

Special Research Grants Program Potato Breeding Research

FY 2015 Request for Applications (RFA)

APPLICATION DEADLINE: April 22, 2015

ELIGIBILITY: See Part III, A of RFA



United States
Department of
Agriculture

National Institute
of Food and
Agriculture

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

SPECIAL RESEARCH GRANTS PROGRAM, POTATO BREEDING RESEARCH

INITIAL ANNOUNCEMENT

CATALOG OF FEDERAL DOMESTIC ASSISTANCE: This program is listed in the Catalog of Federal Domestic Assistance under 10.200.

DATES: Applications must be received by **5:00 p.m. Eastern Time on April 22, 2015.**

Applications received after this deadline will normally not be considered for funding (see Part IV, C. of this RFA). Comments regarding this request for applications (RFA) are requested within 6 months from the issuance of this notice. Comments received after that date will be considered to the extent practicable.

STAKEHOLDER INPUT: The National Institute of Food and Agriculture (NIFA) seeks your comments about this RFA. We will consider the comments when we develop the next RFA for the program, if applicable, and we'll use them to meet the requirements of section 103(c)(2) of the Agricultural Research, Extension, and Education Reform Act of 1998 (7 U.S.C. 7613(c)(2)). Submit written stakeholder comments by the deadline set forth in the DATES portion of this Notice to: Policy@nifa.usda.gov. (This e-mail address is intended only for receiving comments regarding this RFA and not requesting information or forms.) In your comments, please state that you are responding to the Special Research Grants Program, Potato Breeding Research RFA.

EXECUTIVE SUMMARY: NIFA requests applications for the Special Research Grants Program, Potato Breeding Research (Potato Breeding Research) for fiscal year (FY) 2015 to facilitate or expand ongoing state-federal food and agricultural research programs.

The amount available for support of this program in FY 2015 is approximately \$1,242,000.

This notice identifies the objectives for Potato Breeding Research projects, the eligibility criteria for projects and applicants, and the application forms and associated instructions needed to apply for a Potato Breeding Research grant.

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PART I—FUNDING OPPORTUNITY DESCRIPTION

A. Legislative Authority and Background

The authority for this program is contained in subsection (c)(1)(B) of section 2 of the Competitive, Special, and Facilities Research Grant Act, Pub. L. No. 89-106, as amended (7 USC 450i(c)(1)(B)).

In accordance with the statutory authority, grants awarded under this program will be for the purpose of facilitating or expanding ongoing State-Federal food and agricultural research programs that: (i) promote excellence in research on a regional and national level; (ii) promote the development of regional research centers; (iii) promote the research partnership between the Department of Agriculture, colleges and universities, research foundations, and State Agricultural Experiment Stations for regional research efforts; and (iv) facilitate coordination and cooperation of research among States through regional research grants.

B. Purpose

The purpose of this grant program is to support potato (*Solanum tuberosum* L.) research that focuses on varietal development and testing using classical breeding and/or biotechnological approaches to improve potato varieties for commercial production. Aspects of evaluation, screening and testing must support variety development.

C. Program Area Description

Program Name: Potato Breeding Research

Program Code: AN

The Potato Breeding Research program will fund projects that have a high potential to develop potato varieties with a high value to the potato industry. Priority will be given to proposals demonstrating qualified staff, adequate facilities and equipment, a multi-institutional, multi-state approach, and evidence of stakeholder participation in developing project objectives and plans for implementation.

All proposals must provide a description and budgeted plan for the release of research results (e.g., data, germplasm, cultivars, or genetic resources) that is compliant with the *Research Terms and Conditions* that govern **USDA NIFA- funded projects in the areas of plant breeding, genetics and genomics**, especially p. 5 (Genetic Resources from Outside of the U.S); pp. 6-8 (Patents and Inventions including Plant Variety Protection); and pp. 10-12 (Release of Animal or Plant Genome Sequence Data and Distribution of Animal or Plant Genomic Resources, and the Release or Distribution of Plant Germplasm). These terms and conditions can be found at: http://www.nsf.gov/pubs/policydocs/rtr/agencyspecifics/nifa_1113.pdf.

The Potato Breeding Research program directly aligns with the Research, Education, and Economics Action Plan (http://www.ree.usda.gov/ree/news/USDA_2014_REE_Action_Plan_08-2014_Final.pdf) and specifically addresses the following goals:

- Goal 1 – Sustainable Intensification of Agricultural Production, Subgoals 1A, 1B, and 1C (which focus on Crop Production, Health, Genetics, Genomics, Genetic Resources, and Biotechnology);
- Goal 2 – Responding to Climate and Energy Needs, Subgoal 2A. Responding to Climate Variability; and
- Goal 4. Nutrition and Childhood Obesity.

The Potato Breeding Research program aligns with the USDA Strategic Plan (<http://www.ocfo.usda.gov/usdasp/sp2014/usda-strategic-plan-fy-2014-2018.pdf>), and specifically addresses:

- Strategic Goal 3, Help America Promote Agricultural Production and Biotechnology Exports as America Works to Increase Food Security; Objective 3.1, Ensure U.S. Agricultural Resources Contribute to Enhanced Global Security.

The Potato Breeding Research program is aligned with the NIFA Strategic plan (http://nifa.usda.gov/about/pdfs/strat_plan_2014.pdf), and specifically addresses:

- Strategic Goal 1 (Science), by advancing our Nation’s ability to achieve global food security and fight hunger (Subgoal 1.1).

