

McIntire-Stennis Cooperative Forestry Research Program

FY 2013 Formula Grant Opportunity (FGO) - Final

APPLICATION DEADLINE: July 10, 2013



**U.S. Department of Agriculture
National Institute of Food and Agriculture**

**NATIONAL INSTITUTE OF FOOD AND AGRICULTURE;
U.S. DEPARTMENT OF AGRICULTURE**

MCINTIRE-STENNIS COOPERATIVE FORESTRY RESEARCH ACT PROGRAM

FINAL ANNOUNCEMENT

CATALOG OF FEDERAL DOMESTIC ASSISTANCE: This program is listed in the Catalog of Federal Domestic Assistance under 10.202.

DATES: Applications must be received by close of business (COB) (5:00 p.m. Eastern Time) on July 10, 2013.

EXECUTIVE SUMMARY: The National Institute of Food and Agriculture (NIFA) requests applications for the FY 2013 formula grant authorized under the McIntire-Stennis Cooperative Forestry Research Act (M-S) Program. This grant is used to assist all states in carrying out a program of state forestry research at state forestry schools and colleges and developing a trained pool of forest scientists capable of conducting needed forestry research, which should include: (1) ecological restoration; (2) catastrophe management; (3) valuing and trading ecological services; (4) energy conservation, biomass energy and bio-based materials development; (5) forest fragmentation; (6) carbon sequestration and climate change; and (7) ways of fostering healthy forests and a globally competitive forest resources sector. Additionally, M-S funds should be allocated to the following high priority issues: 1) science of integration (ecosystem or landscape approaches including interdisciplinary multi-state projects); 2) forest ecosystem services; 3) human attitudes and behaviors; 4) conflict, uncertainty, and decision-making; 5) technological advancements (biotechnology, nanotechnology and geospatial technology), productivity, and forest applications; and 6) urban ecosystems. The amount available for this program in FY 2013 will be approximately \$28,713,805 and is subject to change upon final Appropriation.

This notice identifies the objectives for M-S projects, the eligibility criteria for projects and applicants, and the application forms and associated instructions needed to apply for a FY 2013 M-S formula grant authorized under the McIntire-Stennis Cooperative Forestry Research Act. NIFA additionally requests stakeholder input from any interested party for use in the development of the next Formula Grant Opportunity (FGO) for this program. Please send questions or comments to the Formula Grants Branch, Office of Grants and Financial Management (OGFM), NIFA/USDA, Stop 2271, 1400 Independence Avenue, SW, Washington, DC 20250-2271; fax: (202) 401-1804; or e-mail: formulagrantquestions@nifa.usda.gov.

What's New for FY 2013?

- In July 2012, the System for Award Management (SAM), a new system that combines eight federal procurement systems, including the Central Contractor Registry (CCR), and the Catalog of Federal Domestic Assistance (CFDA) into one new system, was implemented. Therefore, CCR activities are now being conducted through SAM. See Part VI B. for additional information.
- New Application Attachment Filename Requirement. Attachment Filename Characters are now validated and enforced. Beginning August 15, 2012, applicants are now limited to using the following characters in all attachment file names. Valid file names may only include the following **UTF-8 characters**:
A-Z, a-z, 0-9, underscore (_), hyphen (-), space, period.

Note: If applicants use any other characters when naming their attachment files their applications will be rejected.

- The FY 2013 formula grant awards will be disbursed through the Automated Standard Application for Payment System (ASAP) operated by the Department of Treasury's Financial Management Service. Applicants must ensure ASAP recipient ID information provided on the SF 424 R&R (Research and Related) is correct as NIFA will use this information to certify funds in ASAP. NIFA will no longer move ASAP funds between institutional accounts. Applicants can receive instructions on how to access ASAP and how to inform NIFA, Financial Operations Division (FOD) of their account number to use to make disbursements, by e-mailing the ASAP Customer Service e-mail box at ASAPCustomerService@nifa.usda.gov.
- There will be a single (final) Grants.gov submission in FY 2013. The funding amount provided in this FGO is an amount determined by NIFA and is subject to change upon final Appropriation.
- The Application Package for this submission will include:
 - Application for Federal Assistance, Standard Form (SF) 424 R&R (Research and Related) (Required)
 - NIFA Supplemental Information Form (Required)
 - NIFA will use the Supplemental Information Form to capture all necessary attachments for this submission of the SF 424 R&R application (i.e., matching waiver requests (via pdf attachment)).
 - NIFA will be capturing the information for three key contacts, and each organization will determine who those individuals are.
 - Block 5 should reflect the person responsible for fiscal/financial issues.

- The Authorized Representative (AR)^{*} must have the authority to represent and bind the organization for any agreement.
 - The name of the Project Director (PD) will be reflected on the NIFA-2009, “Award Face Sheet”, and NIFA recommends that the M-S Administrative-Technical Representative (A-TR) would be the appropriate person.
- NIFA plans to issue all FY 2013 Formula Grants on the NIFA-2009 form. This form is also used to issue non-formula grants.
 - For formula grants issued in FY 2013, the grantee is required to submit an **annual** SF-425, Federal Financial Report (FFR) (this form consolidates and replaces four financial reporting forms; the SF-269, SF-269A, SF-272, and SF-272A). The grantee is NOT required to submit a **quarterly** SF-425 (FFR) (the **quarterly** submission requirement, however, exists for previously issued grants with DHHS as the designated payment system). When completing the SF-425, the Project/Grant Period in Block 8 must reflect the duration of the award (i.e., 2 years).

^{*} Authorized Representative (AR) – the individual who is authorized to commit the awardee’s time and other resources to the project, to commit the awardee to comply with the terms and conditions of the award instrument including those set out herein, and to otherwise act for or on behalf of the awardee institution or organization.

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PART I—FUNDING OPPORTUNITY DESCRIPTION

A. Legislative Authority and Background

P. L. 87-778 (76 Stat.806, 16 U.S.C. 582a, et seq.) signed into law on October 10, 1962 is also known as the McIntire-Stennis Cooperative Forestry Research Act. This law provides the basis for Federal funding in forestry research and graduate education programs at State-certified schools of forestry in the United States. Forestry Research is defined as: reforestation and management of land for the production of crops of timber and other related products of the forest; management of forest and related watershed land to improve conditions of water flow and to protect resources against floods and erosion; management of forest and related rangeland for production of forage for domestic livestock and game and improvement of food and habitat for wildlife; management of forest lands for outdoor recreation; protection of forest land and resources against fire, insects, disease, or other destructive agents; utilization of wood and other forest products; development of sound policies for the management of forest lands and marketing of forest products; and such other studies as may be necessary to obtain the fullest and most effective use of forest resources.

Section 7412 of the Food, Conservation, and Energy Act of 2008 amended section 2 of the McIntire-Stennis Cooperative Forestry Act (16 U.S.C. 582a-1) to include the 1890 Land-Grant Institutions and made this change effective October 1, 2008. USDA contacted the Governor of each state in which an eligible 1890 institution is located about the legislative changes and has received from the Governor's Designee the names of the M-S certified institutions and the proportionate amount of the state's M-S funding that is to be allocated to each.

