funds will be available in the future. Also, please note that OVW may elect to make awards for applications submitted under this solicitation in future fiscal years.

C. Eligibility Information

Eligible Applicants

It is important that applicants review this information carefully. Applications that are submitted by ineligible entities or that do not meet all eligibility requirements will not be considered for funding.

Eligible entities for this initiative are:

- States (including territories);
- Units of local government;
- Federally recognized Indian tribal governments;
- Nonprofit organizations; and
- Institutions of higher education.

Foreign governments, foreign organizations, and foreign institutions of higher education are not eligible to apply.

OVW welcomes applications that involve two or more entities, however, one eligible entity must be the applicant and the other(s) must be proposed as the subrecipient(s). The applicant must be the entity with primary responsibility for conducting and leading the research. If successful, the applicant will be responsible for monitoring and appropriately managing any subrecipients or, as applicable, for administering any procurement subcontracts that would receive federal program funds from the applicant under the award.

Nonprofit Organization Requirements

Any nonprofit organization that holds money in offshore accounts for the purpose of avoiding paying the tax described in section 511(a) of the Internal Revenue Code is not eligible for a grant.

Number of Application Submissions

An eligible applicant may submit more than one application, as long as each application proposes a different project in response to the solicitation. (If an applicant submits multiple versions of the same application, OVW will review only the most recent system-validated version submitted.) Subrecipients may be part of multiple proposals.

Cost Sharing or Match Requirement

This initiative has no matching or cost sharing requirement.

D. Application and Submission Information

Address to Request Application Package

The complete application package is available on Grants.gov or at the OVW website at <http://www.justice.gov/ovw>. Applicants that must request a paper copy of the application materials should contact (202) 305-2093 by April 7, 2016.

Content and Form of Application Submission

Letter of Registration

Applicants are encouraged, but not required, to submit a letter of registration. The letter should state that the applying organization is registered and current with the System for Award Management (SAM) and with Grants.gov. The letter should be submitted to OVW at Virginia.Baran@usdoj.gov by April 7, 2016. This will ensure that the applicant is well-positioned to submit a proposal by the deadline. This letter will not obligate the applicant to submit an application. See [Appendix B](#) for a sample Letter of Registration.

Application Contents

This section describes what is included in a complete application package. Applicants should anticipate that failure to submit an application that contains all of the specified elements will negatively affect the review of the application and may result in the application not being considered for funding. Should a decision be made to make an award, it may result in the inclusion of special conditions that preclude access to or use of award funds pending

satisfaction of the conditions. It is the responsibility of the applicant to ensure that a complete application is submitted by the deadline. OVW will not contact applicants for missing items.

Do not submit documents in addition to those specified in this solicitation. Please note that any materials submitted as part of an application may be released pursuant to a request under the Freedom of Information Act.

Formatting and Technical Requirements

Applications must follow the requirements below. Points may be deducted for applications that do not adhere to the following requirements:

- Double spaced (Abstract, appended documents, and charts may be single-spaced)
- 8½ x 11 inch paper
- One-inch margins
- Type no smaller than 12 point, Times New Roman font
- Correctly-numbered pages
- No more than 30 pages for the Project Narrative
- Word documents in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).
- Headings and sub-headings that correspond to the sections identified in this section of the solicitation.

Application Requirements

Applications must include the following required documents.⁵ Applications that do not include all of the following **critical elements** could be considered substantially incomplete and might not be considered for funding:

- Project Abstract
- Project Narrative
- Budget Detail Worksheet and Narrative
- Appendices (While an application missing any of the required appendices will not automatically be removed from consideration, OVW has the discretion to deem an application unresponsive if it is missing significant required items, per the basic minimum requirements criteria listed on page 28 of this solicitation.)

Project Abstract

Project abstracts should follow the detailed template (including the detailed instructions as to content) available at www.nij.gov/funding/documents/nij-project-abstract-template.pdf.

The project abstract is an important part of the application, and serves as an introduction to the proposed project. OVW uses the project abstract for a number of purposes, including assignment of the application to an appropriate review panel. If the application is funded, the project abstract typically will become public information and be used to describe the project.

⁵ Note: Some of the forms that OVW requires R&E applicants to submit are standard forms used by the Office of Justice Programs (OJP) and the National Institute of Justice (NIJ). Links are provided as appropriate.

Applications should include a high-quality project abstract that summarizes the proposed project in 250-400 words. Project abstracts should be:

- Written for a general public audience;
- Submitted as a separate attachment with “Project Abstract” as part of its file name; and
- Single-spaced, using a standard 12-point font (Times New Roman) with one-inch margins.

The project abstract will **not** count against the page limit for the project narrative.

Project Narrative

The project narrative section of the application should not exceed 30 double-spaced pages in 12-point font with one-inch margins. The project narrative should have a title page (including project title, submission date, and name and contact information for the applicant’s authorizing official and principal investigator), as well as a table of contents and figures. If included in the main body of the project narrative rather than the appendices, the tables, charts, figures, and other illustrations count toward the 30-page limit for the narrative section. The title page, table of contents and figures, project abstract, appendices, and government forms do **not** count toward the 30-page limit.

Following the title page and table of contents and figures, the project narrative should include the following five sections:

1. Statement of the problem, including:

- The [FY 2016 Priority Topic\(s\)](#) the proposed project will address (see pages 6-7);
- Purpose, goals, and objectives for the proposed project;
- A review of relevant literature; and
- Statement as to how the study is expected to contribute to the one or more of the six [Areas of Study](#) listed on page 4.

2. Project design and implementation, including:

- A description of the theoretical foundation on which the proposed study is based; and
- A detailed description of research design and methods, such as research questions, hypotheses, description of sample, and analysis plan, all of which should align with the [Methodological Principles](#) on page 7.

3. Potential impact, including:

- Implications for practice and policy in victim services and the justice system response to domestic/dating violence, sexual assault, and/or stalking.

4. Capabilities and competencies, including:

- Brief description of the applicant’s qualifications and the qualifications of key staff and partners; and

- An approach and a management plan that reflect a strong researcher-practitioner partnership.⁶

5. Dissemination plan, including:

- A brief description of a plan to produce at least one scholarly product (see page 8 for [Expected Products](#)) and make findings available to broader audiences, including practitioners, through written material and interactive formats, such as conferences or webinars.

The scoring criteria for the Project Narrative, including how each section is weighted, can be found on pages 28-29, in the [Peer Review](#) section.

Appendices

The following appendices are not counted against the page limit for the Project Narrative.

1. **Bibliography/references.**
2. **Any tools/instruments, questionnaires, tables/charts/graphs, or maps** pertaining to the proposed project that are supplemental to such items included in the main body of the narrative.
3. **Curriculum vitae** or resumes of the principal investigator and any and all co-principal investigators and key project partners.
4. **Proposed Project Staff, Affiliation, and Roles Form**, for the purposes of avoiding any conflicts of interest during the peer review process. Provide a list (to the extent known) of all proposed project staff members, including those affiliated with the applicant organization or any proposed subrecipient organization(s), any proposed consultant(s) and contractors (whether individuals or organizations), and any proposed members of an advisory board for the project (if applicable). The list should include, for each individual and organization: name, title (if applicable), employer or other organizational affiliation, and roles and responsibilities proposed for the project. Applicants should use the “Proposed Project Staff, Affiliation, and Roles” form available at www.nij.gov/funding/documents/nij-project-staff-template.xlsx to provide this listing.
5. **Proposed project timeline and expected milestones.**
6. **Human Subjects Protection paperwork** (documentation and forms related to Institutional Review Board (IRB) review). (See nij.gov/funding/humansubjects/Pages/welcome.aspx) Note: Final IRB approval is not required at the time an application is submitted.
7. **Privacy Certificate** (for further guidance and a model privacy certificate, see: nij.gov/funding/humansubjects/pages/confidentiality.aspx).

⁶ As previously stated, researcher-practitioner partnerships should be a learning experience for both researchers and practitioners, with researchers and practitioners holding equal status on the project and both standing to benefit comparably from the work.