The Potato Breeding Research program encourages projects that develop content and programs suitable for delivery through the Cooperative Extension System’s eXtension Initiative. Please note that this is not a requirement for Potato Breeding Research Projects. You may use funds to contribute to the existing Community of Practice (CoP) – Plant Breeding and Genomics. Projects that decide to propose eXtension content must align with the eXtension vision, mission, and values and must have a letter of acknowledgement from eXtension. You may also need a letter of support from the Community of Practice. For detailed guidance on how to partner with eXtension, go to <http://create.extension.org/node/2057>.

Examples of previously funded projects by the Potato Breeding Research program can be found on the NIFA Current Research Information System (CRIS): <http://cris.csrees.usda.gov/cgi-bin/starfinder/0?path=fastlink1.txt&id=anon&pass=&search=gc=an%20AND%20gy%3E2002&format=WEBTITLESG>.

PART II—AWARD INFORMATION

A. Available Funding

The amount available for NIFA support of this program in FY 2015 is approximately \$1,242,000.

The funds will be awarded through a grant. There is no commitment by USDA to fund any particular application or to make a specific number of awards.

Awards issued as a result of this RFA will have designated the Automated Standard Applications for Payment System (ASAP), operated by the Department of Treasury's Financial Management Service, as the payment system for funds. For more information see <http://fms.treas.gov/index1.html>.

B. Types of Applications

In FY 2015, you may only submit a new application to the Potato Breeding Research program as one of the following two types of requests:

- (1) New application.** This is a project application that has not been previously submitted to the Potato Breeding Research Program. We will review all new applications competitively using the selection process and evaluation criteria described in Part V—Application Review Requirements.
- (2) Renewal application.** This is a project application that requests additional funding for a project beyond the period that was approved in an original or amended award. Applications for renewed funding must contain the same information as required for new applications; they also must contain a Progress Report (see Project Narrative, Part IV). Renewal applications must be received by the relevant due dates, will be evaluated in competition with other pending applications in the area to which they are assigned, and will be reviewed according to the same evaluation criteria as new applications.

C. Project Types

Each special research grant proposal submitted in FY 2015 shall request funding for a period not to exceed one year. FY 2015 awardees will need to re-compete by submitting renewal applications for additional funding in the second and third years of the project. Renewals are subject to the availability of funding.

D. Scientific Peer Review

Subsection (c)(5) of the Competitive, Special, and Facilities Research Grant Act, as amended (7 U.S.C. 450i(c)(5)) requires applicants to conduct scientific peer review of their proposed research activities in accordance with regulations promulgated by the Secretary prior to the Secretary

making a grant award under this authority. Regulations implementing this requirement are set forth in 7 CFR Part 3400.20. The regulations impose the following requirements:

1) Scientific peer review: Prior to the award of a standard or continuation grant, any proposed research project shall have undergone a review arranged by the grantee. Such review must be a scientific peer review conducted in accordance with 7 CFR 3400.21. Scientific peer review is an evaluation of a proposed project for technical quality and relevance to regional or national goals performed by experts with the scientific knowledge and technical skills to conduct the proposed research work. It must be credible, independent, and arranged by the grantee. Often this review is conducted by faculty peers. It may include USDA employees, but should not be conducted solely by USDA employees. Although evidence of a scientific peer review is not required until an award is ready to be finalized, peer reviews can improve the quality of a proposal. We thus encourage applicants to have proposals peer reviewed before submission.

(2) Notice of completion and retention of records: A notice of completion of the review shall be conveyed in writing to NIFA as part of the Other Attachments (Field 12. of the R&R Other Project Information Form). The written notice constitutes certification by the applicant that a review in compliance with these regulations has occurred. Applicants are not required to submit results of the review to NIFA; however, proper documentation of the review process and results should be retained by the applicant. The notice should state “In accordance with 7 CFR 3400.21 this memo is to certify that this project [title] has undergone a scientific peer review.” If this notification is included within the application, a signature is not necessary. If, however, it is submitted to NIFA after the application is submitted through Grants.gov, the memo must be on the institution’s letterhead and signed by the Authorized Representative.

E. 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, we consider education in RCR essential to the preparation of future scientists. In accordance with sections 2, 3, and 8 of 2 CFR Part 422, institutions that conduct USDA-funded extramural research must foster an atmosphere conducive to research integrity, bear primary responsibility for prevention and detection of research misconduct, and maintain and effectively communicate and train their staff regarding policies and procedures. In the event, an application to NIFA results in an award, the Authorized Representative (AR) 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, procedures, and 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 will, at a minimum, 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

<https://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 only be submitted by State agricultural experiment stations, land-grant colleges and universities, research foundations established by land-grant colleges and universities, colleges and universities receiving funds under the Act of October 10, 1962, as amended (16 USC 582a et seq.), and accredited schools or colleges of veterinary medicine. Award recipients may subcontract to organizations not eligible to apply provided such organizations are necessary for the conduct of the project. Failure to meet an eligibility criterion by the time of application deadline may result in the application being excluded from consideration or, even though an application may be reviewed, will preclude NIFA from making an award.