Funding is provided to the States through a formula-based allocation process which depends on several factors. First, a base amount (approximately \$25,000) is allocated to each State; however, this base amount is excluded from the formula. The balance of funding to each State is determined through a ranking process and dependent upon the following three factors: 1) forty percent of the remaining balance is allocated based on the area of non-Federal commercial forest land; 2) forty percent is allocated based upon the volume of timber cut annually from stock; and 3) twenty percent is allocated based on the total expenditures for forestry research from non-Federal sources. Funds are then distributed to the eligible State-certified Institutions within the State as determined by the Governor's designee.

Under the Federal Funding Accountability and Transparency Act (FFATA), the U.S. Office of Management and Budget (OMB) was required to develop and maintain a public searchable data base for all Federal financial assistance awards, and Federal agencies are required to report specific data elements which will be collected via these applications (e.g., Dun and Bradstreet Data Universal Numbering (DUNS) numbers, legal name of institution, legal address, and congressional district). OMB makes this information available at <http://www.usaspending.gov>.

Please note that the submission of this application package does not change the following:

- Delegated authorities of the Authorized-Technical Representative (A-TR);
- How funds are managed at your institution; and
- Indirect costs and tuition remission are unallowable costs.

Guidelines for the administration of this program are published as the Administrative Manual for McIntire-Stennis Cooperative Forestry Program (March 2000 version) and are available at http://www.nifa.usda.gov/business/awards/formula/mcintire_stennis.html#regulations. Please note that any instructions in this FGO supersede policies and procedures identified in this manual. NIFA intends to revise the manual in FY 2013 and then promulgate administrative provisions for this program through the formal rulemaking process which includes a public comment period.

The USDA NIFA home page for the McIntire-Stennis is:
http://www.nifa.usda.gov/business/awards/formula/mcintire_stennis.html.

B. Purpose and Priorities

The purpose of this funding is to increase forestry research in the production, utilization, and protection of forestland; to train future forestry scientists; and to involve other disciplines in forestry research. In addition to the eligible forestry research topics described in the M-S legislation, FY 2013 funding should also address the high priority issues described in the current M-S Strategic Plan: “Sustaining Healthy and Productive Forests: An Investment in America’s Competitive Position in the Global Marketplace”: 1) science of integration; 2) forest ecosystem services; 3) human attitudes and behaviors; 4) conflict, uncertainty, and decision-making; 5) technological advancements, productivity, and forest applications; and 6) urban ecosystems and NIFA’s societal challenges: Sustainable Bioenergy and Changing Climate. The M-S Strategic Plan can be accessed as follows: <http://www.naufrp.org/pdf/M-S%20Plan.pdf>.

PART II—AWARD INFORMATION

A. Available Funding

The Consolidated and Further Continuing Appropriations Act, 2013 (Public Law 113-6) provides funding in the amount of \$28,713,805 in FY 2013 for this program. The FY 2013 allocation is subject to change upon final Appropriation.

Funds will be distributed to the institutions on a semi-annual basis in FY 2013. Applicants should request funding in the amounts listed in the Appendix A to this announcement. Funds may only be expended on approved M-S Program projects.

M-S funds are expected to be fully expended in the fiscal year of appropriation; however, funds may be carried over for up to one year after the end of the fiscal year for which they were appropriated (e.g., September 30, 2014 for FY 2013 funds). No prior approval is required to carry over funds for one additional year; however, no additional carryover requests may be considered or approved, as no legislative authority to do so is provided.

B. Types of Submission

In FY 2013, applications for submission must be submitted to the M-S Program as a “new” application on the Grants.gov website. As noted previously, these application packages complement, rather than duplicate, the information collected via the Current Research Information System (CRIS), and together satisfy all legislative and regulatory pre-award requirements.

Specific project details and pertinent information should be entered in the CRIS as in prior years. CRIS is the U.S. Department of Agriculture's documentation and reporting system for ongoing agricultural, food and nutrition, and forestry research and education. CRIS contains over 30,000 descriptions of current, publicly-supported research and education activities. This work is sponsored or conducted by the USDA research agencies, the State Agricultural Experiment Stations, the State Land-Grant Institutions and universities, State schools of forestry, cooperating schools of veterinary medicine, and USDA grant recipients. See Part VI.C. for specific CRIS requirements.

C. Responsible and Ethical Conduct of Research

The responsible and ethical conduct of research (RCR) is critical for excellence, as well as public trust, in science and engineering. Consequently, education in RCR is considered essential in the preparation of future scientists. In accordance with sections 2, 3, and 8 of 7 CFR Part 3022, institutions that conduct extramural research funded by USDA must foster an atmosphere conducive to research integrity, bear primary responsibility for prevention and detection of research misconduct and are to maintain and effectively communicate and train their staff regarding policies and procedures. In the event an application to NIFA results in an award, the AOR assures, through acceptance of the award that the institution will comply with the above requirements. Per award terms and conditions, grant recipients shall, upon request, make

available to NIFA the policies and procedures as well as documentation to support the conduct of the training.

Note that the training referred to herein shall be either on-campus or off campus training. The general content of the ethics training, at a minimum, will emphasize three key areas of research ethics: authorship and plagiarism, data and research integration and reporting misconduct. Each institution will be responsible for developing its own training system, as schools will need flexibility to develop training tailored to their specific student needs. Grantees should consider the Collaborative Institutional Training Initiative (CITI) program for RCR (www.citiprogram.org/rcrpage.asp). Typically this RCR education addresses the topics of: Data Acquisition and Management - collection, accuracy, security, access; Authorship and Publication; Peer Review; Mentor/Trainee Responsibilities; Collaboration; Conflict of Interest; Research Misconduct; Human Subject Research; and Use of Animals in Research.

PART III—ELIGIBILITY INFORMATION

A. Eligible Applicants

Applications may be submitted by State-certified Schools of Forestry as stipulated in accordance with Section 2 of P. L. 87-788, McIntire-Stennis Act: Auburn University; Alabama A&M University; Tuskegee University; University of Alaska; American Samoa Community College; Northern Arizona University; University of Arizona; University of Arkansas; California Polytechnic State University; California State University, Humbolt; University of California; Colorado State University; Connecticut Agricultural Experiment Station (New Haven); University of Connecticut; University of Delaware; Delaware State University; University of Florida; Florida A&M University, Fort Valley State University; University of Georgia; University of Guam; University of Hawaii; University of Idaho; Southern Illinois University; University of Illinois; Purdue University; Iowa State University; Kansas State University; University of Kentucky; Kentucky State University; Louisiana State University; Louisiana Tech University; Southern University and A&M College; University of Maine; University of Maryland (College Park); University of Maryland (Eastern Shore), University of Massachusetts; Michigan State University; Michigan Technological University; University of Michigan; University of Minnesota; Alcorn State University; Mississippi State University; Lincoln University; University of Missouri; University of Montana; University of Nebraska; University of Nevada; University of New Hampshire; Rutgers State University; New Mexico State University; Cornell University; State University of New York; North Carolina State University; North Dakota State University; Ohio Agricultural Research and Development Center; Oklahoma State University; Oregon State University; Pennsylvania State University; University of Puerto Rico; University of Rhode Island; Clemson University; South Dakota State University; University of Tennessee; Tennessee State University; Stephen F. Austin State University; Texas A&M University; Utah State Agricultural Experiment Station; University of Vermont; College of the Virgin Islands; Virginia Polytechnic Institute and State University; Virginia State University; Washington State University; University of Washington; West Virginia University; West Virginia State University; University of Wisconsin; University of Wyoming.