8. **Letters of commitment** from organizations or agencies collaborating on the project, such as victim services organizations, law enforcement agencies, prosecutors' offices, etc.
9. **Data archiving plan.** Applicants should anticipate that OVW will require (through special award conditions, including a partial withholding of award funds) that data sets, resulting in whole or in part from projects funded under this solicitation, be submitted for archiving with the National Archive of Criminal Justice Data (NACJD) (see www.nij.gov/funding/data-resources-program/applying/Pages/data-archiving-strategies.aspx). Applications should include as an appendix a brief plan – labeled “Data Archiving Plan” – to comply with data archiving requirements. The plan should provide brief details about proposed data management and archiving, including submission to OVW (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. Pertinent files and documentation include, among other things, qualitative and quantitative data produced, instrumentation and data collection forms, codebook(s), any specialized programming code necessary to reproduce all constructed measures and the original data analysis, description of necessary de-identification procedures, and (when required) a copy of the privacy certificate and informed consent protocols.

The plan should be one or two pages in length and include the level of effort associated with meeting archiving requirements. Note that required data sets are to be submitted 90 days before the end of the project period.

10. **Applicant disclosure of pending applications.**⁷ Applicants are to disclose whether they have pending applications for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation **and** will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to state agencies that will subaward federal funds).

OVW seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months: the federal or state funding agency, the solicitation name/project name, and the point of contact information at the applicable funding agency.

Applicants should include this information as a separate attachment, in a table format, with the file name “Disclosure of Pending Applications,” to their application. Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page (e.g., “[Applicant Name on SF-424] does not have pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the

⁷ The applicant is not the principal investigator; rather, the applicant is usually the institution or organization at which the principal investigator is employed.

identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.”).

11. Documentation of Research and Evaluation Independence and Integrity. In order to receive funds, the applicant must demonstrate research/evaluation independence, including appropriate safeguards to ensure research/evaluation objectivity and integrity, both in this proposal and as it may relate to the applicant’s other current or prior related projects. This documentation may be included as an attachment to the application which addresses BOTH i. and ii. below.

i. For purposes of this solicitation, applicants must document research and evaluation independence and integrity by including, at a minimum, one of the following two items:

a. A specific assurance that the applicant has reviewed its proposal to identify any research integrity issues (including all principal investigators and sub-recipients) and it has concluded that the design, conduct, or reporting of research and evaluation funded by OVW grants, cooperative agreements, or contracts will not be biased by any personal or financial conflict of interest on the part of part of its staff, consultants, and/or sub-recipients responsible for the research and evaluation or on the part of the applicant organization;

OR

b. A specific listing of actual or perceived conflicts of interest that the applicant has identified in relation to this proposal. These conflicts could be either personal (related to specific staff, consultants, and/or sub-recipients) or organizational (related to the applicant or any subgrantee organization). Examples of potential investigator (or other personal) conflict situations may include, but are not limited to, those in which an investigator would be in a position to evaluate a spouse’s work product (actual conflict), or an investigator would be in a position to evaluate the work of a former or current colleague (potential apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization could not be given a grant to evaluate a project if that organization had itself provided substantial prior technical assistance to that specific project or a location implementing the project (whether funded by OVW or other sources), as the organization in such an instance would appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research or evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability of an evaluation or research product is a problem and must be disclosed.

ii. In addition, for purposes of this solicitation applicants must address the issue of possible mitigation of research integrity concerns by including, at a minimum, one of the following two items:

a. If an applicant reasonably believes that no potential personal or organizational conflicts of interest exist, then the applicant should provide a

brief narrative explanation of how and why it reached that conclusion. Applicants MUST also include an explanation of the specific processes and procedures that the applicant will put in place to identify and eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or sub-recipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest.

OR

- b. If the applicant has identified specific personal or organizational conflicts of interest in its proposal during this review, the applicant must propose a specific and robust mitigation plan to address conflicts noted above. At a minimum, the plan must include specific processes and procedures that the applicant will put in place to eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or sub-recipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan will be accepted as proposed.

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

12. Summary of Current and Recent OVW Projects, and Pending Applications for OVW Funding (if applicable). If the applicant has another application pending with OVW as of the closing date of this solicitation, or is a direct recipient (not a subrecipient) of a current grant or cooperative agreement under any OVW program, or of an award that has been closed within the last 12 months from the date this solicitation closes, information about those awards and pending applications must be provided in a table using the format found in [Appendix D](#). The table must:

- Identify all grants by OVW program, award number and project period (if current or recent).
- Specify the total funding amount for each current grant (initial and supplemental amounts, if applicable).
- Specify the total funds remaining in each current grant as of the date of application.
- State whether an extension will be needed to complete a current project.
- Briefly explain the nexus, if any, between any current or pending OVW project and the proposed research project.

Note that R&E applications are reviewed separately from applications to any other OVW grant program. Any nexus between the proposed research project and a pending

application with another OVW grant program may factor into OVW's funding decisions. Applicants should consider that project feasibility is a criterion considered by peer reviewers in assessing the Project Narrative.

Budget Detail Worksheet and Narrative

All applicants are required to submit a detailed budget and supporting budget narrative. Budgetary requirements vary slightly among programs, and applicants must read the solicitation closely to determine the requirements of the budget and budget narrative for each OVW program.

Award Periods and Amounts

OVW estimates that it will make between 10 and 15 awards, ranging in cost from \$100,000 to \$400,000. OVW expects that at least half of the awards made through R&E in FY 2016 will be for projects in the \$100,000 to \$200,000 range. Award periods can range from a minimum of 12 months to a maximum of 36 months. OVW will consider applications for projects requiring more than 36 months of funding, with the expectation that, if a grant is awarded in FY 2016, it will be for no more than 36 months of funding and may be supplemented in a future year.

OVW has the discretion to award grants for greater or lesser amounts than requested, and for longer or shorter durations than requested.

To allow time for post-award review, modification, and budget clearance by OVW, applicants should propose an award start date of January 1, 2017.

Budget Requirements

Applicants must submit reasonable budgets based on the resources needed to implement their projects in their specific geographic location. The budget should display a clear link between the specific project activities and the proposed budget items. Specifically, the budget should not contain any items that are not detailed in the project narrative. The budget narrative must support all costs included in the budget and explain how the costs of goods and services are determined and how they will fulfill the overall objective of the project. The budget should **not** include [Unallowable Activities](#), [Out-of-Scope Activities](#), or [Activities that Compromise Victim Safety and Recovery](#).

A Sample Budget Detail Worksheet is available in [Appendix A](#). When preparing the Budget Detail Worksheet and Narrative, please use the Sample Budget Detail Worksheet as a guide and be sure to include all necessary budget categories as outlined in the Worksheet. The budget must adhere to the DOJ Financial Guide.

Required Funds for Travel

All applicants are required to allocate funds in the amount of **\$10,000** to support travel costs associated with attending and presenting at conferences and participating in OVW-sponsored technical assistance activities. Applicants from Alaska, Hawaii, and United States Territories should allocate **\$15,000** to account for higher travel costs, and may exceed the budget caps to account for this increased travel amount. The required set-aside amount may be shared between the applicant and any partnering agency(ies), but the budget must reflect the costs in the appropriate categories. Therefore, an employee's travel costs should be included in the "Travel" category, while travel costs for the project partner(s) must be included in the "Consultants/Contracts" category. Label both costs as "OVW required attendance at conferences." Include an estimated breakdown for these costs, including the number of trips,

number of travelers, airfare or mileage, lodging, per diem, etc. (OVW-sponsored technical assistance is provided free of charge to grantees, so applicants do not need to include registration fees.) Travel funds should be used to support travel by all project partners including nonprofit, nongovernmental victim service providers.