B. Cost Sharing or Matching

In accordance with section 1492 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (7 U.S.C. 3371), as added by section 7128 of the Agricultural Act of 2014 (Pub. L. 113-79), for grants awarded after October 1, 2014, the recipient of an award from the Potato Breeding Research program must provide funds, in-kind contributions, or a combination of both, from sources other than funds provided through such grant in an amount that is at least equal to the amount awarded by NIFA. The matching funds requirement does not apply to grants awarded:

1. To a research agency of the United States Department of Agriculture (USDA); or
2. To an entity eligible to receive funds under a capacity and infrastructure program (as defined in section 251(f)(1)(C) of the Department of Agriculture Reorganization Act of 1994, 7 U.S.C. 6971(f)(1)(C)), including a partner (see Part VIII, E. Definitions for definition of partnership) of such an entity.

Entities eligible to receive funds under a capacity and infrastructure program and exempt from the matching funds requirement include:

- a) 1862 Land-grant Institutions, including State Agricultural Experiment Stations receiving funding under the Hatch Act of 1887
- b) 1890 Land-grant Institutions
- c) 1994 Land-grant Institutions
- d) Recipients of Continuing Animal Health and Disease, Food Security, and Stewardship Research, Education, and Extension Program Funds — Capacity and Infrastructure Program (CIP)
- e) Hispanic-Serving Agricultural Colleges and Universities (HSACU)
- f) Insular Area Schools Eligible to Receive Funds from the Distance Education/Resident Instruction Grant Programs
- g) Recipients of McIntire-Stennis Cooperative Forestry Program Funds
- h) Non-Land Grant Colleges of Agriculture (NLGCA) - (for exemption from the new matching requirement, these applications must include NLGCA certification, see

instructions for requesting certification at <http://www.nifa.usda.gov/form/form.html>, and for attaching the certification in Part IV, C. of this RFA)

- i) Recipients of funds under a program established under section 1417(b) of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (7 U.S.C. 3152(b)), including: (1) 1890 Institution Teaching, Research, and Extension Capacity Building Grants Program; (2) Higher Education Challenge Grants Program; (3) Higher Education Multicultural Scholars Program; and (4) Food and Agricultural Sciences National Needs Graduate and Postgraduate Fellowship Grants Program
- j) Individual public or private, nonprofit Alaska Native-Serving and Native Hawaiian-Serving Institutions of higher education (see 20 U.S.C. 1059d).

A proposal submitted in response to this RFA may indicate that the work will be completed by multiple entities as a collaborative partnership. All partners must have a substantial involvement in the project throughout the life of the project. If a partnership among multiple entities is proposed, the proposal must clearly identify the following:

- 1) A narrative of each entity's clearly established role in the project;
- 2) How each entity involved as a partner on the project will contribute to the execution of project objectives, determination of experimental design, development of the project work plan and time table, and submission of collaborative, timely reports; and
- 3) A comprehensive project budget that reflects each entity's financial or third party in-kind contribution (see section 2 of 7 CFR 3430 or section 96 of 2 CFR part 200) to the total project budget costs.

If a proposal indicates that the work on the project will be completed by multiple entities as partners, and at least one entity is exempt from the matching requirement under #2 above, the entire project will be exempt from the matching requirement regardless of whether all entities involved are otherwise exempt. Any partner entity can serve as the lead entity on the project. All partners must be significantly involved in the project.

After proposals have been recommended for an award, NIFA will determine if the submitted proposal and proposed division of work reflects substantial involvement of all entities involved. If a proposal is recommended for award to a lead entity not otherwise exempt from the matching requirement and the proposal does not reflect substantial involvement of at least one partner that is exempt under #2 above, then the matching requirement will apply. Exemption from the matching requirement for an entity not otherwise exempt is limited to the project for which it is a partner.

Waiver of Match - NIFA may waive the matching funds requirement for a recipient for one year with respect to a competitive grant that involves research or extension activities that are consistent with the priorities established by the National Agricultural Research, Education, Extension and Economics Advisory Board for the year involved. To determine whether proposed activities are consistent with the priorities of the NAREEEAB, please refer to the [2014 Research](#).

[Education and Economics Action Plan](#). Instructions for requesting a waiver are included in Part IV, C. of this RFA.

PART IV—APPLICATION AND SUBMISSION INFORMATION

A. Electronic Application Package

Only electronic applications may be submitted via Grants.gov to NIFA in response to this RFA. We urge you to submit early to the Grants.gov system. For an overview of the Grants.gov application process see <http://www.grants.gov/web/grants/applicants/grant-application-process.html>.

New Users of Grants.gov

Prior to preparing an application, we recommend that the Project Director/Principal Investigator (PD/PI) first contact an Authorized Representative (AR, also referred to as Authorized Organizational Representative or AOR) to determine if the organization is prepared to submit electronic applications through Grants.gov. If not (e.g., the institution/organization is new to the electronic grant application process through Grants.gov), then the one-time registration process must be completed PRIOR to submitting an application. It can take as long as 2 weeks to complete the registration process so it is critical to begin as soon as possible. In such situations, the AR should go to **“Register” in the top right corner of the Grants.gov web page (or go to <http://www.grants.gov/web/grants/register.html>) for information on registering the institution/organization with Grants.gov.** Part II.1. of the NIFA Grants.gov Application Guide contains detailed information regarding the registration process. Refer item 2. below to locate the “NIFA Grants.gov Application Guide”.