Institutions may subcontract to organizations not eligible to apply for funding provided that such arrangements are necessary to complete the project or activity.

B. Cost Sharing or Matching

Formula grant recipients are to provide matching (see Part VIII.A.6), either cash or in-kind, on a dollar-for-dollar basis on all Federal funds allotted. Eligible institutions located in insular areas (i.e., American Samoa, Guam, Micronesia, Northern Marianas, Puerto Rico, and the Virgin Islands) are not required to match if the allocation is below \$200,000.

PART IV—SUBMISSION INFORMATION

A. Electronic Formula Grants Opportunity Package

Only electronic applications may be submitted via Grants.gov to NIFA in response to this FGO.

Prior to preparing an application, NIFA suggests that the A-TR, or his or her designee, first contact an AR to determine if the organization is prepared to submit electronic applications through Grants.gov. If the organization is not prepared, the AR should see http://www.grants.gov/applicants/get_registered.jsp for steps for preparing to submit applications through Grants.gov.

The A-TR, or his or her designee, also must contact the institution's AR in order to be granted permission for the submission of applications through Grants.gov. Once that permission is granted in the Grants.gov system, the A-TR, or his or her designee, can obtain a login and password necessary for submission of applications.

The steps to access application materials are as follows:

1. In order to access, complete and submit applications, applicants must download and install a version of Adobe Reader compatible with Grants.gov. This software is essential to apply for NIFA Federal assistance awards. For basic system requirements and download instructions, please see http://www.grants.gov/help/download_software.jsp. To verify that you have a compatible version of Adobe Reader, Grants.gov established a test package that will assist you in making that determination. Grants.gov Adobe Versioning Test Package: <http://www.grants.gov/applicants/AdobeVersioningTestOnly.jsp>.
2. The application package must be obtained via Grants.gov, go to <http://www.grants.gov>, click on "Apply for Grants" in the left-hand column, click on "Step 1: Download a Grant Application Package and Instructions," enter the funding opportunity number **USDA-NIFA-MSCFR-004292** in the appropriate box and click "Download Package." From the search results, click "Download" to access the application package.

If assistance is needed to access the application page (e.g., downloading or navigating PDF forms, using Adobe with a Macintosh computer), refer to the resources available on the Grants.gov Web site first (<http://grants.gov>). Grants.gov assistance is also available as follows:

Grants.gov customer support
1-800-518-4726 Toll Free or 606-545-5035
Business Hours: 24 hours a day, 7 days a week. Closed on [Federal Holidays](#).
Email: support@grants.gov

Grants.gov iPortal: Top 10 requested help topics (FAQs), Searchable knowledge base, self service ticketing and ticket status, and live web chat (available 7:00 A.M. - 9:00 P.M. ET). Get help now!

Please have the following information available when contacting Grants.gov, to help expedite your inquiry:

- Funding Opportunity Number (FON)
- Name of Agency You Are Applying To
- Specific Area of Concern

See http://grants.gov/applicants/app_help_reso.jsp or <http://www.nifa.usda.gov/funding/electronic.html> for additional resources for applying electronically.

B. Content and Form of Formula Funds Opportunity Package Submission

General

Each grant application must contain an “Application for Federal Assistance,” Form SF-424 (R&R) and the “NIFA Supplemental Information Form. If applicable, use “Application for Federal Assistance” to submit a matching waiver request (as a PDF file).

Grant Application Package

Verify that the information shown corresponds to the grant for which the applicant wishes to apply. Grants.gov will auto-populate the following information:

- Opportunity Title
- Offering Agency
- CFDA Number
- CFDA Description
- Opportunity Number
- Opportunity Open Date
- Opportunity Close Date
- Agency Contact

Enter a name for the application in the *Application Filing Name** field. This field is required. This name is for use solely by the applicant for you to track through the Grants.gov submission process. It is not used by the receiving agency.

Open and complete all of the documents listed in the “Mandatory Documents” box. Complete the SF-424 first. Data entered on the SF-424 will populate other mandatory and optional forms where possible.

To access a form or document, click the form/document name to select it, and then click the => button. This will move the form/document to the “Mandatory Documents for Submission” box. To open an item to complete it, simply click on it to select the item and then click on the “Open Form” button. To remove a form/document from the “Mandatory Documents for Submission” box, click the form/document name to select it, and then click the <= button. This will return the form/document to the “Mandatory Documents” or “Optional Documents” box.

These forms should be completed in accordance with the instructions accompanying the form on the grants.gov website. **The following are the government-wide instructions followed by agency specific guidelines (in italics), if any, for each data element for each form:**

1. SF-424 (R&R)- Cover Page

- **Open and complete** document **SF-424 (R&R) first** as this page will pre-populate information on pages where the same information is requested:
 - **Box 1** – Type of Submission:
 - Pre-application – unless specified in a program announcement this field is NOT used by NIFA.
 - Application – *check new application* (all applications are new; the type of application – New, Resubmission, Renewal or Revision is collected and identified in box 8). *Enter “New”*.
 - Changed/Corrected Application – N/A.
 - **Box 2** – Date Submitted and Applicant Identifier
 - Leave the “Date Submitted” box blank.
 - Applicant Identifier – If you wish to use a unique identification number for your own purpose, enter it here. Applicant use only. *Use or leave blank.*
 - **Box 3** – Date Received by State and State Application Identifier
 - Enter the date received by the State, if applicable. Enter in format mm/dd/yyyy. State use only. *Use or leave blank.* Enter the identifier assigned by the State, if applicable. State use only. *Use or leave blank.*
 - **Box 4a** – Federal Identifier
 - Enter the number assigned to your organization by the Federal agency. This field is for use when an institution has its own system for tracking application. This field allows the applicant to enter its application identifier on the application. *Leave blank.*
 - **Box 4b** - Agency Routing Number
 - To be entered only if agency specific instructions indicate. *Leave blank.*
 - **Box 5** – Applicant Information
 - Organizational DUNS Number: Enter the Organization’s D-U-N-S number (received from D&B) or the D-U-N-S +4 number (if available).
Legal Name: Enter the name of the institution.
Address: Enter complete address of applicant. Enter the institution’s mailing address.
Person to be contacted on matters involving this application – For the person to contact on matters related to this submission: name, organizational affiliation (if affiliated with an organization other than the applicant organization, e-mail address, phone number, and fax number. *Enter the contact information for the person responsible for fiscal/financial issues.*