Conference Planning and Expenditure Limitations

Applicants should be aware of all applicable laws, regulations, policies and guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (which is defined to include meetings, retreats, seminars, symposiums, training and other similar events), including the provision of food and/or beverages at such events, and costs of attendance at such events. Information on pertinent laws, regulations, policies and guidance is available at <http://www.justice.gov/ovw/grantees>. Applicants should also be aware of the following specific restrictions on conference planning and expenditure limitations:

- Cost of Logistical Conference Planning
- Cost of Programmatic Conference Planning
- Conference Space and Audio-Visual Equipment and Services
- Prohibition on Trinkets at Conferences
- Entertainment at Conferences
- Food and Beverages at Conferences
- Prior Approval Required Before Entering Into Contracts or Expending Funds for Conferences
- Conference Reporting

Updated Department of Justice and OVW guidance on conference planning, minimization of costs, and conference cost reporting is accessible on the OVW website: <http://www.justice.gov/ovw/grantees>. For additional information regarding food and beverage regulations, please refer to the DOJ Financial Guide.

Accommodations and Language Access

Applicants are encouraged to allocate grant funds to support activities that help to ensure individuals with disabilities and Deaf individuals and persons with limited English proficiency have meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language (ASL) interpreter services, language interpretation and translation services, or the purchase of adaptive equipment.

Applicants proposing to use grant funds to create websites, videos and other materials must ensure that the materials are accessible to persons with disabilities. Grant funds may be allocated for these purposes.

Pre-Agreement Cost Approval

Please be aware that costs incurred prior to the start date of the award may not be charged to the project unless the recipient receives prior approval from OVW. Please see the DOJ Financial Guide for more information on pre-award costs.

Additional Required Information

The following documents will not be scored during the review process but they should be included with your submission. Failure to include any of the information may result in the inability to access funds if your application is selected for funding.

Disclosures Related to Executive Compensation

Any applicant that is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure for establishing a rebuttable presumption that its executives' compensation is reasonable, must provide the following: (1) a brief description of the process used for determining the compensation of its officers, directors, trustees, and key employees, including the independent persons involved in reviewing and approving such compensation (in lieu of a description, an applicant may submit its written compensation policy); (2) the comparability data used in establishing executive compensation; and (3) contemporaneous substantiation of the deliberation and decision regarding executive compensation. This third element can usually be addressed by submitting minutes from board meetings where compensation was considered and approved.

Applicants that want to learn about best practices for establishing compensation for their executives and the IRS's safe-harbor procedures can find more information through the National Council of Nonprofits, <http://www.councilofnonprofits.org/nonprofit-executive-compensation-policy>.

Confidentiality Notice Form

All applicants are required to acknowledge that they have received notice that grantees and subgrantees must comply with the confidentiality and privacy requirements of the Violence Against Women Act, as amended. The acknowledgement form is available on the OVW website at <http://www.justice.gov/sites/default/files/ovw/legacy/2013/09/24/conf-acknowledgement.pdf> and must be signed by the authorized representative and uploaded to the application on Grants.gov.

Application for Federal Assistance (SF-424)

Applicants must complete the SF-424 online; the SF-424 is automatically populated using data entered by the applicant during the Grants.gov application process. For "Type of Applicant," do not select "other." Please pay careful attention to the amount of Federal funding requested in the "Estimated Funding" section of this form. This amount must match the amount of Federal funding requested in the budget section of the application package. Only include values for "Applicant" if the solicitation requires a match. The individual who is listed in "Authorized Representative" must be the AOR for the applicant agency. The AOR is an individual who has the authority to apply for and accept grant awards on behalf of the organization or jurisdiction.

Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)

Please carefully review the assurances and certification forms online. Applicants are prompted to complete standard assurances online in Grants.gov during the submission process; an applicant does not need to attach separate standard certifications. All applicants must complete the *Disclosure of Lobbying Activities* (SF-LLL) form. Applicants that expend any funds for lobbying activities must provide the detailed information requested on the form. Applicants that

do not expend any funds for lobbying activities should enter “N/A” in the required highlighted fields.

Letter of Nonsupplanting

Applicants must submit a letter to OVW’s Director, signed by the AOR, certifying that Federal funds will not be used to supplant state or local funds should a grant award be made. Please refer to http://www.justice.gov/sites/default/files/ovw/legacy/2012/10/09/nonsup_letter.pdf for a sample letter. This should be a separate attachment to the application in Grants.gov.

Financial Accounting Practices

Each applicant must prepare a response to the following questions. OVW will review the applicant’s responses to assist in evaluating the adequacy of the organization’s financial management system and to identify areas of need for training and technical assistance. This section of your application should be no more than two pages and should be a separate attachment to the online application in Grants.gov.

1. Will all funds awarded under this initiative be maintained in a manner that they will be accounted for separately and distinctly from other sources of revenue/funding? Please provide a brief description of the organization’s policies and procedures that ensure funds will be tracked appropriately.
2. Does the applicant have written accounting policies and procedures? How often are these policies and procedures updated? Please provide a brief list of the topics covered in the organization’s policies and procedures. OVW may request a copy for review during the application/award process or as part of the grant monitoring process.
3. Is the applicant’s financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or subgrant? Please provide a brief summary of the organization’s process for tracking expenditures.
4. Does the applicant have procedures in place for minimizing the time between transfer of funds from the United States Treasury and disbursement for project activities? Please provide a short summary of the organization’s policy for requesting payments for grant awards.
5. Does the applicant have effective internal controls in place to adequately safeguard grant assets and to ensure that they are used solely for authorized purposes? Please provide a brief description.
6. Does the applicant have a documented records retention policy? If so, briefly describe the policy.
7. Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, (2 CFR Part 200)? Please provide a short list of the individual’s qualifications/experience. If the individual is not familiar with the applicable rules and regulations, the applicant must contact OVW’s Grants Financial Management Division at OVW.GFMD@usdoj.gov or 1-888-514-8556 immediately after the organization is notified of its award to coordinate training.
8. Has the applicant expended \$750,000 or more in federal funds in the applicant’s past fiscal year? Please also specify the end date of the applicant’s fiscal year.

9. Is the applicant a nonprofit organization as described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of that Code?
10. Is the applicant a nonprofit organization that holds money in offshore accounts for the purpose of avoiding paying the tax described in section 511(a) of the Internal Revenue Code?
11. Is the applicant a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure to establish a rebuttable presumption that its executives' compensation is reasonable? If the applicant is not a nonprofit organization, or is a nonprofit that does not use the safe-harbor procedure, provide a statement to that effect. For additional information about the safe-harbor procedure, see [Disclosures Related to Executive Compensation](#) section.

Note: This information will be used to conduct a mandatory pre-award risk assessment, assess eligibility, and ensure the completeness of the application. Failure to provide this information or to respond to questions from OVW regarding this information in a timely manner could result in the applicant being removed from consideration or a delay in funds.

Financial Capability Questionnaire (if applicable)

All nonprofit, nongovernmental organizations that apply for funding from OVW and have not previously (or within the last three years) received funding from OVW must complete a Financial Capability Questionnaire, and submit it online. Additionally, applicants may be required to submit their current year's audit report at a later time. The form can be found at <http://www.justice.gov/ovw/how-apply>.

Indirect Cost Rate Agreement (if applicable)

Applicants that intend to charge indirect costs through the use of an indirect cost rate must have a Federally-approved indirect cost rate agreement. Please include a copy of a current, signed Federally-approved indirect cost rate agreement. This should be a separate attachment to the application in Grants.gov.

Non-federal entities that have never received a federally-approved indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. This includes state and local governments that have never negotiated an indirect cost rate with the Federal government and receive less than \$35 million in direct Federal funding per year. Tribes that have never negotiated an indirect cost rate with the Federal government may also use the 10% de minimis rate.

Organizations that wish to negotiate an indirect cost rate may contact OVW's Grants Financial Management Division at OVW.GFMD@usdoj.gov or 1-888-514-8556 for more information.

Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM)

Applicants for Federal grants and cooperative agreements are required to have a Data Universal Number System (DUNS) Number to submit an application. A DUNS Number is a unique nine-character identification number provided by the commercial company Dun & Bradstreet (D&B). Once an applicant has completed the D&B registration, its DUNS Number should be available the next business day.