Steps to Obtain Application Package Materials

To receive application materials:

1. You must download and install a version of Adobe Reader compatible with Grants.gov to access, complete, and submit applications. For basic system requirements and download instructions, see <http://www.grants.gov/web/grants/support/technical-support/software/adobe-reader-compatibility.html>. Grants.gov has a test package that will help you determine whether your current version of Adobe Reader is compatible.
2. To obtain the application package from Grants.gov, go to <http://www.grants.gov/web/grants/applicants/apply-for-grants.html>. Under Step 1 click on “Download a Grant Application Package,” and enter the funding opportunity number

Funding Opportunity Number: USDA-NIFA-SRGP-004996

in the appropriate box and click “Download Package.” From the search results, click “Download” to access the application package.

Contained within the application package is the “NIFA Grants.gov Application Guide.” This guide contains an introduction and general Grants.gov instructions, information

about how to use a Grant Application Package in Grants.gov, and instructions on how to complete the application forms.

If you require assistance to access the application package (e.g., downloading or navigating Adobe forms) **or submitting the application**, refer to resources available on the Grants.gov website (<http://www.grants.gov/web/grants/applicants/applicant-resources.html>). Grants.gov assistance is also available at:

Grants.gov customer support

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 (see <https://grants-portal.psc.gov/Welcome.aspx?pt=Grants>):

Top 10 requested help topics (FAQs), Searchable knowledge base, self-service ticketing and ticket status, and live web chat (available 7 a.m. - 9 p.m. ET). Get help now!

Have the following information available when contacting Grants.gov:

- Funding Opportunity Number (FON)
- Name of agency you are applying to
- Specific area of concern

B. Content and Form of Application Submission

You should prepare electronic applications following Parts V and VI of the NIFA Grants.gov Application Guide. This guide is part of the corresponding application package (see Section A. of this Part). The following is **additional information** needed to prepare an application in response to this RFA. **If there is discrepancy between the two documents, the information contained in this RFA is overriding.**

Note the attachment requirements (e.g., PDF) in Part III section 3. of the guide. ANY PROPOSALS THAT ARE NON-COMPLIANT WITH THE REQUIREMENTS (e.g., content format, PDF file format, file name restrictions, and no password protected files) WILL BE AT RISK OF BEING EXCLUDED FROM NIFA REVIEW. Grants.gov does not check for NIFA required attachments or that attachments are in PDF format; see Part III section 6.1 of the guide for how to check the manifest of submitted files. Partial applications will be excluded from NIFA review. We will accept subsequent submissions of an application until close of business on the closing date in the RFA (see Part V, 2.1 of the NIFA Grants.gov Application Guide for further information).

For any questions related to the preparation of an application, review the NIFA Grants.gov Application Guide and the applicable RFA. If assistance is still needed for preparing application forms content, contact:

- Email: electronic@nifa.usda.gov
- Phone: 202-401-5048
- Business hours: Monday through Friday, 7 a.m. – 5 p.m. ET, excluding federal holidays.

1. SF 424 R&R Cover Sheet

Information related to the questions on this form is dealt with in detail in Part V, 2. of the NIFA Grants.gov Application Guide.

2. SF 424 R&R Project/Performance Site Location(s)

Information related to the questions on this form is dealt with in detail in Part V, 3. of the NIFA Grants.gov Application Guide.

3. R&R Other Project Information Form

Information related to the questions on this form is dealt with in detail in Part V, 4. of the NIFA Grants.gov Application Guide.

a. Field 7. Project Summary/Abstract. The summary should also include the relevance of the project to the goals of Potato Breeding Research. See Part V. 4.7 of NIFA Grants.gov Application Guide for further instructions and a link to a suggested template.

b. Field 8. Project Narrative.

NOTE: The Project Narrative shall not exceed 18 pages with 12 point font and line spacing not exceeding 6 lines per vertical inch including all figures and tables. We have established this maximum (18 pages) to ensure fair and equitable competition. Proposals exceeding 18 pages in length will not be considered for awards and may not be resubmitted once the deadline has passed for the RFA.

The Project Narrative must include all of the following:

1. Summary of previous potato research: Provide a brief report giving evidence of previous outputs, outcomes, and impacts. For example:
 - Unique segregating populations;
 - Unique clones selected for advanced testing;
 - New genes accessed;
 - New varieties released, and year;
 - Adoption of new and previous varieties from this program;
 - Income added (or protected) for farmers growing these varieties;
 - New markets accessed;
 - Environmental benefits;
 - Other evidence of outputs, outcomes, and impacts;
 - Jobs created; and/or

- Contributions to rural prosperity
2. **Introduction:** **BRIEFLY** describe the regional and national importance of potatoes. A clear statement of the long-term goals and supporting objectives of the proposed activities should be included. Summarize the body of knowledge or other past activities that substantiate the need for the proposed project. Describe ongoing or recently completed activities related to the proposed project including the work of key project personnel. Preliminary data/information pertinent to the proposed project should be included.