- **Box 6** – Employer Identification: Enter either the Employer Identification Number (EIN) or Taxpayer Identification Number (TIN) as assigned by the Internal Revenue Service.
- **Box 7** – Type of Applicant. From the drop down menu select the appropriate code letter and enter in the space provided. Code letters **O, P, Q, R, S, T, U, V, and W** are letters that have not been included as part of the drop down menu.
 - A. State Government
 - B. County Government
 - C. City or Township Government
 - D. Special District Government
 - E. Regional Organization
 - F. U.S. Territory
 - G. Independent School District
 - H. Public/State Controlled Institution of Higher Education
 - I. Indian/Native American Tribal Government (Federally Recognized)
 - J. Indian/Native American Tribal Government (Other than Federally Recognized)
 - K. Indian/Native American Tribally Designated Organization
 - L. Public/Indian Housing Authority
 - M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)
 - N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)
 - X. Other (specify in accordance with agency instructions)
- **Box 8** – Type of Application
 - New - application being submitted for the first time or is considered an “initial” application. Check new for the initial FGO submission.
 - Resubmission – Select “Resubmission” when your institution has filed an accepted “New/Initial” or “Update” package and now desires to revise any of the information on those applications, such as its key contact personnel or matching funds available. Any matching waiver requests would be attached to this package, as well.
 - Renewal - application requesting continued funding (*previously known as competing continuation*) N/A Leave blank.
 - Continuation - non-competing application (*previously known as Progress Report*) - N/A Leave blank.
 - Revision – Select “Revision” if your institution discovers an error or omission in the “New/Initial”, or “Resubmission” application, or if you are requested to do so by NIFA as the result of its review of the application. *Leave blank.*
- **Box 8 - A-E:** N/A
 - A. Increase Award

- B. Decrease Award
 - C. Increase Duration
 - D. Decrease Duration
 - E. Other - provide written explanation, i.e., any other change in the terms and conditions of the existing award
- **Box 9** - Name of Federal Agency - will be pre-filled
 - **Box 10** - Do not complete CFDA Number - will be pre-filled or left blank.
 - **Box 11** - Descriptive Title of Applicant's Project - fill in with the Project Title
 - **Box 12** - Enter proposed start and end dates – use format: MM/DD/YYYY. *Enter 10/01/2012- 09/30/2013.*
 - **Box 13** - Congressional district of the Applicant Organization - Enter the applicant's congressional district. *Enter the Congressional district where the main campus is located.*
 - **Box 14** - Project Director/Principal Investigator – complete all boxes in this section. Note that the nine digit zip code is required. NIFA recommends that the name and information of the M-S A-TR be included in this box. This name will appear on the official award document for FY 2013.
 - **Box 15** - Estimated Project Funding –
 - **15.a.** Enter the amount requested from the Federal agency. If the agency has specified an amount, enter that amount. *Enter your institution's actual FY 2013 allocation as listed in Appendix A to this announcement.*
 - **15.b.** Total Non-Federal Funds Requested: Enter the amount of funds from all other sources (i.e., match).
 - **15.c.** Total Federal & Non-Federal Funds: Enter total amount of Federal funds requested plus the non-federal (i.e. match) amounts.
 - **15.d.** Estimated Program Income: Enter amount of estimated program income to be generated from this project. *Leave blank.*
 - **Box 16** - *Select "Program is not covered by E.O. 12372".*
 - **Box 17** - **By signing this application, I certify (1) to the statements contained in this list of certifications* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances* and agree to comply with any Administrative and National Policy requirements (as identified under Part VI, B) if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)**
 Application is to be signed by the A-TR, or his or her designee, of the applicant organization. *The required assurances designated here include the institution's compliance with all Federal laws and regulations associated with receipt of Federal Domestic Assistance for this program,*

* The applicable certifications and assurances can be located on the NIFA website. See http://www.nifa.usda.gov/funding/all_forms.html under the "Other Forms" heading.

including the matching certification and certification regarding lobbying activities. By clicking the submit button of the application, the A-TR, or his or her designee, certifies to the above.

- **Be sure to click on the “I agree” button.** Although this box is for the AR to certify, if this box is not checked, an error message will result.
- **Box 18** - If applicable, attach the SFLLL (Standard Form LLL, Disclosure of Lobbying Activities).
- **Box 19** - Authorized Representative (AR) - Also known as Signing Official. To be signed by the A-TR, or his or her designee, of the applicant organization. Enter the name, title, phone number, e-mail address, and fax number of the A-TR, or his or her designee.
- **Box 20** - Pre-Applications - Unless specifically noted in a program announcement, do not use pre-applications - *leave blank*.

2. NIFA Supplemental Information Form (Required)

1. **Funding Opportunity Name:** *No entry required. This is pre-populated from the opportunity package.*
Funding Opportunity Number: *No entry required. This is pre-populated from the opportunity package.*
2. **Program Code Name:** Enter the name of the program to which you are applying exactly as instructed in the full announcement. This field is required. *Enter “McIntire-Stennis Cooperative Forestry Research”.*
Program Code: Enter the program code to which you are applying exactly as instructed in the full announcement. This code is used to route proposals within the agency. This field is required. *Enter “MSCFR”.*
3. **Type of Applicant:** *No entry required. This will be pre-populated from your entry on application cover sheet.*
4. **Additional Applicant Types:** Select one of the following options if it is applicable to the legal applicant of this application. *Select “1862 Land-Grant University” or “1890 Land-Grant University” from the drop down menu in this block.*
5. **Supplemental Applicant Types:** *Please check all that apply.*
6. **DHHS Account Information:** **This information will no longer be utilized as payments will be made via the ASAP operated by the Department of Treasury’s Financial Management Service. Provide your institutions ASAP recipient ID number.**
7. **Key Words:** Enter the most relevant key words which describe the proposed project. This field is required. *Enter “Not applicable”.*

8. **Conflict of Interest List:** *Do not attach a conflict of interest list. NIFA will use this field to capture all necessary attachments for this submission on the initial SF 424 R&R application (i.e., matching waiver requests (via pdf attachment)).*

Saving the Application

The application package can only be saved from the Grant Application Package screen. It is recommended that after the applicant completes each form/document that they click on the “Close Form” button to close the form and then save the application package by clicking on the “Save” button at the top of the Grant Application Package Screen. It is important to note that the application package will be saved to the last active directory on the applicant’s computer. Therefore, the applicant should save the application package to their hard drive where it can be easily accessed. The applicant may save their application package at any time and should save the application package with the same file name each time. An error message will occur each time that the applicant saves the form before completing all of the mandatory fields on the mandatory forms or the optional forms are moved to the Optional Completed Documents for Submission column on the application package. The applicant may ignore this warning. This warning will not appear when all of the mandatory fields have been completed on all of the forms/documents in the application package.

Check Package for Errors

To initiate the Grants.gov edit check process, simply click on the “Check Package for Errors” button at the top of the screen. This process will identify all mandatory fields that have not been completed by the applicant. These errors will be displayed one at a time.

No checks against NIFA business rules will take place at this time.

Submitting the Application

The AR must open the browser, open the application and then press the Submit button. To submit the application:

1. Close all open browser(s) and running applications.
2. Open the internet browser.
3. Navigate to the physical location where the application file is located. Select the application to open.
4. The internet browser will open the application. This may take a few moments. Please be patient.
5. Once the application is completely open, click the **Save and Submit** button. (The Save and Submit button will not become active until all mandatory documents have been properly completed and the application have been saved.) You are required to save the application again at this point in order to begin the application submission process.
6. Click **Save and Submit**.
7. A dialog box will appear and you will need to enter your Grants.gov username and password.
8. Lastly, click **Login**.