Federal guidelines require that applicant organizations must (1) be registered in SAM.gov prior to submitting an application; (2) provide a valid DUNS number in its application; and (3) continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application under consideration by a Federal awarding agency. Also, Federal agencies may not make an award to an applicant until that applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the requirements by the time that OVW is ready to make an award, then OVW may make the determination that the applicant is not qualified to receive an award and use that determination as a basis for making the award to another applicant.

The SAM centralizes information about grant recipients and also provides a central location for grant recipients to change organizational information. Grants.gov uses SAM to establish roles and IDs for electronic grant applicants.

[If the applying organization already has an Employer Identification Number (EIN), the SAM registration will take **up to two weeks to process**. If the applying organization does not have an EIN, then **the applicant should allow two to five weeks for obtaining the information from IRS when requesting the EIN via phone, fax, mail or Internet.**] Follow the steps listed below to register in the SAM:

1. Obtain a DUNS number at the following website <http://www.dnb.com/us/> or call (866) 705-5711.
2. Access the SAM online registration through the SAM homepage at <https://www.sam.gov/> and follow the online instructions for new SAM users.
3. Complete and submit the online registration. If the applying organization already has the necessary information on hand, the online registration takes approximately 30 minutes to complete, depending upon the size and complexity of the business or organization. Once the SAM registration becomes active, the applicant will be able to return to Grants.gov and complete the registration. **Organizations must update or renew their SAM registration at least once a year to maintain an active status.**

There is no fee associated with the registration process. Additionally, the registration process cannot be expedited. OVW strongly discourages applicants from paying a third party to register on their behalf in an attempt to expedite the registration process. To ensure all applicants have ample time to complete the registration process, applicants must obtain a DUNS, register online with the SAM and with Grants.gov immediately, but no later than April 7, 2016.

Submission Dates and Times

It is important that all applicants read this section carefully. Applicants that do not complete all the steps in registering and submitting their application by the due date will not be considered for funding. Applicants are responsible for ensuring their applications are complete at the time of submission. Applicants should anticipate that failure to meet all registration and submission deadlines will result in their application being removed from consideration. It is the responsibility of the applicant to ensure that the application is submitted by the deadline.

All applications will be submitted electronically. The deadline for submitting applications in response to this solicitation is **11:59 p.m. E.T. on May 2, 2016**. Applications submitted after **11:59 p.m. E.T. on May 2, 2016** will not be considered for funding. Applicants experiencing difficulties submitting an application should refer to the Unforeseeable Technical Issues section of this solicitation.

Failure to begin the registration or application submission process in sufficient time is not an acceptable reason for a late application submission. It is important that applicants do not wait until the day of the application deadline to begin the application submission process. To ensure a successful application submission, OVW strongly encourages applicants to submit their applications at least 48 hours and no less than 24 hours before the deadline. After application submission, Authorized Organization Representatives (AOR) should closely monitor their email for any notification from Grants.gov about a possible failed submission. The AOR will receive a minimum of two emails from Grants.gov. One will confirm receipt of the application package. The other will either notify the AOR that the application was successfully submitted, or it will notify the AOR that there was an error with the application submission.

Please note that the Grants.gov notification process is automatic. OVW does not send out these notifications, nor does OVW receive a copy of these notifications. It is the responsibility of the applicant to notify OVW of any problems with the application submission process. Please see [Unforeseeable Technical Issues](#) for information on the steps applicants must follow if corrective action must be taken.

OVW Policy on Duplicate Applications

An applicant can submit more than one application, provided the applications are for different projects. If an applicant submits multiple versions of an application, OVW will review the most recent version submitted.

Unforeseeable Technical Issues

As previously stated, applicants should begin the **registration process** immediately and no later than April 7, 2016. Furthermore, the applicant should begin the **application submission process** at least 48 hours before the application deadline. This will allow sufficient time for the applicant to contact the appropriate individuals and take corrective action, as outlined in this solicitation, should unforeseeable technical issues arise. If technical difficulties are experienced at any point during the application process, the applicant must contact the Grants.gov Customer Support Hotline at 1-800-518-4726, or support@grants.gov, 24 hours a day, seven days a week, except closed for Federal holidays.

If an applicant experiences unforeseeable technical issues that prevent submission of an application by the deadline, the applicant must take the following actions:

1. Email Virginia.Baran@usdoj.gov or call (202) 305-2093 before the deadline to state that the applicant is experiencing unforeseen technical issues, and provide contact information where the applicant can be reached.
2. Contact the technical support number above prior to the application submission deadline.
3. Within 24 hours after the deadline, the applicant must again contact Virginia.Baran@usdoj.gov to request permission to submit the application. At this time, the applicant must email the complete grant application and DUNS number, and provide the Grants.gov Help Desk tracking number(s). This post-deadline contact may only be done by phone—(202) 305-2093—if the applicant is experiencing a verifiable and unanticipated internet outage. OVW will make every attempt to verify that the technical difficulties were in fact unforeseeable, but if such a claim cannot be verified, the application will be rejected. OVW will contact the applicant to either approve or deny the

request to submit a late application. OVW will not consider requests to appeal the rejection of a late application.

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 register or update information on the SAM website; (3) failure to follow Grants.gov instructions as posted on its website; (4) failure to follow all of the instructions in the OVW solicitation; and/or (5) failure to start the application process in Grants.gov more than 48 hours in advance of the deadline.

OVW Policy on Late Submissions

OVW offers several options for an applicant to provide advance notice to OVW if receipt of its application will be delayed due to a temporary lack of Internet access, unforeseeable technical issues, or geographic isolation. If an applicant does not provide advance notice to OVW about an issue that may cause a delay in the submission of its application, the application will not be considered for funding. If applicant follows the steps outlined above, OVW will consider the applicant's request for late submission. Extension of deadlines is not guaranteed and permission to submit a late application does not automatically result in an award. Late submission only allows an application to be considered for funding. If late submission is approved, the application will be reviewed for registration information and completeness and to ensure that the applicant meets the basic eligibility requirements (BMR) as defined in the solicitation. If the applicant meets BMR, the application will be subject to both peer review and programmatic review before any funding decision is made.

Extraordinary Natural or Manmade Disasters

In cases of extraordinary natural or manmade disasters, such as extreme weather emergencies or terrorist acts, applicants may request to submit applications up to seven calendar days late by sending an e-mail to the contact listed in the solicitation. The request should specify the nature of the disaster and how it affected the applicant's ability to submit an application on time. OVW may request additional documentation from the applicant verifying the extraordinary natural or manmade disaster.

Intergovernmental Review

Single Point of Contact Review

Executive Order 12372 requires applicants from state and local units of government or other organizations providing services within a state to submit a copy of the application to the [state Single Point of Contact \(SPOC\)](#) if one exists and if the program has been selected for review. Applicants must contact their state SPOCs to determine whether their programs have been selected for state review. The applicant should enter the date that the application was sent to the SPOC or the reason such submission is not required in the section of the SF 424 which refers to EO 12372. Applicants can find a list of SPOCs on the Office of Management and Budget website at http://www.whitehouse.gov/omb/grants_spoc.

Funding Restrictions

Federal assistance awards are governed by the provisions of 2 CFR Part 200. Additionally, OVW awards are covered by the DOJ Financial Guide. The DOJ Financial Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. This document also outlines the successful administration of grant funds.

OVW generally does not allow pre-award costs. Such costs require prior approval by OVW and will only be allowed in limited circumstances.

Any recipient of an award will be responsible for monitoring subgrants/contracts, including partner activities, under the grant in accordance with all applicable statutes, regulations, guidelines, and the DOJ Financial Guide. Primary recipients will be responsible for oversight of subgrantee/partner spending and monitoring specific performance measures and outcomes attributable to the use of OVW funds.

Other Submission Requirements

As discussed in the [Submission Dates and Times](#) section above, applications must be submitted electronically via Grants.gov. Applicants that are unable to submit electronically must follow the instructions provided earlier in this solicitation.