In addition, this section should include in-depth information on the following, when applicable:

- a. Specific current issues, challenges and opportunities and their importance. Addressing the following (if applicable) –
 - Estimates of the magnitude of the issues.
 - Their relevance to stakeholders, including growers, processors, buyers, and consumers.
 - Their relevance to ongoing state-federal food and agricultural research.
 - Impact of the proposed research on producers and other stakeholders.
 - Proposals should focus on a few major problems, or **CLEARLY** describe and justify the need to spread effort over multiple traits and issues.
 - When describing potato quality traits, state and describe:
 - What an ideal variety would be for this quality trait;
 - What is involved in breeding to improve the trait;
 - Progress toward the desired trait made to date; and
 - Why continued work is necessary.
 - b. Reasons for having the work performed at the proposing institution.
3. **Objectives:** Clear, concise, complete, and logically arranged statements of specific aims of the proposed effort must be included in all applications.
4. **Methods:** The procedures or methodology to be applied to the proposed effort should be explicitly stated. This section should include but not necessarily be limited to:
- a. A description of stakeholder involvement in problem identification, planning, implementation and evaluation, including documentation of participation, or reference to documentation, where appropriate;
 - b. A description of the proposed project activities in the sequence in which they will be carried out;
 - c. Techniques to be employed, including their feasibility and the rationale for their use in this project;
 - d. Kinds of results (outputs, outcomes, and impacts) expected;

- e. Means by which data will be analyzed or interpreted;
- f. Pitfalls that might be encountered;
- g. Limitations to proposed procedures; and
- h. Plans to commercialize the results, if within this project, or anticipated steps and outlook for commercialization, if beyond the scope of this project.

If your proposal involves intellectual property not in the public domain, your organizations must indicate whether there is freedom to operate (FtO) and/or any obstacles that might be encountered. Indicate whether cooperators have discussed the benefit of sharing expected products of the research.

5. Cooperation and Institutional Units Involved: Cooperative, multi-institutional and multidisciplinary applications are encouraged.

- a. Identify each institutional unit contributing to the project and designate the lead institution or institutional unit.
- b. When appropriate, the project should be coordinated with the efforts of other state and/or national programs.
- c. Clearly define the roles and responsibilities of each institutional partner on the project team. Include a realistic project management plan and timeline that will ensure efficient functioning of the multi-state, multi-institutional team.
- d. Briefly describe:
 - How the project will be governed;
 - How decisions will be made;
 - Expectations for each project member;
 - Short-, medium- and long-term metrics to be evaluated;
 - A mechanism whereby progress can be evaluated for accountability for federal funds; and
 - How the project will complement and/or link to existing programs or projects.
- e. Project Timetable: The application should outline all important phases of the project as a function of time, including periods beyond the grant funding period.

c. Field 10. Facilities & Other Resources. All facilities that are available for use or assignment to the project during the requested period of support should be reported and described briefly.

d. Field 11. Equipment. All items of major equipment or instrumentation available for use or assignment to the proposed project should be itemized. In addition, items of nonexpendable equipment needed to conduct and bring the project to a successful conclusion should be listed, including dollar amounts and, if funds are requested for their acquisition, justified.

e. Field 12. Other Attachments.

1. Appendices to Project Narrative. Appendices to the Project Narrative are allowed if they are directly germane to the proposed project. The addition of appendices should not be used to circumvent the text and/or figures and tables page limitations.
2. Collaborative Arrangements. If it will be necessary to enter into formal consulting or collaborative arrangements with others, such arrangements should be fully explained and justified. If the consultants or collaborators are known at the time of application, a vitae or resume should be provided. In addition, evidence (e.g., signed letter of support) should be provided that the collaborators involved have agreed to render these services. Letters of collaboration must be signed by the respective ARs for both the applicant and the collaborator. The applicant also will be required to provide additional information on consultants and collaborators in the budget portion of the application, such as rate of pay.
3. Scientific Peer Review Certification Documentation. Notice that the scientific peer review has been completed should be included in the application (see Part II, D. item 2.).
4. **Non-Land Grant College of Agriculture (NLGCA) Certification – PDF Attachment.** Applicants claiming exemption from the new matching requirement as NLGCA, must attach the NLGCA certification letter they requested and received from NIFA. Title attachment ‘NLGCA Certification’ and save file as ‘NLGCACertification’. To request certification as an NLGCA, complete the form at <http://www.nifa.usda.gov/form/form.html>. Note that certification can take up to 30 days from submission of request form.

4. R&R Senior/Key Person Profile (Expanded)

Information related to the questions on this form is dealt with in detail in Part V, 5. of the NIFA Grants.gov Application Guide. This section of the Guide includes information about the people who require a Senior/Key Person Profile, and details about the Biographical Sketch and the Current and Pending Support, including a link to a suggested template for the Current and Pending Support.

5. R&R Personal Data – As noted in Part V, 6. of the NIFA Grants.gov Application Guide, the submission of this information is voluntary and is not a precondition of award.

6. R&R Budget

Information related to the questions on this form is dealt with in detail in Part V, 7. of the NIFA Grants.gov Application Guide.

For grants that require matching funds as specified under Part III, B., the Budget Narrative should include written verification of commitments of matching support (including both cash and in-kind contributions) from third parties. Written verification means:

- (a) For any third party cash contributions, a separate pledge agreement for each donation, signed by the authorized representatives of the donor organization (and the applicant organization ONLY if provided after submission of the application), must include: (1) The donor's name, address, and telephone number; (2) the name of the applicant organization; (3) the title of the project; (4) the dollar amount of the cash donation (the budget narrative must describe how the cash donation will be used); (5) a statement that the donor will pay the cash contribution during the grant period; and (6) whether the applicant can designate cash as the applicant deems necessary or the cash contribution has been designated to a particular budget item.

- (b) For any third party in-kind contributions, a separate pledge agreement for each contribution, signed by the authorized representatives of the donor organization (and the applicant organization ONLY if provided after submission of the application), must include: (1) The donor's name, address, and telephone number; (2) the name of the applicant organization; (3) the title of the project; (4) a good faith estimate of the current fair market value of the third party in-kind contribution and a description of how the fair market value was determined; and (5) a statement that the donor will make the contribution during the grant period.