Only the AR has the authority and user rights to **Save and Submit** an application to Grants.gov. Additional submission tips may be found at the Grants.gov website. Grants.gov Submission Tips: http://www.grants.gov/help/submit_application_faqs.jsp

C. Certifications

In addition, by signing the application the applicant is providing the required assurances noted below:

Each entity that applies and does not have an exemption under Sec. 25.110 of 2 CFR will: (1) Be registered in the CCR prior to submitting an application or plan; (2) Maintain an active CCR registration with current information at all times during which it has an active Federal award or an application or plan under consideration by an agency; and (3) Provide its DUNS number in each application or plan it submits to the agency.

The Grants.gov validation process checks for an active CCR registration (applicants with expired CCR registrations will be rejected).

In July 2012, the System for Award Management (SAM), a new system that combines eight federal procurement systems, including the CCR, and the CFDA into one new system, was implemented. Therefore, the CCR activities are now being conducted through SAM. See Part VI B. for additional information.

Each entity that applies and does not have an exception under Sec. 170.110(b) of 2 CFR ensures that they have the necessary processes and systems in place to comply with the reporting requirements identified in Appendix A to Part 170 should they receive funding.

D. Submission Dates and Times

The application package containing an “Application for Federal Assistance,” Form SF 424 (R&R) Research and Related and the “NIFA Supplemental Information Form” should be submitted online at the www.grants.gov website by COB (5:00 p.m. Eastern Time) on July 10, 2013.

The receipt of all applications will be acknowledged by e-mail. Therefore, applicants are strongly encouraged to provide accurate e-mail addresses via www.grants.gov website.

If an applicant has not received an acknowledgment within 15 days of the submission, the applicant must contact the Agency contact (see Part VII) immediately and ask for the application number assigned to the application. Failure to do so may result in the application not being processed and funding being held. Once the application has been assigned an application number, this number should be cited on all future correspondence.

E. Funding Restrictions

Approved NIFA M-S Projects

NIFA will fund the M-S Program in FY 2013 for authorized activities. Funds may only be expended on approved M-S projects.

Matching

Matching funds are mandated in Section 4 of the McIntire-Stennis Act (16 U.S.C. 582a-3). 7 CFR 3015.50-56 prescribes the standards applicable to determining the allowability of cash and in-kind contributions for matching funds. Matching funds also may only be expended on approved M-S projects.

Indirect Costs and Tuition Remission

In accordance with section 1473 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (7 U.S.C. 3319), indirect costs and tuition remission are unallowable as an M-S formula grant or matching expenditure.

F. Other Submission Requirements

CRIS Forms

Project information for the M-S Program should be submitted to the Planning, Accountability, and Reporting Staff (formerly the CRIS office). See the website at: <http://cwf.uvm.edu/cris>.

Required submissions include:

- 1) Program of Research (due August 15 of each year)
- 2) Project Proposal*
- 3) Work Unit Description (AD-416)*
- 4) Project Classification (AD-417)*
- 5) Assurance Form (CSREES-2008)*
- 6) Accomplishments Report (AD-421)
- 7) Funding and Staff Support Report (AD-419)

*Submitted at project initiation.

PART V—SUBMISSION REVIEW REQUIREMENTS

Institutions are to ensure that the required merit review process is carried out in accordance with the current version of the Administrative Manual for the M-S Program (dated March, 2000).

The Planning, Accountability, and Reporting Staff and the OGFM Formula Grants Branch will be reviewing submitted documents to determine if all program, financial, and administrative requirements have been met and are current.

PART VI—AWARD ADMINISTRATION

A. General

The National Program Leader (NPL) (see Part VII) will notify the OGFМ Formula Grants Branch regarding each institution's compliance with the Program of Research. Once all program and administrative requirements have been met by the eligible institution, funding will continue to be released on a semi-annual basis in FY 2013. The OGFМ Formula Grants Branch will notify the institutions when all requirements have been met or approved.

B. Administrative and National Policy Requirements

Several Federal statutes, regulations, and terms and conditions apply to grant applications considered for review and to project grants awarded under this program. These include, but are not limited to:

2 CFR Part 220 – Cost Principles for Educational Institutions (OMB Circular A-21).

2 CFR Part 225 – Cost Principles for State, Local, and Indian Tribal Governments (OMB Circular A-87).

2 CFR Part 230 – Cost Principles for Non-profit Organizations (OMB Circular A-122).

7 CFR Part 1, subpart A—USDA implementation of the Freedom of Information Act.

7 CFR Part 3—USDA implementation of OMB Circular No. A-129 regarding debt collection.

7 CFR Part 15, subpart A—USDA implementation of Title VI of the Civil Rights Act of 1964, as amended.

7 CFR Part 331 and 9 CFR Part 121—USDA implementation of the Agricultural Bioterrorism Protection Act of 2002.

7 CFR Part 3015—USDA Uniform Federal Assistance Regulations, implementing OMB directives (i.e., OMB Circular Nos. A-21, A-87 and A-122, now codified at 2 CFR Parts 220, 225 and 230) and incorporating provisions of 31 U.S.C. 6301-6308 (formerly the Federal Grant and Cooperative Agreement Act of 1977, Pub. L. No. 95-224), as well as general policy requirements applicable to recipients of Departmental financial assistance.

7 CFR Part 3016 – USDA Implementation of Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

7 CFR Part 3017—USDA implementation of Governmentwide Debarment and Suspension (Nonprocurement).

7 CFR Part 3018—USDA implementation of Restrictions on Lobbying.

7 CFR Part 3019—USDA implementation of OMB Circular A-110, Uniform Administrative Requirements for Grants and Other Agreements With Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations (now codified at 2 CFR 215).

7 CFR Part 3021—USDA Implementation of Governmentwide Requirements for Drug-Free Workplace (Grants).

7 CFR Part 3022 —Research Institutions Conducting USDA-Funded Extramural Research; Research Misconduct.

7 CFR Part 3052—USDA implementation of OMB Circular No. A-133, Audits of States, Local Governments, and Non-profit Organizations.

7 CFR Part 3407—USDA procedures to implement the National Environmental Policy Act of 1969, as amended.

29 U.S.C. 794 (section 504, Rehabilitation Act of 1973) and 7 CFR Part 15b (USDA implementation of statute) —prohibiting discrimination based upon physical or mental handicap in Federally assisted programs.

35 U.S.C. 200 et seq. —Bayh Dole Act, controlling allocation of rights to inventions made by employees of small business firms and domestic nonprofit organizations, including universities, in Federally assisted programs (implementing regulations are contained in 37 CFR Part 401).

REPORTING SUBAWARDS AND EXECUTIVE COMPENSATION

In accordance with the Office of Management and Budget guidance published in the Federal Register (FR), 75 FR 55663, on September 14, 2010, “Requirements for Federal Funding Accountability and Transparency Act Implementation,” awardees must comply with the requirements of this award term.

a. Reporting of first-tier subawards

1. **Applicability.** Unless you are exempt as provided in paragraph d. of this award term, you must report each action that obligates \$25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5) for a subaward to an entity (see definitions in paragraph e. of this award term).