Grants.gov

After applicants obtain their DUNS number and register with SAM, they can begin the [Grants.gov](#) registration process. In order to apply for a grant, the applying organization must complete the Grants.gov registration process prior to beginning an application for a federal grant. Complete instructions can be found at Grants.gov. The registration process can take between three and five business days or as long as four weeks if all steps are not completed in a timely manner. Please note that Grants.gov is not the Office of Justice Programs' (OJP) Grants Management System (GMS). If applicants experience difficulties at any point during this process, they should call the Grants.gov Customer Support Hotline at **1-800-518-4726**.

Note: Grants.gov limits the use of specific characters in names of attachment files. Valid file names include only the characters shown in the table below. Grants.gov is designed to reject any application that includes an attachment(s) with a file name that contains any characters not shown in the table below.

Characters	Special Characters		
Upper case (A – Z)	Parenthesis ()	Curly braces { }	Square brackets []
Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Underscore (_)	Comma (,)	Semicolon (;)	Apostrophe (')
Hyphen (-)	At sign (@)	Number sign (#)	Dollar sign (\$)
Space	Percent sign (%)	Plus sign (+)	Equal sign (=)
Period (.)	When using the ampersand (&) in XML, applicants must use the “&#amp;” format.		

OVW suggests using simple titles for all documents, such as “FY 2016 OVW Project Narrative.” Please visit the Grants.gov website to review the most up-to-date guidelines about the use of specific characters.

The E-Business Point of Contact (E-Biz POC) within the applicant’s organization must register the organization with Grants.gov. The E-Biz POC oversees the organization's Grants.gov transactions and assigns the AOR. The AOR submits the application to Grants.gov and must register with Grants.gov as well. In some cases the E-Biz POC is also the AOR for an organization.

1. *Step 1:* Go to [Grants.gov](#). Mouse over the “APPLICANTS” drop down and click the “Organization Registration Link”.
2. *Step 2:* Register with SAM

3. [Step 3: Username & Password](#)
4. [Step 4: AOR Authorization](#)
5. [Step 5: TRACK AOR STATUS](#)

The application process can move forward once the organization successfully registers with Grants.gov.

Downloading a Grant Application Package

An applicant may download the application package to complete it offline and route it through the applying organization for review before final submission.

Applicants must use the correct version of Adobe software in order to download the grant application. To verify if the Adobe software version is compatible with Grants.gov, visit the following link: <http://www.grants.gov/web/grants/support/technical-support/software/adobe-reader-compatibility.html>.

Instructions on how to open and use the forms in the package are on the application package cover sheet. Agency-specific instructions are available for download when the application package is downloaded. The instructions identify the required information for a complete application.

Completing the Grant Application Package

The applicant must manually save changes to the grant application. Grants.gov does NOT automatically save changes. The package cannot be submitted until all required fields have been completed.

Submitting the Completed Grant Application Package

Log on to [Grants.gov](http://www.grants.gov). After the application is fully completed, errors are corrected, and the application is saved, click the "Save & Submit" button on the cover page. The application package will be automatically uploaded to Grants.gov.

Reminder: To ensure a successful application submission, OVW strongly encourages applicants to submit their applications at least 48, but no less than 24, hours before the deadline. AORs should closely monitor their email for any notification from Grants.gov about a possible failed submission. The AOR will receive a minimum of two emails from Grants.gov.

A confirmation screen will appear once the submission is complete. A Grants.gov tracking number will be provided at the bottom of this screen, as well as the official date and time of the submission. Applicants must record the tracking number if technical support is needed. The Grants.gov Help Desk can be reached at 1-800-518-4726, Monday through Friday, from 7:00 a.m. to 9:00 p.m. E.T.

E. Application Review Information

Review and Selection Process and Criteria

Basic Minimum Requirements Review

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

Peer or internal reviewers will review the applications that meet basic minimum requirements. To assess whether applicants have met basic minimum requirements, OVW screens applications for compliance with program requirements to help determine which applications should proceed to further consideration, i.e., internal or external peer review. The basic minimum requirements review determines whether the application:

- Was submitted by an eligible applicant;
- Is requesting funding within programmatic funding constraints;
- Is responsive to the scope of this solicitation;
- Includes critical elements, as identified in the [Application Requirements](#) section; and
- Is not from an applicant that is on the General Services Administration's Excluded Parties List.

Peer Review

OVW may use internal peer reviewers, external peer reviewers, or a combination, to assess applications using the solicitation's selection criteria. An external peer reviewer is an expert in the subject matter of a given solicitation who is not a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements according to the following criteria:

Statement of the problem – 10%

- Stated which [FY 2016 Priority Topic\(s\)](#) the proposed project will address
- Demonstrated understanding of the problem
- Demonstrated awareness of the state of current research
- Explained the [Area\(s\) of Study](#) to which the proposed project is expected to contribute knowledge

Project design and implementation – 50%

- Soundness of methods and analytic and technical approach to addressing the stated aim(s) of the proposed project, including alignment with the [Methodological Principles](#) identified on page 7
- Feasibility of proposed project
- Awareness of potential pitfalls of proposed project design and feasibility of proposed actions to minimize and/or mitigate them
- Cogency of the theoretical basis for the proposed project

Potential impact – 15%

- Potential to yield valuable knowledge related to practice and policy in victim services, the justice system response to domestic/dating violence, sexual assault, and/or stalking, such as—
 - Potential for significantly improved understanding of the stated problem
 - Potential for an innovative solution to address (all or a significant part of) the stated problem

Capabilities/competencies – 20%

- Qualifications and experience of proposed organizations (including partner organizations) and project staff, including any individual that will be significantly involved in the project
- Reflects a strong researcher-practitioner partnership
- Demonstrated ability of the applicant organization to manage the effort
- Relationship between the capabilities/competencies of the proposed project staff (including the applicant organization) and the scope of the proposed project

Dissemination plan – 5%

- Described plans to produce at least one scholarly product and make findings available to broader audiences, including practitioners and policymakers, through written material and/or interactive formats, such as conferences or webinars

Budget and Budget Narrative

Peer reviewers will consider and may comment on the following additional items in the context of scientific and technical merit:

- Total cost of the project relative to the perceived benefit (cost effectiveness)
- Appropriateness of the budget relative to the level of effort
- Use of existing resources to conserve costs
- Proposed budget alignment with proposed project activities

Programmatic Review

All applications that are considered for funding will be subject to a programmatic review. The programmatic review consists of assessing the application for compliance with the program's scope and requirements, activities that compromise victim safety and, if applicable, past performance and priority review. OVW reserves the right to **deduct** points from applications for the following reasons:

- Activities that compromise victim safety and recovery (up to 10 points)
- Out-of-scope activities (Up to 10 points)
- Past performance (Up to 30 points)

An application that is deemed to be substantially out of scope, proposes activities that are unallowable, or proposes activities that pose a significant threat to victim safety or a serious breach of confidentiality will not be considered for funding.

While cost sharing or match-funding are not required, in the case of a tie OVW may assess the extent and viability of cost sharing to break the tie, as well as other factors such as geographic distribution of funding.

As a part of the programmatic review process described above, applicants with current or recently closed OVW awards and/or cooperative agreements will be reviewed for past performance based on the elements listed below.

- Progress reports submitted by the applicant, in conjunction with monitoring conducted by OVW, demonstrate the effectiveness of the current project, indicating timely progress toward meeting project goals and objectives
- Demonstration that past activities supported with OVW grant funds have been limited to program purpose areas
- Adherence to all special conditions of existing grant award(s) from OVW
- Adherence to programmatic and financial reporting requirements, including timely submission of required reports
- Completion of close-out of prior awards in a timely manner
- Appropriate use of and active participation in OVW-sponsored workshops and other technical assistance events as required by a special condition of the current or recent award
- Receipt of financial clearances on all current or recent grants from OVW
- Timely resolution of issues identified in any audit or on-site financial or programmatic monitoring visit
- Adherence to the Office of Management and Budget single-audit requirement
- Timely expenditure of grant funds
- Adherence to the requirements of the Department of Justice Financial Guide

OVW grantees with significant past performance issues may not be considered for funding.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the OVW Director, 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. All award decisions are final and not subject to appeal.