Summarize on a separate page the sources and amount of all matching support from outside the applicant institution and place that information in the proposal as part of the Budget Narrative. You must place all pledge agreements in the proposal immediately following the summary of matching support.

7. Supplemental Information Form

Information related to the questions on this form is dealt with in detail in Part VI, 1. of the NIFA Grants.gov Application Guide.

- a. Field 2. Program to which you are applying.** Enter the program code name (i.e., enter “**Potato Breeding Research**”) and the program code (i.e., enter “**AN**”). Note that accurate entry of the program code is very important for proper and timely processing of an application.

- b. Field 8. Conflict of Interest List.** See Part VI, 1.8 of the NIFA Grants.gov Application Guide for further instructions and a link to a suggested template.

C. Submission Dates and Times

Prior to electronic submission of the application via Grants.gov, it is strongly recommended that an administrative review be conducted to ensure that an application complies with all application preparation instructions. An application checklist is included in Part VII of the NIFA Grants.gov Application Guide to assist with this review.

Instructions for submitting an application are included in Part IV, Section 1.9 of the NIFA Grants.gov Application Guide.

Applications must be received by Grants.gov by **5:00 p.m. Eastern Time on April 22, 2015**. Applications received after this deadline will normally not be considered for funding.

If you have trouble submitting an application to Grants.gov, you should FIRST contact the Grants.gov Help Desk to resolve any problems. Keep a record of any such correspondence. See Part IV. A. for Grants.gov contact information.

We send email correspondence to the AR regarding the status of submitted applications. Therefore, applicants are strongly encouraged to provide accurate e-mail addresses, where designated, on the SF-424 R&R Application for Federal Assistance.

If the AR has not received correspondence **from NIFA** regarding a submitted application within 30 days of the established deadline, contact the Agency Contact identified in Part VII of the applicable RFA and request the proposal number assigned to the application. **Failure to do so may result in the application not being considered for funding by the peer review panel. Once the application has been assigned a proposal number, this number should be cited on all future correspondence.**

D. Funding Restrictions

Pursuant to Section 1473 of the National Agriculture Research, Extension, and Teaching Policy Act of 1977, as amended, 7 USC 3319, indirect costs or tuition remission are not allowable costs under section 2(c)(1)(B) projects, and no funds will be approved for this purpose. Further, costs that are a part of an institution's indirect cost pool (e.g., administrative or clerical salaries) may not be reclassified as direct costs for the purpose of making them allowable.

NIFA has determined that grant funds awarded under this authority may not be used for the renovation or refurbishment of research, education, or extension space; the purchase or installation of fixed equipment in such space; or the planning, repair, rehabilitation, acquisition, or construction of buildings or facilities.

Any costs being charged to this award must be incurred within the project period.

If a project is selected for funding, additional information may be requested from the applicant.

E. Other Submission Requirements

You should follow the submission requirements noted in Part IV, section 1.9 in the document entitled “NIFA Grants.gov Application Guide.”

For information about the **status of a submitted application**, see Part III., section 6. of the NIFA Grants.gov Application Guide.

PART V—APPLICATION REVIEW REQUIREMENTS

A. General

We evaluate each application in a 2-part process. First, we screen each application to ensure that it meets the administrative requirements as set forth in this RFA. Second, a technical review panel will evaluate applications that meet the administrative requirements.

We select reviewers based upon their training and experience in relevant scientific, extension, or education fields, taking into account the following factors: (a) The level of relevant formal scientific, technical education, or extension experience of the individual, as well as the extent to which an individual is engaged in relevant research, education, or extension activities; (b) the need to include as reviewers experts from various areas of specialization within relevant scientific, education, or extension fields; (c) the need to include as reviewers other experts (e.g., producers, range or forest managers/operators, and consumers) who can assess relevance of the applications to targeted audiences and to program needs; (d) the need to include as reviewers experts from a variety of organizational types (e.g., colleges, universities, industry, state and federal agencies, and private profit and non-profit organizations) and geographic locations; (e) the need to maintain a balanced composition of reviewers with regard to minority and female representation and an equitable age distribution; and (f) the need to include reviewers who can judge the effective usefulness of each application to producers and the general public.

When each peer review panel has completed its deliberations, the responsible program staff of Potato Breeding Research will recommend that the project: (a) be approved for support from currently available funds or (b) be declined due to insufficient funds or unfavorable review.

Potato Breeding Research reserves the right to negotiate with the PD/PI and/or with the submitting organization or institution regarding project revisions (e.g., reductions in the scope of work, funding level, period, or method of support) prior to recommending any project for funding.