2. Where and when to report.

i. You must report each obligating action described in paragraph a.1. of this award term to <http://www.fsrs.gov>.

ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)

3. **What to report.** You must report the information about each obligating action that the submission instructions posted at <http://www.fsr.gov> specify.

b. Reporting Total Compensation of Recipient Executives

1. **Applicability and what to report.** You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if—

i. the total Federal funding authorized to date under this award is \$25,000 or more;

ii. in the preceding fiscal year, you received--

(A) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

iii. The public does not have access to information about the compensation of the Executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>).

2. **Where and when to report.** You must report executive total compensation described in paragraph b.1. of this award term:

i. As part of your registration profile at <https://www.sam.gov/sam/>.

ii. By the end of the month following the month in which this award is made, and annually thereafter.

c. Reporting of Total Compensation of Subrecipient Executives

1. **Applicability and what to report.** Unless you are exempt as provided in paragraph d. of this award term, for each first-tier subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if--

i. In the subrecipient's preceding fiscal year, the subrecipient received--

(A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and

ii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

2. **Where and when to report.** You must report subrecipient executive total compensation described in paragraph c.1. of this award term:

i. To the recipient.

ii. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

d. Exemptions

If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:

i. Subawards, and

ii. The total compensation of the five most highly compensated executives of any subrecipient.

e. Definitions

For purposes of this award term:

1. **Entity** means all of the following, as defined in 2 CFR Part 25:

i. A Governmental organization, which is a State, local government, or Indian tribe;

ii. A foreign public entity;

iii. A domestic or foreign nonprofit organization;

iv. A domestic or foreign for-profit organization;

v. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

2. **Executive** means officers, managing partners, or any other employees in management positions.

3. **Subaward:**

i. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.

ii. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. ---- .210 of the attachment to OMB Circular A-133, “Audits of States, Local Governments, and Non-Profit Organizations”).

iii. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.

4. **Subrecipient** means an entity that:

i. Receives a subaward from you (the recipient) under this award; and

ii. Is accountable to you for the use of the Federal funds provided by the subaward.

5. **Total compensation** means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):

i. Salary and bonus.

ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.

iii. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.

iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.

v. Above-market earnings on deferred compensation which is not tax-qualified.

vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

CENTRAL CONTRACTOR REGISTRATION AND UNIVERSAL IDENTIFIER REQUIREMENTS

In accordance with the Office of Management and Budget guidance published in the Federal Register (FR), 75 FR 55671, on September 14, 2010, “Financial Assistance Use of Universal Identifier and Central Contractor Registration,” awardees must comply with the requirements of this award term.

Requirement for Central Contractor Registration (CCR)

Unless you are exempted from this requirement under 2 CFR 25.110, you as the recipient must maintain the currency of your information in the CCR until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.

In July 2012, the SAM, a new system that combines eight federal procurement systems, including the CCR, and the CFDA into one new system, was implemented. The CCR activities are now being conducted through SAM (the CCR website will redirect users to SAM). Those organizations that need to register are to now visit <https://www.sam.gov/sam/>. Those organizations that already have a CCR registration are to visit the SAM website and should note the following:

- You'll create a new SAM User ID and Password.
- Your CCR permissions will be verified via your email account.
- Your CCR registration information (Entity Information) will be waiting for you in SAM.

Requirement for Data Universal Numbering System (DUNS) Numbers

If you are authorized to make subawards under this award, you:

1. Must notify potential subrecipients that no entity (see definition in paragraph C of this award term) may receive a subaward from you unless the entity has provided its DUNS number to you.
2. May not make a subaward to an entity unless the entity has provided its DUNS number to you.

Definitions

For purposes of this award term:

1. *Central Contractor Registration (CCR)* means the Federal repository into which an entity must provide information required for the conduct of a business as a recipient. The CCR activities are now being conducted through SAM (see above).
2. *Data Universal Numbering System (DUNS) number* means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone (currently 866-705-5711) or the Internet (currently at <http://fedgov.dnb.com/webform>).
3. *Entity*, as it is used in this award term, means all of the following, as defined at 2 CFR part 25, subpart C:
 - a. A Governmental organization, which is a State, local government, or Indian Tribe;
 - b. A foreign public entity;

- c. A domestic or foreign nonprofit organization;
- d. A domestic or foreign for-profit organization; and
- e. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

4. *Subaward:*

- a. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
- b. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, *see* Sec .210 of the attachment to OMB Circular A-133, “Audits of States, Local Governments, and Non-Profit Organizations”).

C. Expected Program Outputs and Reporting Requirements

Institutions are required to submit an annual Program of Research (due on or about August 15), which is a listing of all approved McIntire-Stennis projects for said institution. Institutions must submit a Form AD-416, Work Unit Description; Form AD-417, Project Classification; CSREES-2008, Assurance Form; and Project Proposal through the Current Research Information System prior to the initiation of each M-S project. The project must undergo a merit review process at the institution and an approval process at NIFA before it is incorporated into the Program of Research. Each institution shall submit a CRIS Form AD-421, Accomplishments Report, annually for each eligible project. Reports from institutions reporting on a calendar year shall be submitted by April 1, 2013 for the preceding calendar year. Reports from institutions reporting on a fiscal year shall be submitted by February 1, 2013 for the preceding fiscal year.

For projects that have reached the completion or termination date, the Accomplishment Report, CRIS Form AD-421, shall be a summary of: the research objectives being investigated; significant findings, and a list of all publications related to the project. Such reports shall be submitted at the same time as are progress reports on active projects and should include a brief summary of accomplishments for the entire life of the project.

A CRIS Form AD-419, Financial and Staff Support Report, shall be submitted to NIFA annually for all projects. CRIS Form AD-419 reports are also required for expenditures on all State projects that are to be included in the non-Federal funds and matching funds computation. Reports shall be made on a fiscal year basis and are to be submitted by February 1, 2013.

Financial reporting via the SF-425, Federal Financial Report for FY 2013 is due to the Formula Grants Branch of OGF on December 31, 2013, for the Period October 1, 2012, through September 30, 2013, and annually thereafter until the award is closed out. M-S funds are expected to be fully expended in the fiscal year of appropriation; however, funds may be carried over for up to one year after the end of the fiscal year for whatever year they were appropriated. No prior approval is required to carry over funds for one additional year; however, no additional carryover request may be considered or approved, as no legislative authority to do so is provided. Reports should be submitted to formulagrants@nifa.usda.gov.

PART VII—AGENCY CONTACTS

For questions regarding M-S projects and the M-S Program, please contact: Dr. Catalino Blanche, National Program Leader, Forest Biology, Institute of Bioenergy, Climate and Environment – Division of Environmental Systems, NIFA/USDA, Stop 2210, 1400 Independence Avenue, SW, Washington, DC 20250-2210; Telephone: (202) 401-4190; Fax: (202) 401-1706; E-mail: cblanche@nifa.usda.gov.