High Risk Grantees

Based on DOJ's assessment of each grantee with regard to current or previous funding, unresolved audit issues, delinquent programmatic and fiscal reporting, and prior performance, a grantee may be designated "high risk." Awards to high-risk grantees may carry special conditions such as increased monitoring and/or prohibitions on drawing funds until certain requirements are met. High-risk grantees with substantial or persistent performance or compliance issues, long-standing open audits, or open criminal investigations will likely not receive an additional OVW award until all issues are resolved.

Anticipated Announcement and Federal Award Dates

It is anticipated that all applicants will be notified of the outcome of their applications by September 30, 2016.

F. Federal Award Administration Information

Federal Award Notice

Successful applications will receive OVW award notifications electronically from the OJP Grants Management System. This award notification will be sent to the individuals listed as the Authorized Representative and the Point of Contact on the SF-424 for the application that was selected for funding and will include instructions on accepting the award. Recipients will be required to login; accept any outstanding assurances and certifications on the award; designate financial points of contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document and terms and conditions by the authorized representative and the scanning of the fully-executed award document to OVW.

Administrative and National Policy Requirements

Information for All Federal Award Grantees

Applicants selected for awards must agree to comply with additional legal, administrative, and national policy requirements upon acceptance of an award. OVW strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found in the DOJ Financial Guide: <http://ojp.gov/financialguide/DOJ/index.htm>.

1. [Civil Rights Compliance](#)
2. Funding to Faith-Based Organizations
3. Confidentiality and Privacy Protections
4. Research and the Protection of Human Subjects (if applicable)
5. Anti-Lobbying Act
6. Reporting Requirements
7. National Environmental Policy Act (NEPA) (if applicable)
8. DOJ Information Technology Standards (if applicable)
9. Non-Supplanting of State or Local Funds
10. Criminal Penalty for False Statements
11. Reporting Fraud, Waste, Error, and Abuse
12. Suspension or Termination of Funding
13. Nonprofit Organizations
14. Government Performance and Results Act (GPRA)
15. Rights in Intellectual Property
16. Federal Funding Accountability and Transparency Act (FFATA) of 2006
17. Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
18. Active SAM Registration

Violence Against Women Act Non-Discrimination Provision

The Violence Against Women Reauthorization Act of 2013 added a new civil rights provision that applies to all FY 2016 OVW grants. This provision prohibits OVW grantees from excluding, denying benefits to, or discriminating against any person on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, or disability in any

program or activity funded in whole or in part by OVW. For more information on this prohibition, see <http://www.justice.gov/ovw/docs/faqs-ngc-vawa.pdf>. Additional information on the civil rights obligations of OVW funding recipients can be found in the FY 2016 Solicitation Companion Guide under "Civil Rights Compliance."

Compliance with OVW Financial Requirements

Each OVW grantee agrees to follow the financial and administrative requirements in the DOJ Financial Guide as a condition of receiving grant funding. If OVW determines that a current grantee has violated any of the requirements of the Guide, the grantee's award may be frozen or terminated and the grantee may be denied continuation funding.

General Information about Post-Federal Award Reporting Requirements

Recipients must submit quarterly financial reports, semi-annual progress reports, and final financial and progress reports. Applicants should anticipate that progress reports will be required to follow the non-budgetary components of the Research Performance Progress Report (RPPR) template/format. General information on RPPRs may be found at www.nsf.gov/bfa/dias/policy/rppr/. Future awards and fund drawdowns may be withheld if reports are delinquent.

As indicated earlier in this solicitation, OVW expects products to result from any award under this solicitation. Please review the [Expected Products](#) section for specific requirements. Additionally, recipients of R&E funding will be required to submit the following deliverables:

- **Draft and Final Summary Overview of the Work Conducted under the Award**

The overview is expected to provide an overall summary of the work under, and results of, the project funded by NIJ under this solicitation. Among other things, the summary overview should address the purpose of the project, project subjects (if applicable), project design and methods, data analysis, findings, and implications for policy and practice.

A draft summary no longer than 10 pages long (double-spaced) is to be submitted 90 days before to the end of the project period for OVW review and comment.

- **Required Data Sets and Associated Files and Documentation**

As discussed earlier, OVW requires recipients of an award under this solicitation to submit to NACJD all data sets that result in whole or in part from the work funded by OVW, along with associated files and any 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. All data sets and necessary documentation are to be submitted 90 days prior to the end of the project period.

Public Reporting Burden - Paperwork Reduction Act Notice

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. OVW tries to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on applicants. The estimated average time to complete and file this form is 30 hours. Comments regarding the accuracy of this estimate or suggestions for simplifying this form, it can be submitted to the Office on Violence Against Women, U.S. Department of Justice, 145 N Street, NE, Washington, DC 20002.

G. Federal Awarding Agency Contact(s)

For assistance with the requirements of this solicitation, contact Virginia.Baran@usdoj.gov or (202) 305-2093. For technical assistance with Grants.gov, contact the Grants.gov Customer Support Hotline at 1-800-518-4726.

H. Other Information

Application Checklist

Applicants must submit a fully executed application to OVW, including all required supporting documentation. OVW will not contact applicants for missing items. Additionally, if an applicant plans to submit an application under any other OVW grant program this fiscal year, please ensure that only documents pertinent to this solicitation are included with this application. OVW will not redirect documents that are inadvertently submitted with the wrong application.

This checklist on the next page has been created to assist in developing an application.

✓	WHAT AN APPLICATION SHOULD INCLUDE	SEE PAGE...
Required Documents		
<i>Any application missing any one or more of these items will not be sent to peer review.</i>		
	Application for Federal Assistance (SF-424) (auto-populated in Grants.gov)	20
	Project Abstract	12
	Project Narrative	13
	Budget Detail Worksheet	18
	Budget Narrative	18
Appendices		
<i>OVW will not make an award to any applicant that has not provided all necessary appendices.</i>		
	Bibliography/references	14
	Tools/instruments, questionnaires, tables/charts/graphs, or maps	14
	Curriculum vitae or resumes for key staff	14
	Proposed Project Staff, Affiliation, and Roles Form	14
	Project timeline	14
	Human subjects protection paperwork	14
	Privacy Certificate	14
	Letters of commitment	15
	Data archiving plan	15
	Applicant disclosure of pending applications	15
	Documentation of Research and Evaluation Independence and Integrity	16
	Summary of Current and Recent OVW Projects (if applicable)	17
Additional Required Information		
<i>Failure to include any of the information may result in the inability to access funds if your application is selected for funding.</i>		
	Indirect Cost Rate Agreement (if applicable)	22
	Standard Assurances and Certifications	20
	Disclosures Related to Executive Compensation	20
	Confidentiality Notice Form	20
	Letter of Nonsupplanting	21
	Financial Accounting Practices	21
	Financial Capability Questionnaire (nonprofits only)	22

Do not submit documents in addition to those specified in this solicitation. Please note that any materials submitted as part of an application may be released pursuant to a request under the Freedom of Information Act.

APPENDIX A

Budget Guidance & Sample Budget Detail Worksheet

Budget Guidance

Cost guidance for selected items is provided below to assist applicants in preparing the budget detail worksheet. In developing your budget detail worksheet please refer to the DOJ Financial Guide.

Consultants/Contracts

Compensation for services by an individual consultant should be reasonable and consistent with that paid for similar services in the marketplace. Applicants should consider the type of services provided and the experience and expertise of the individual consultant when deciding if a consultant's rate is reasonable. Applicants are strongly discouraged from requesting consultant rates in excess of \$650 per day. Please note that this does not mean that the rate can or should be as high as \$650 for all consultants. If a project is ultimately selected for funding with a budget allocating more than \$650 per day to a consultant, the applicant must provide additional information to OVW for review and approval before consultant costs are incurred. Applicants should also include all costs associated with consultants/contracts in the "Consultants/Contracts" category, including travel-related costs. These costs should not be reflected in the Personnel or Travel categories.

