

# **Women and Minorities in Science, Technology, Engineering, and Mathematics Fields Program (WAMS)**

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## ***FY 2017 Request for Applications (RFA)***

**APPLICATION DEADLINE: June 8, 2017**

**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**

**WOMEN AND MINORITIES IN SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS FIELDS PROGRAM (WAMS)**

**INITIAL ANNOUNCEMENT**

**CATALOG OF FEDERAL DOMESTIC ASSISTANCE:** This program is listed in the Catalog of Federal Domestic Assistance under 10.318.

**DATES:** Applications must be received by **5 p.m. Eastern Time on June 8, 2017** . 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 six months from the issuance of this notice. Comments received after that date will be considered to the extent practicable.

**STAKEHOLDER INPUT:** We at the National Institute of Food and Agriculture (NIFA) seek your comments about this RFA. We will consider your 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 your written stakeholder comments by the deadline set forth in the DATES portion of this notice via email to [Policy@nifa.usda.gov](mailto:Policy@nifa.usda.gov). (This email address is only for receiving comments regarding this RFA and *not* for requesting information or forms.) In your comments, please state that you are responding to the Women and Minorities in Science, Technology, Engineering and Mathematics Fields Program (WAMS) Grants Program RFA.

**EXECUTIVE SUMMARY:** NIFA requests applications for the **Women and Minorities in Science, Technology, Engineering and Mathematics Fields Program (WAMS) Grants Program** for fiscal year (FY) 2017 to support research and extension activities that increase the number of women and underrepresented minorities from rural areas who will pursue and complete a postsecondary degree in science, technology, engineering or mathematics (STEM) disciplines. The anticipated amount available for support in FY 2017 is approximately \$400,000. This RFA is being released prior to the passage of an appropriations act for FY 2017. Enactment of additional continuing resolutions or an appropriations act may affect the availability or level of funding for this program.

This notice identifies the objectives for WAMS projects, deadline dates, funding information, eligibility criteria for projects and applicants, and application forms and associated instructions needed to apply for a WAMS grant.

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## **PART I—FUNDING OPPORTUNITY DESCRIPTION**

### **A. Legislative Authority and Background**

This program is administered under the provisions of Section 7209 of the Agricultural Act of 2016 (Pub. L. 110-246). This provision amends Section 1672 of the Food, Agriculture, Conservation, and Trade Act of 1990 (7 U.S.C. 5925(d)(7)) authorizing the Secretary of Agriculture to make competitive grants to increase the participation of women and underrepresented minorities from rural areas (definition Part VIII, E) in STEM fields in higher education (7 U.S. C. 5925(d)(7)). Priority is extended to eligible institutions that carry out continuing programs funded by the Secretary.

The 7 U.S.C. 5925(d) provides a priority to those grant proposals, found in the peer review process to be scientifically meritorious, that involve the cooperation of multiple entities. WAMS applicants are encouraged to submit applications that will result in building linkages with other institutions (including other colleges and universities, units of State government, and private sector entities) having a significant, ongoing commitment to the food and agricultural sciences generally and to the specific Need Area(s) for which a grant is requested (see below). The goals of such a joint initiative should include:

- Maximizing the development and use of limited resources (including faculty, facilities, and equipment) by generating a critical mass of expertise and activity focused on a targeted Need Area(s);
- Increasing cost-effectiveness through achieving economies of scale; strengthening the scope and quality of a project's impact; and
- Promoting coalition building likely to transcend the project's lifetime and lead to future ventures.

### **B. Purpose and Priorities**

For the FY 2017 award cycle, NIFA intends to support projects with a target audience of K-14 (see Part VIII, D.) students. **Graduate and post-doctoral focused projects will not be awarded** under this grant announcement.

The WAMS grants program directly aligns with USDA Strategic Goals 1, 2, 3, and 4 of the USDA Strategic Plan (2014 – 2018) (<http://www.usda.gov/documents/usda-strategic-plan-fy-2014-2018.pdf>). The WAMS program also aligns with the USDA Research, Education, and Economics Action Plan (<http://nifa.usda.gov/resource/ree-action-plan>), and specifically addresses Goal 6, by recruiting, cultivating, and developing the next generation of scientists, leaders, and a highly-skilled workforce for food, agriculture, natural resources, forestry, environmental systems, and life sciences to ensure America's global preeminence. The WAMS program is also aligned with the NIFA Strategic Plan (2014-2018) (<http://nifa.usda.gov/resource/nifa-strategic-plan-fy2014-fy2018>), specifically addressing Strategic Goal No 1; Subgoal 1.7.

WAMS-funded project activities must support the creation, adaptation, and adoption of learning materials and teaching strategies to operationalize what we know about how students learn. Many of these concepts are identified in the National Research Council's publication: [How People Learn](#). WAMS-funded projects shall also focus on imparting both technical knowledge as well as 'soft' skills such as communication, team work, and problem solving, as these are abilities expected by employers. These concepts may be found in the publication: [Comparative Analysis of Soft Skills: What is Important for New Graduates?](#)

The purpose of this program is to support research and extension projects that increase participation by women and underrepresented minorities from rural areas in STEM. NIFA intends this program to address educational needs, as determined by each institution, within broadly defined areas of food and agricultural sciences and related disciplines.

Applications recommended for funding must highlight and emphasize a competent and qualified workforce to guide the food and agricultural sciences system. WAMS-funded projects should improve the economic health and viability of rural communities by developing research and extension initiatives that focus on new and emerging employment opportunities in STEM occupations. Hence, the goal of WAMS projects is to meet the national challenge to increase the number and diversity of students entering food and agriculture-related STEM disciplines (i.e. having a food and agricultural sciences workforce representative of the nation's population). Projects that contribute to the economic viability of rural communities are also encouraged.