For questions relating to the completion of the grants.gov forms, please contact: Brenda Barnett, OGF, NIFA/USDA, Stop 2271, 1400 Independence Avenue, SW, Washington, D.C. 20250-2271; Telephone: (202) 401-6520; Fax: (202) 401-1804; E-mail: formulagrantsquestions@nifa.usda.gov.

For questions relating to CRIS forms and submissions, please contact the Planning, Accountability and Reporting Staff, Office of the Director, NIFA/USDA, Stop 2213, 1400 Independence Avenue, SW, Washington, DC 20250-2213; Telephone: (202) 690-0009; Fax: (202) 690-0634; E-mail: cris@nifa.usda.gov.

If help is needed with the Grants.gov registration process for the applicant organization, downloading or navigating PDF forms, using Adobe Reader with a Macintosh computer or with the technical aspects of submitting to the Grants.gov system, check the resources available on the Grants.gov Web site first (<http://www.grants.gov>).

Grants.gov assistance is also available as follows:

Grants.gov customer support
1-800-518-4726 Toll Free or 606-545-5035
Business Hours: 24 hours a day, 7 days a week. Closed on [Federal Holidays](#).
Email: support@grants.gov

If the AR has not received a confirmation message from Grants.gov within 48 hours of submission of an application, please contact Grants.gov Customer Support.

When Grants.gov is contacted, a ticket number is issued to track the response. The applicant should maintain the ticket number as documentation of electronic issues associated with the application.

Grants.gov Help Desk Operations Process is described below:

Tier 1: Grants.gov Contact Center Operator

- Handles the initial contact and attempts to resolve the call.
- If not, files a research request (escalation).

Tier 2: Research Analyst

- Escalations go to the research analyst who does further research on the issue.
- Unable to resolve, issue escalated to Grants.gov Program management Office.

Tier 3: Grants.gov Program Management Office (PMO)

- Research Analyst works with PMO to resolve the issue.
- Typical escalations: Policy questions/System bugs/Training or Meeting Requests.

PART VIII—OTHER INFORMATION

Definitions

For the purpose of this program, the following definitions are applicable:

1. Administrative-Technical Representative (A-TR) means the official responsible for forestry research under the McIntire-Stennis Act at each State-certified institution eligible to participate in the McIntire-Stennis program. The A-TR is appointed by the highest executive officer of the participating institution and is not a Federal employee.
2. Approved Project means a research project or administrative project for which documentation has been submitted to and approved by the National Institute of Food and Agriculture (NIFA) for the expenditure of M-S funds.
3. Eligible Institution and State-Certified Institution mean institutions in each State which have been certified as eligible to receive M-S formula funds by the Governor's Designee. Eligibility is available to two types of institutions under the provisions of the Act:
 - a. "Land-Grant Institutions or agricultural experiment stations established under the Morrill Act of July 2, 1862 (7 U.S.C. 301 et seq.), as amended, and the Hatch Act of March 2, 1887 (7 U.S.C. 361a-i), as amended", and
 - b. "other State-supported colleges and universities offering graduate training in the sciences basic to forestry and having a forestry school."
 1. "forestry school" is defined as an academic unit offering a state-approved graduate curriculum leading, at a minimum, to a Master of Science in forestry, or a Master of Forestry. Existing Eligible Institutions (effective December 1985) need not be reviewed for adherence to the definition.
 - c. "and 1890 Institutions (as defined in section 2 of the Agricultural Research, Extension, and Education Reform Act of 1998 (7 U.S.C. 7601))".
4. Fiscal Year means the period of 12 months from October 1 of each year through September 30 of the following year.
5. Governor's Designee means a person in the State designated by the State's Governor. The Governor's designee shall, in any agreement drawn up with the Secretary of Agriculture for the purposes of the M-S Program, certify those Eligible Institutions of the State which will qualify for assistance and shall determine the proportionate amount of available M-S funds which will be granted such eligible institutions.
6. Matching Funds means those Non-Federal funds (and the value of qualified in-kind contributions) made available by a State-certified institution for forestry research which are used

to meet the matching requirements specified in Section 4 of the McIntire-Stennis Act (16 U.S.C. 582a-3)

7. Non-Federal Funds means those funds from other than Federal sources; and may include “in-kind” resources as well as money. As used in this context, the term is generally referred to as Non-Federal Funds Expended for Forestry Research. These are “Non-Federal Funds” expended on research projects, in CRIS, adjusted by the forestry percentage on CRIS Form AD-417.

8. Project means the particular activity within the scope of the program supported by a grant award.

9. Accomplishment Report means an annual report that describes the progress and accomplishments for the reporting period (calendar year or fiscal year) and is submitted on CRIS Form AD-421.

10. Termination Report means the report that describes the summary of research objectives, significant accomplishments for the entire life of the project, a listing of publications related to the project and is submitted on CRIS Form AD-421 when the project is completed/terminated.

UNITED STATES DEPARTMENT OF AGRICULTURE
National Institute of Food and Agriculture

**FY 2013 Distribution of Funds to Eligible State Institutions or
Institutional Units Authorized Under the Cooperative Forestry Research
(McIntire-Stennis) Act, October 10, 1962
(Award # 2013-32100)**

Appendix A

Institution	State	Grant Number	FY 2013 Allocation	FY 2013 Required Match
ALABAMA, Auburn - Auburn University	AL	2013-32100-06001	\$ 384,748	\$ 384,748
ALABAMA, Normal - Alabama A&M University	AL	2013-32100-08901	288,560	288,560
ALABAMA, Tuskegee - Tuskegee University	AL	2013-32100-08902	288,560	288,560
ALASKA, Fairbanks - University of Alaska	AK	2013-32100-06002	593,477	593,477
AMERICAN SAMOA, Pago Pago - American Samoa Community College	AS	2013-32100-06003	40,891	0
ARIZONA, Flagstaff - Northern Arizona University	AZ	2013-32100-06014	204,641	204,641
ARIZONA, Tucson - University of Arizona	AZ	2013-32100-06004	204,640	204,640
ARKANSAS, Fayetteville - Agricultural Experiment Station, University of Arkansas	AR	2013-32100-06005	851,350	851,350
CALIFORNIA, San Luis Obispo - California Polytechnic State University	CA	2013-32100-06283	113,888	113,888
CALIFORNIA, Arcata - California State University, Humboldt	CA	2013-32100-06282	113,888	113,888
CALIFORNIA, Berkeley - University of California	CA	2013-32100-06006	531,476	531,476
COLORADO, Fort Collins - Colorado State University	CO	2013-32100-06008	372,442	372,442
CONNECTICUT, New Haven - Connecticut Agricultural Experiment Station	CT	2013-32100-07609	251,702	251,702
CONNECTICUT, Storrs - Storrs Agricultural Experiment Station, University of Connecticut	CT	2013-32100-06009	83,901	83,901
DELAWARE, Newark - University of Delaware, Agricultural Experiment Station	DE	2013-32100-06010	90,845	90,845
DELAWARE, Dover - Delaware State University	DE	2013-32100-08904	60,563	60,563
FLORIDA, Gainesville - Agricultural Experiment Station, University of Florida	FL	2013-32100-06012	716,482	716,482
FLORIDA, Tallahassee - Florida A&M University	FL	2013-32100-08905	79,609	79,609