Applicants should follow the same established procurement policies with Federal funds as they would with non-federal funds. All procurement transactions should be awarded in a manner that provides maximum open, free and fair competition, and must follow 2 CFR Part 200.317-326. All sole-source procurements (those not awarded competitively) in excess of \$150,000 require prior approval from OVW. This applies to procurements of goods and services, but not to selection of sub recipients. MOU project partners are generally considered subrecipients for time spent working on program objectives. For additional information on determining whether the recipient of the pass-through funds is a subrecipient or a contractor, please refer to 2 CFR Part 200.330.

Rent

Rental costs are generally allowable under OVW programs. Applicants should list square footage and cost per square foot in the budget. The amount must be based on the space that will be allocated to implement the OVW project, not the costs of the entire rental space. **Rental costs are not allowable for property owned by the applicant or if the applicant has a financial interest in the property.** In this case only the costs of ownership, including maintenance costs, insurance, depreciation, utilities, etc., are allowable costs. The applicant must indicate in the budget narrative whether or not they own the space that will be rented.

Audit Costs

Costs for audits not required or performed in accordance with the Office of Management and Budget (OMB) Circular A-133 or 2 CFR Part 200 Subpart F – Audit Requirement are unallowable. If the applicant agency did not meet the applicable expenditure threshold during the organization's fiscal year, the cost of any audit performed may not be charged to the grant.

Indirect Costs

Applicants that have current, federally-approved, indirect cost rates may seek to claim indirect costs and must submit a copy of their current federally-approved indirect cost rate agreement with the application. Applicants may choose to waive indirect costs.

Non-federal entities that have never received a federally-approved indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used

indefinitely. This includes state and local governments that have never negotiated an indirect cost rate with the Federal government and receive less than \$35 million in direct Federal funding per year. Tribes that have never negotiated an indirect cost rate with the Federal government may also use the 10% de minimis rate.

Purchase and/or Lease of Vehicles

The purchase and/or lease of vehicles is prohibited under most OVW grant programs, although some programs allow for purchasing vehicles on a case-by-case basis. Please refer to the solicitation for which you are applying to determine whether vehicles can be purchased or leased. If requesting a vehicle, a lease/purchase analysis must be submitted with the application.

Compensation for Partners

In developing the budget, applicants should compensate all project partners for their participation in any project-related activities, including but not limited to, compensation for time and travel expenses to participate in project development, training, and implementation. The budget **must** include compensation for all services rendered by project partners, including nonprofit, nongovernmental domestic violence and/or sexual assault victim services programs and state and tribal domestic violence and/or sexual assault coalitions. Keep in mind that partners are generally considered a subrecipient and would be reimbursed for their actual costs incurred for the project rather than a fee for service. If a partner is a State or local governmental agency and the partnership duties are conducted within the course of the agency's "regular" scope of work, applicants do not need to compensate the partner if the partner a) offers this arrangement; and b) an explanation of this arrangement is included in the application.

Non-Federal contributions

Any non-federal contributions can be discussed in the project narrative or Memorandum of Understanding (if required). **Applicants should not include supplemental contributions in the budget, budget narrative, or SF-424.**

Applicants are advised that if they voluntarily decide to provide matching funds through the use of in-kind contributions, and include this information in the budget or budget narrative, the voluntary contributions will become a mandatory requirement under the grant award. Grantees that fail to provide sufficient mandatory matching funds through cash or in-kind contributions during the award period may be required to meet their obligation by making a cash payment to the Office on Violence Against Women in order to close out the grant award.

Budget Detail Worksheet

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

Please Note: The following budget is an example intended to assist you in preparing your application budget.

A. Personnel – List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Cost
Principal Investigator	\$55,000 x 25% x 2 years	\$27,500
Research Associate	\$40,000 x 30% x 2 years	\$24,000
Research Assistant	\$35,000 x 25% x 2 years	\$17,500
Administrative Assistant	\$15/hr x 10 hrs/month * 24 mos	\$3,6000

The Principal Investigator will coordinate all aspects of the study and provide oversight and substantive expertise for the research design, instrument development, data collection and analysis, and dissemination of findings. The PI will ensure compliance with program requirements and serve as the central point of contact for all project activities.

The Research Associate and Research Assistant will assist in data collection, qualitative coding, and analysis.

The Administrative Assistant for the project is a part-time employee who will provide administrative and clerical support for the project.

TOTAL PERSONNEL: \$72,600

B. Fringe Benefits – Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Worker’s Compensation, and Unemployment Compensation.

Name/Position	Computation	Cost
Salaried Staff		
Employer’s FICA	\$69,000 x 7.65%	\$ 5,279
Health Insurance	\$69,000 x 6.12%	\$ 4,223
Worker’s Compensation	\$69,000 x 1.00%	\$ 690
Unemployment Compensation	\$69,000 x 0.50%	\$ 345
Administrative Assistant		
Employer’s FICA	\$ 3,600 x 7.65%	\$ 275

Health Insurance	\$ 3,600 x 6.12%	\$ 220
Worker's Compensation	\$ 3,600 x 1.00%	\$ 36
Unemployment Compensation	\$ 3,600 x 0.50%	\$ 18
	TOTAL FRINGE BENEFITS:	\$ 11,086
TOTAL PERSONNEL AND FRINGE BENEFITS:		<u>\$ 83,686</u>

The organization is requesting fringe benefits for the Principal Investigator, Research Associate, Research Assistant, and Administrative Assistant.

C. Travel – Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X per diem). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation	Cost
OVW-required attendance at conferences (TBD)	TBD	Airfare	\$500 (avg.) x 2 ppl x 3 trips	\$ 3,000
		Lodging	\$110 (avg.) x 3 nights x 2 ppl x 3 trips	\$ 1,980
		Per diem	\$56 (avg.) x 4 days x 2 ppl x 3 trips	\$ 1,344
		Ground transportation	\$100 (avg.) cab fare to/from airport/hotel x 3 trips	\$ 300
Local travel	Victim services organization	Mileage	\$0.56 x 30 miles roundtrip x 20 roundtrips x 2 ppl	\$ 672

\$6,624 of the required \$10,000 in OVW mandated travel funds has been allocated to cover the cost of travel in accordance with program guidelines. The remaining amount has been allocated for partner travel and can be found in Section G of this form. Conference locations are not known at this time. Travel estimates are based on the organization's formal written travel policy. \$672 is allocated for mileage reimbursement for staff to travel to and from the location where support groups and participant interviews will be held.

TOTAL TRAVEL: \$ 7,296

D. Equipment – List non-expendable items that are to be purchased. (Note: Organization's own capitalization policy for classification of equipment should be used.) Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

No equipment purchases are required for the proposed project.

TOTAL EQUIPMENT: \$ 0

E. Supplies – List items by type (software, office supplies, postage, training materials, copying paper, and other expendable items such as books, hand-held recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply items	Computation	Cost
Office supplies (paper, printer, toner, pens, etc.)	\$150/month x 24 mos.	\$ 3,600
Statistical software license	\$2,000 x 1 license	\$ 2,000
Qualitative data analysis software license	\$2,000 x 1 license	\$ 2,000
Digital voice recorder	\$60 x 1 recorder	\$ 60

Office supplies are needed for the general operation of the study. Licenses for statistical and qualitative analysis software are required for analyzing survey and interview data. A digital recorder is necessary for recording interviews.

TOTAL SUPPLIES: \$ 7,660

F. Construction – As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with the program office before budgeting funds in this category.

TOTAL CONSTRUCTION: \$ 0

G. Consultants/Contracts – Indicate whether applicant’s formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$650 per day or \$81.25 per hour require additional justification and prior approval from the Office on Violence Against Women.