B. Evaluation Criteria

We will use the evaluation criteria below to review applications submitted in response to this RFA:

Relevance (20 points)

1. Relevance and importance of proposed research to specific problems or opportunities regarding the purpose of the grant program as described in Part I, A. and B. (10 points)
2. Value of expected results for the potato industry in states beyond the states represented by the submitting institution and collaborating institutions. (10 points)

Quality (20 points)

1. Overall scientific and technical quality of the application. (10 points)
2. The specific approach proposed. (5 points)
3. Clarity of the proposal. (5 points)

Feasibility (40 points)

1. Performance record of the applicant with reference to the purpose of the grant program as described in Part I, A. and B. (15 points)
2. Feasibility of attaining objectives. (10 points)
3. Adequacy of training, experience, disciplinary expertise, plant materials/genetic resources for breeding, facilities, and equipment. (15 points)

Participation (20 points)

1. More than one state listed as recipient of funds. (5 points)
2. Evidence of cooperation or involvement of multiple institutions. (5 points)
3. Evidence of stakeholder participation, including growers, in developing project objectives. (5 points)
4. Plans to involve stakeholders in project implementation or monitoring. (5 points)

C. Conflicts of Interest and Confidentiality

During the peer evaluation process, we take extreme care to prevent any actual or perceived conflicts of interest that may impact review or evaluation. For the purpose of determining conflicts of interest, we determine the academic and administrative autonomy of an institution by reference to the current Higher Education Directory, published by Higher Education Publications, Inc., 1801 Robert Fulton Drive, Suite 555, Reston, VA, 20191. Phone: (888) 349-7715. Web site: <http://www.hepinc.com>.

Names of submitting institutions and individuals, as well as application content and peer evaluations, are kept confidential, except to those involved in the review process, to the extent permitted by law. In addition, the identities of peer reviewers will remain confidential throughout the entire review process, to the extent permitted by law; therefore, the names of the reviewers will not be released to applicants.

D. Organizational Management Information

Specific management information relating to an applicant shall be submitted on a one time basis, with updates on an as needed basis. This requirement is part of the responsibility determination prior to the award of a grant identified under this RFA, if such information has not been provided previously under this or another NIFA program. We will provide you copies of forms recommended for use in fulfilling these requirements as part of the preaward process. Although an applicant may be eligible based on its status as one of these entities, there are factors that may

exclude an applicant from receiving federal financial and nonfinancial assistance and benefits under this program (e.g., debarment or suspension of an individual involved or a determination that an applicant is not responsible based on submitted organizational management information).

E. Application Disposition

An application may be withdrawn at any time before a final funding decision is made regarding the application; however, withdrawn applications normally will not be returned. One copy of each application that is not selected for funding, including those that are withdrawn, will be retained by Potato Breeding Research for a period of three years.

PART VI—AWARD ADMINISTRATION

A. General

Within the limit of funds available for such purpose, the NIFA awarding official shall make grants to those responsible, eligible applicants whose applications are judged most meritorious under the procedures set forth in this RFA. The date specified by the NIFA awarding official as the effective date of the grant shall be no later than September 30 of the federal fiscal year in which the project is approved for support and funds are appropriated for such purpose, unless otherwise permitted by law. The project need not be initiated on the grant effective date, but as soon thereafter as practical so that project goals may be attained within the funded project period. All funds granted by NIFA under this RFA may be used only for the purpose for which they are granted in accordance with the approved application and budget, regulations, terms and conditions of the award, applicable federal cost principles, USDA assistance regulations, and NIFA General Awards Administration Provisions at 7 CFR part 3430, subparts A through E.

B. Award Notice

The award document will provide pertinent instructions and information including, at a minimum:

- (1) Legal name and address of performing organization or institution to which the Director has issued an award under the terms of this request for applications;
- (2) Title of project;
- (3) Name(s) and institution(s) of PDs chosen to direct and control approved activities;
- (4) Identifying award number and the Federal Agency Identification Number assigned by NIFA;
- (5) Project period, specifying the amount of time NIFA intends to support the project without requiring recompetition for funds;
- (6) Total amount of financial assistance approved for the award;
- (7) Legal authority(ies) under which the award is issued;
- (8) Appropriate Catalog of Federal Domestic Assistance (CFDA) number;
- (9) Applicable award terms and conditions (see <http://www.nifa.usda.gov/business/awards/awardterms.html> to view NIFA award terms and conditions);
- (10) Approved budget plan for categorizing allocable project funds to accomplish the stated purpose of the award; and

(11) Other information or provisions deemed necessary by NIFA to carry out its respective awarding activities or to accomplish the purpose of a particular award.

C. Administrative and National Policy Requirements

Several federal statutes and regulations apply to grant applications considered for review and to project grants awarded under this program. These include, but are not limited to the ones listed below.

2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

2 CFR Part 400 —USDA implementation of 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

2 CFR Part 415 – USDA General Program Administrative Regulations.

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.

2 CFR Part 180 and Part 417--OMB Guidelines to Agencies on Government-Wide Debarment and Suspension (Nonprocurement) and USDA Nonprocurement Debarment and Suspension.

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

2 CFR Part 416—USDA General Program Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

2 CFR Part 418—USDA implementation of Restrictions on Lobbying. Imposes prohibitions and requirements for disclosure and certification related to lobbying on recipients of federal contracts, grants, cooperative agreements, and loans.

2 CFR Part 421—USDA Implementation of Governmentwide Requirements for Drug-Free Workplace (Grants).

2 CFR Part 422—Research Institutions Conducting USDA-Funded Extramural Research; Research Misconduct.

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

7 CFR 3430—Competitive and Noncompetitive Non-formula Financial Assistance Programs--General Award Administrative Provisions.

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).

44 U.S.C. 3541 et seq. (Pub. L. 107-347) - Federal Information System Security Management Act of 2002 (FISMA), to improve computer and network security within the Federal Government. Applies to awardees if it will collect, store, process, transmit, or use information on behalf of NIFA.