GEORGIA, Athens - School of Forest Resources, University of Georgia	GA	2013-32100-06013	915,414	915,414
GEORGIA, Fort Valley - Fort Valley State University	GA	2013-32100-08906	101,713	101,713
GUAM, Agana - University of Guam	GU	2013-32100-06057	40,890	0
HAWAII, Honolulu - University of Hawaii Systems	HI	2013-32100-06015	225,085	225,085
IDAHO, Moscow - University of Idaho	ID	2013-32100-06016	593,477	593,477
ILLINOIS, Carbondale - Southern Illinois University	IL	2013-32100-06043	241,480	241,480
ILLINOIS, Urbana - University of Illinois	IL	2013-32100-06017	241,480	241,480
INDIANA, Lafayette - Purdue University	IN	2013-32100-06018	519,799	519,799
IOWA, Ames - Agriculture and Home Economics Experiment Station, Iowa State University	IA	2013-32100-06019	427,701	427,701
KANSAS, Manhattan - Kansas State University	KS	2013-32100-06020	280,344	280,344
KENTUCKY, Lexington - Agricultural Experiment Station, University of Kentucky	KY	2013-32100-06021	535,768	535,768
KENTUCKY, Frankfort - Kentucky State University	KY	2013-32100-08907	94,547	94,547
LOUISIANA, Baton Rouge - Louisiana State University, School of Forestry	LA	2013-32100-06022	512,930	512,930
LOUISIANA, Ruston - School of Forestry, Louisiana Tech University	LA	2013-32100-06052	219,827	219,827
LOUISIANA, Baton Rouge - Southern University and A&M College	LA	2013-32100-08908	155,434	155,434
MAINE, Orono - University of Maine	ME	2013-32100-06023	777,673	777,673
MARYLAND, College Park - University of Maryland	MD	2013-32100-06024	247,815	247,815
MARYLAND, Eastern Shore-University of Maryland	MD	2013-32100-08909	106,207	106,207
MASSACHUSETTS, Amherst - University of Massachusetts	MA	2013-32100-06025	409,281	409,281
MICHIGAN, East Lansing - Michigan State University	MI	2013-32100-06026	289,924	289,924
MICHIGAN, Houghton - Michigan Technological University	MI	2013-32100-06098	289,924	289,924
MICHIGAN, Ann Arbor - University of Michigan	MI	2013-32100-06099	289,923	289,923
MINNESOTA, St. Paul - Regents of the University of Minnesota	MN	2013-32100-06027	703,994	703,994
MISSISSIPPI, Mississippi State - Mississippi State University	MS	2013-32100-06028	754,758	754,758
MISSISSIPPI, Alcorn State - Alcorn State University	MS	2013-32100-08910	188,690	188,690
MISSOURI, Columbia - School of Forestry, The curatores of the University of Missouri	MO	2013-32100-06029	583,861	583,861
MISSOURI, Jefferson City - Lincoln University	MO	2013-32100-08911	64,874	64,874

MONTANA, Missoula - University of Montana System, Forestry and Conservation Experiment Station	MT	2013-32100-06100	611,897	611,897
NEBRASKA, Lincoln - University of Nebraska	NE	2013-32100-06031	298,764	298,764
NEVADA, Reno - University of Nevada, Mac C. Fleischmann College of Agriculture	NV	2013-32100-06032	114,569	114,569
NEW HAMPSHIRE, Durham - University System of New Hampshire	NH	2013-32100-06033	446,120	446,120
NEW JERSEY, New Brunswick - Rutgers, the State University of New Jersey, Agricultural Experiment Station	NJ	2013-32100-06034	317,183	317,183
NEW MEXICO, Las Cruces - New Mexico State University	NM	2013-32100-06035	280,344	280,344
NEW YORK, Ithaca - New York State College of Agriculture and Life Sciences, Cornell University	NY	2013-32100-06036	222,047	222,047
NEW YORK, Syracuse - The Research Foundation of the State University of New York	NY	2013-32100-06102	666,143	666,143
NORTH CAROLINA, Raleigh - North Carolina State University	NC	2013-32100-06037	998,706	998,706
NORTH DAKOTA, Fargo - North Dakota State University of Agriculture and Applied Sciences	ND	2013-32100-06038	188,247	188,247
OHIO, Wooster - Ohio Agricultural Research and Development Center	OH	2013-32100-06039	556,638	556,638
OKLAHOMA, Stillwater - Oklahoma State University	OK	2013-32100-06040	538,218	538,218
OREGON, Corvallis - Oregon State University	OR	2013-32100-04128	980,288	980,288
PENNSYLVANIA, University Park - Agricultural Experiment Station, Pennsylvania State University	PA	2013-32100-06042	667,154	667,154
PUERTO RICO, Rio Piedras - University of Puerto Rico Estacion Experimental Agricola	PR	2013-32100-06093	96,149	0
RHODE ISLAND, Kingston - University of Rhode Island	RI	2013-32100-06044	132,988	132,988
SOUTH CAROLINA, Clemson - College of Forestry and Recreation Resources, Clemson University	SC	2013-32100-06045	759,252	759,252
SOUTH DAKOTA, Brookings - South Dakota State University	SD	2013-32100-06046	206,667	206,667
TENNESSEE, Knoxville - University of Tennessee	TN	2013-32100-06047	614,051	614,051
TENNESSEE, Nashville - Tennessee State University	TN	2013-32100-08915	108,362	108,362
TEXAS, Nacogdoches - Stephen F. Austin State University	TX	2013-32100-06101	407,256	407,256
TEXAS, College Station - Texas Agricultural Experiment Station, Texas AgriLife Research	TX	2013-32100-06048	407,255	407,255

UTAH, Logan - Utah State Agricultural Experiment Station	UT	2013-32100-06049	225,085	225,085
VERMONT, Burlington - University of Vermont	VT	2013-32100-06050	464,540	464,540
VIRGIN ISLANDS, St. Thomas - The College of the Virgin Islands	VI	2013-32100-06058	40,890	0
VIRGINIA, Blacksburg - Virginia Polytechnic Institute and State University	VA	2013-32100-06051	749,638	749,638
VIRGINIA, Petersburg - Virginia State University	VA	2013-32100-08917	83,293	83,293
WASHINGTON, Pullman - Washington State University	WA	2013-32100-06053	416,263	416,263
WASHINGTON, Seattle - University of Washington	WA	2013-32100-06092	508,766	508,766
WEST VIRGINIA, Morgantown - West Virginia University	WV	2013-32100-06054	517,551	517,551
WEST VIRGINIA, Institute - West Virginia State University	WV	2013-32100-08919	57,506	57,506
WISCONSIN, Madison - Agricultural Experiment Station, University of Wisconsin System	WI	2013-32100-06055	685,575	685,575
WYOMING, Laramie - University of Wyoming	WY	2013-32100-06056	261,924	261,924
Total Payments to States			\$28,713,805	\$ 28,494,985
Federal Administration				
Small Business Set-Aside				
Biotech Risk Assessment				

FY 2013 Allocation is subject to change upon final Appropriation.