Name of consultant	Service provided	Computation	Cost
Support group facilitators	Support group facilitation	\$56/hr x 24 hrs x 2 facilitators	\$ 2,688
	Training for support group facilitators	\$25/hr x 8 hrs. x 2 facilitators	\$ 400
Advocate	Salary	\$45,000 x 10% x 2 years	\$ 9,000
	Fringe	\$9,000 x 15%	\$ 1,350

Two support group facilitators will be paid \$56/hr to facilitate sixteen support groups of 90-minutes each during the project period. An advocate with the victim services partner organization will be paid at a rate of 0.1 FTE for her assistance in coordinating the groups, involvement in developing the interview protocol, and explaining the study to potential participants.

Subtotal Consultant Fees: \$ 13,438

Consultant Travel: List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging etc.).

Purpose of Travel	Location	Item	Computation	Cost
OVW-required attendance at conferences	TBD	Airfare	\$472 (avg.) x 1 person x 3 trips	\$ 1,416
		Lodging	\$110 (avg.) x 3 nights x 1 person x 3 trips	\$ 990
		Per diem	\$56 (avg.) x 4 days x 1 person x 3 trips	\$ 672
		Ground transportation	\$100 (avg.) cab fare to/from airport/hotel x 3 trips	\$ 300
Local travel for support group facilitators	Victim services organization	Mileage	\$0.56 x 20 miles roundtrip x 20 roundtrips x 2 ppl	\$ 448

Subtotal Consultant Travel: \$ 3,826

\$3,378 of the required \$10,000 in OVW required travel funds has been allocated to cover the cost of travel for a staff person of the victim services organization.

\$448 is allotted to support facilitators' travel to the study site.

Contracts: Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$150,000.

Item	Computation	Cost
Transcription service	\$1.50/recorded minute x est. 4,800 recorded minutes	\$ 7,200
Copyeditor	\$35/hr x est. 10 hrs	\$ 350
Desktop publishing	\$45/hr x est. 5 hours	\$ 225

Subtotal Contracts: \$ 7,775

Transcription service will be required to transcribe interviews. Copyediting and desktop publishing/layout design services are required for the final report and practitioner brief. These services will be procured competitively and in accordance will all applicable requirements.

TOTAL CONTRACTS AND CONSULTANTS: \$ 25,039

H. Other Costs – List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

Refer to [Research Participant Costs and Incentives](#) for information on requesting OVW approval to provide research participant stipends to cover the cost of participants' time, transportation, gas, and other incidentals (excluding food and beverages). A stipend, which can be in the form of cash, is not a salary, honorarium, incentive, or fee.

Item	Computation	Cost
Participation stipends	\$50 * 80 interview participants	\$ 4,000

Funds have been allocated for stipends for victim interview participants, to compensate participants for their time and contribution to the research project and offset any costs they incur for participating. Stipends will be paid in cash amounts of \$50/participant per interview, and a spreadsheet will be used to account for the time, date, and amount disbursed to each participant. The applicant expects participants with limited or no means to pay for transportation to and from the secure interview site, and/or childcare during their travel and participation time, will be less inclined to participate if they cannot recoup these costs. The estimated impact of not using stipends is that the study participation rate will be lower than necessary for the study to be successful, and that study participants in lower income brackets in particular will be less likely to participate, thus potentially compromising the validity of the research findings. The amount of \$50 is reasonable and based on a realistic estimate for compensating participants' time and offsetting the cost of gas mileage or taxi fare to/from the interview site, and the potential need for participants to pay for childcare while they are at their interview.

TOTAL OTHER COSTS: \$ 4,000

I. Indirect Costs – Indirect costs are allowed if the applicant has a federally approved indirect cost rate. A copy of the rate approval (a fully executed, negotiated agreement) must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories. Non-federal entities that have never received a federally-approved indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. This includes state and local governments that have never negotiated an indirect cost rate with the Federal government and receive less than \$35 million in direct Federal funding per year. Tribes that have never negotiated an indirect cost rate with the Federal government may also use the 10% de minimis rate.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
15% of direct salaries (Excluding fringe)	\$72,600 x 15%	\$10,890

TOTAL INDIRECT COSTS: \$ 10,890

The Indirect Cost Rate Agreement was approved by the Department of the Education, the applicant's cognizant federal agency on January 1, 2015. (A copy of the fully executed, negotiated agreement is attached).

Budget Summary – When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of federal funds requested and the amount of non-federal funds that will support the project.

Budget Category	Amount
A. Personnel	\$ 72,600
B. Fringe Benefits	\$ 11,086
C. Travel	\$ 7,296
D. Equipment	\$ 0
E. Supplies	\$ 7,660
F. Construction	\$ 0
G. Consultants and Contracts	\$ 25,039
H. Other Costs	\$ 4,000
	Total Direct Costs \$ 127,681
I. Indirect Costs	\$ 10,890
	TOTAL PROJECT COSTS <u>\$ 138,571</u>
Federal Share Requested	\$ 138,571
Non-Federal (Match) Amount	\$ 0

APPENDIX B

Sample Letter of Registration

[Applicant Letterhead]

[Date]

Director
Office on Violence Against Women
145 N Street NE
Suite 10W.121
Washington, DC 20530

Dear Director:

This letter serves to certify that [Insert Applicant Name] is registered and current with the System for Award Management (SAM) under DUNS number [insert DUNS number]. [Insert Applicant Name] registered/verified registration on [Insert Verification Date]. The SAM registration for [Insert Applicant Name] will expire on [Insert Expiration Date].

First Time Grants.gov Users ONLY - I understand that in order to submit an application for the FY 2016 Research and Evaluation initiative. [Insert Applicant Name] must be registered with Grants.gov. I certify that [Insert Organization Name] began the registration process with Grants.gov on [Insert Registration Date].

OR

Repeat Grants.gov Users ONLY – I understand that upon application submission in Grants.gov the Authorized Organization Representative (AOR) will receive a minimum of two email messages. One will confirm receipt of the application package. The other will either notify the AOR that the application was successfully submitted, or it will notify the AOR that there was an error with the application submission. In order to successfully receive notifications from Grants.gov, all information listed in Grants.gov must be current and active. [Insert Applicant Name] verified that all information listed in Grants.gov (Name and contact information for the AOR, organization address, etc.) is current and active on [Insert Date].

Sincerely,

[Authorized Organization Representative]

APPENDIX C

Disclosures Related to Executive Compensation

Disclosures Related to Executive Compensation
Sample Cover Letter
[Applicant Letterhead]
[Date]

Director
Office on Violence Against Women
145 N Street, NE
Suite 10 W.
Washington, DC 20530

Dear Director:

The **[Applicant]** is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure for establishing a rebuttable presumption that our executives' compensation is reasonable. Therefore, I am submitting the following information to you, as required by the Violence Against Women Reauthorization Act of 2013:

(1) a brief description of the process used for determining the compensation of our officers, directors, trustees, and key employees, including the independent persons involved in reviewing and approving such compensation;

[or, if relevant]: (1) a copy of our written policy for determining the compensation of our officers, directors, trustees, and key employees, which includes the independent persons involved in reviewing and approving such compensation;]

(2) the comparability data used in establishing executive compensation; and

(3) contemporaneous substantiation of the deliberation and decision regarding executive compensation.

Sincerely,

[Applicant's Authorizing Official]

Attachments

APPENDIX D

Summary of Current and Recent OVW Projects, and Pending Applications for OVW Funding

Summary of Current and Recent OVW Projects

Award Number	Award End Date	Program	Award Amount	Amount Remaining	Extension Needed?	Extension Needed: Timeframe	Nexus, if any, to the Proposed Research Project
2015-XX-XX-XXXX	9/30/2017	2015 CSSP	\$300,000	\$250,000	<input type="checkbox"/> Yes <input type="checkbox"/> No		The CSSP project funds a support group model that will be studied through the proposed project.
2015-XX-XX-XXXX	12/31/2017	2015 CTAS	\$932,000	\$467,850	<input type="checkbox"/> Yes <input type="checkbox"/> No		None.

Summary of Pending Applications for OVW Funding

Program	Anticipated Start Date	Anticipated End Date	Requested Amount	Nexus, if any, to the Proposed Research Project
2016 RURAL	10/1/2016	9/30/2018	\$500,000	None.