D. Expected Program Outputs and Reporting Requirements

Grantees are to use REEport, NIFA's electronic, web-based inventory system to submit an initial project initiation which documents expected products and outcomes of the project. Additionally, annual progress report documenting realized project outcomes must be submitted to the electronic system. The web-based system facilitates an electronic workflow between grantees and NIFA for project accomplishments to be easily searchable and allows for public access to information on Federally-funded projects. The details of these reporting requirements, including those specific to the annual and final technical reports, are included in the award terms and conditions.

It is expected that the program outputs will conform to the purpose of the Potato Breeding Research Program. The principal outputs will consist of varietal development and testing using classical methods, or, when appropriate, combinations of new and classical methods; and the development of new potato varieties.

Ancillary or supplemental outputs may include, but are not limited to, improved classical and molecular/biotechnology, for the component steps in variety development and testing; or, improvements in aspects of efficient provision of desired new varieties to growers.

For informational purposes, the “Federal Financial Report,” Form SF-425, consolidates into a single report the former Financial Status Report (SF-269 and SF-269A) and the Federal Cash Transactions Report (SF-272 and SF-272A). The [NIFA Agency-specific Terms and Conditions](#) include the requirement that Form SF-425 is due on **an annual basis no later than 90 days following the award’s anniversary date (i.e., one year following the month and day of which the project period begins and each year thereafter up until a final report is**

required). A final “Federal Financial Report,” Form SF-425, is due 90 days after the expiration date of this award.

PART VII—AGENCY CONTACT

Applicants and other interested parties are encouraged to contact:

Programmatic Contact –

Pushpa Kathir
Title: Program Specialist
Unit: Division of Plant Production
Location: 3157 Waterfront Centre
[Full Address and Directions](#)
Phone: (202) 401-5015
Fax: (202) 401-6488
Email: pkathir@nifa.usda.gov

Administrative/Business Contacts –

Rochelle McCrea
Title: Team Leader, Team I
Unit: Branch II
Location: 2160 Waterfront Centre
[Full Address and Directions](#)
Phone: (202) 401-2880
Fax: (202) 401- 6271
Email: rmccrea@nifa.usda.gov

Duane Alphs
Title: Team Leader, Team II
Unit: Branch II
Location: 2152 Waterfront Centre
[Full Address and Directions](#)
Phone: (202) 401- 4326
Fax: (202)-401-6271
Email: dalphs@nifa.usda.gov

PART VIII—OTHER INFORMATION

A. Access to Review Information

We will send copies of reviews, not including the identity of reviewers, and a summary of the panel comments to the applicant PD after the review process has been completed.

B. Use of Funds; Changes

1. Delegation of Fiscal Responsibility

Unless the terms and conditions of the award state otherwise, awardees may not in whole or in part delegate or transfer to another person, institution, or organization the responsibility for use or expenditure of award funds.

2. Changes in Project Plans

a. The permissible changes by the awardee, PD(s), or other key project personnel in the approved project shall be limited to changes in methodology, techniques, or other similar aspects of the project to expedite achievement of the project's approved goals. If the awardee or the PD(s) is uncertain as to whether a change complies with this provision, the question must be referred to the Authorized Departmental Officer (ADO) for a final determination. The ADO is the signatory of the award document, not the program contact.

b. The awardee must request, and the ADO must approve in writing, all changes in approved goals or objectives prior to effecting such changes. In no event shall requests be approved for changes that are outside the scope of the original approved project.

c. The awardee must request, and the ADO must approve in writing, all changes in approved project leadership or the replacement or reassignment of other key project personnel, prior to effecting such changes.

d. The awardee must request, and the ADO must approve in writing, all transfers of actual performance of the substantive programmatic work in whole or in part and provisions for payment of funds, whether or not federal funds are involved, prior to instituting such transfers, unless prescribed otherwise in the terms and conditions of the award.

e. The project period may be extended without additional financial support, for such additional period(s) necessary to complete or fulfill the purposes of an approved project, but in no case shall the total project period exceed any applicable statutory limit or expiring appropriation limitation. The terms and conditions of award include information about no-cost extensions of the award and when ADO's prior approval is necessary.

f. Changes in Approved Budget: Unless stated otherwise in the terms and conditions of award, changes in an approved budget must be requested by the awardee and approved in writing by the

ADO prior to instituting such changes, if the revision will involve transfers or expenditures of amounts requiring prior approval as set forth in the applicable Federal cost principles, Departmental regulations, or award.

C. Confidential Aspects of Applications and Awards

When an application results in an award, it becomes a part of the record of NIFA transactions, available to the public upon specific request. Information that the Secretary determines to be of a confidential, privileged, or proprietary nature will be held in confidence to the extent permitted by law. Therefore, any information that the applicant wishes to have considered as confidential, privileged, or proprietary should be clearly marked within the application. The original copy of an application that does not result in an award will be retained by the Agency for a period of three years. Other copies will be destroyed. Such an application will be released only with the consent of the applicant or to the extent required by law. An application may be withdrawn at any time prior to the final action thereon.

D. Regulatory Information

For the reasons set forth in the final Rule related Notice to 2 CFR part 415, subpart C, this program is excluded from the scope of the Executive Order 12372 which requires intergovernmental consultation with State and local officials. Under the provisions of the Paperwork Reduction Act of 1995 (44 U.S.C. chapter 35), the collection of information requirements contained in this Notice have been approved under OMB Document No. 0524-0039.

E. Definitions

Please refer to [7 CFR 3430, Competitive and Noncompetitive Non-formula Financial Assistance Programs--General Award Administrative Provisions](#), for applicable definitions for this NIFA grant program.