All WAMS projects are required to provide leadership skills opportunities. The development of leadership skills, knowledge, and qualities are necessary to prepare students for agricultural and related careers in the private sector, government, and academia. WAMS education/teaching applications must demonstrably incorporate a leadership development component to equip students with technical and leadership abilities upon graduation.

Specific activities may include:

- Developing practical applications to increase understanding of leadership roles, including critical thinking, problem solving, and communication skills; ethics and professionalism; and working in teams;
- Connecting the academic classroom experience with daily leadership roles and organizational activities;
- Providing opportunities for mentoring and shadowing; and
- Organizing leadership academies, workshops, trainings, etc.

WAMS supports social and behavioral science disciplines. Projects that integrate social and biological sciences to provide experiential learning opportunities for students in applied research, and related community development programs. Incorporation of social and behavioral sciences is important for addressing many of the challenges facing agriculture and rural communities, such as increasing global demand for food production in the face of limited natural resources; improving health and reducing obesity; and increasing economic opportunities.

WAMS supports advances in U.S. food, agriculture and forestry. In an increasingly interconnected world, these domestic advancements have global importance, and may require information and cooperation from beyond our borders. Any proposed activity (e.g., partnerships, exchanges, training, and/or travel), must support the domestic objectives of WAMS. Applicants must clearly describe and demonstrate how international activities proposed in applications submitted to WAMS will contribute to advances in U.S. agriculture. When proposing international activities, applicants must describe the metrics that will be used for reporting beneficial outputs and outcomes. These metrics should reflect how the proposed international collaboration adds value to achieving the WAMS program's objectives by introducing innovative technologies/approaches, promoting synergistic science, addressing issues of mutual concern, or other means. Additional guidance on including international activities in WAMS applications is provided on the NIFA Center for International Programs webpage that includes Frequently Asked Questions, descriptions of existing MOUs and other resources to assist applicants interested in enhancing the potential for global engagement. <https://nifa.usda.gov/office/center-international-programs>

NIFA encourages (but does not require) projects that develop content suitable for delivery through [eXtension](#).

### **C. Program Area Description**

A proposed project must address one or more Educational Need Areas and/or be an Applied Project that addresses research, outreach and capacity building to benefit the communities served, especially that of their students.

#### **1. Educational Need Areas**

WAMS projects should focus on the purpose of one or more of the FY 2017 Need Areas. Please note that at least one of these Need Areas must be indicated on the Project Summary (Part IV, B.3.).

##### **a. Curriculum Design, Materials Development, and Library Resources**

Promotes the development of courses of study and degree programs, new and improved curricula, and instructional materials and technology; to promote the acquisition of library resources including books and journals relating to the food and agricultural sciences; and to stimulate the use of new approaches to the study of traditional subjects, new research on teaching and learning theory, and new applications of knowledge. The overall objective is to increase the quality of, and continuously renew, the academic programs of the eligible institutions in the food and agricultural sciences.

##### **b. Faculty Preparation and Enhancement of Teaching**

Advances faculty development in the areas of teaching competency and leadership, subject matter expertise, or student recruitment and advising skills. Applications may emphasize, but are not limited to: obtaining experience with recent developments and new

applications in a field; expanding competence in innovative technologies and new methods of instruction delivery; developing new skills in a field of science or education including student advising skills; or pursuing graduate-level study in a field related to the food and agricultural sciences. Each faculty recipient of support for developmental activities must be an “eligible participant” as defined in Part VIII, D. Definitions.

**c. Instruction Delivery Systems**

Encourages the use of alternative methods of delivering instruction to enhance the quality, effectiveness, and cost efficiency of teaching programs. Applications may emphasize, but are not limited to: incorporating alternative instructional methodologies that respond to differences in student learning styles; inter-institutional collaborations that deliver instruction in ways that maximize program quality and reduce unnecessary duplication; and consideration and implementation of innovative instructional techniques, methodologies, and delivery systems in response to advances in knowledge and technology.

**d. Scientific Instrumentation for Teaching and Research**

Provides students and faculty in science-oriented courses with suitable, up-to-date equipment in order to involve them in work central to scientific understanding and progress. Applications may emphasize, but are not limited to acquiring new, state-of-the-art instructional, laboratory, classroom, and research scientific equipment to help assure the achievement and maintenance of outstanding food and agricultural science education programs, upgrading existing equipment, or replacing non-functional or obsolete equipment.

**e. Student Experiential Learning**

Furtheres the development of student scientific and professional competencies through experiential learning programs that provide students with opportunities to solve complex problems in the context of real-world situations. Applications may emphasize, but are not limited to: preparing future graduates to advance knowledge and technology, enhancing quality of life, conserve resources, and addressing community and economic development issues. Projects should focus on advancing student decision-making and communications skills, and improving real-life technological expertise. Activities may include, but are not limited to, internships, practicum experiences, study abroad opportunities, leadership skill development, and participation with faculty on applied research and related community development projects.

**f. Student Recruitment, Retention, and Educational Equity (including the provision of student financial assistance)**

Enhances educational equity for under-represented students, and to strengthen student recruitment and retention programs in order to promote the future strength of the Nation’s scientific, professional, and technical workforce in the food and agricultural sciences.

Applications may emphasize, but are not limited to:

- Initiating new projects or supplementing current efforts to attract increased number of students from under-represented groups, their families, and communities to engage in a robust exchange of ideas on using the full breadth of the Nation’s intellectual resources more effectively;
- Developing agricultural and science literacy programs at the high school level to attract students to college and careers in the food and agricultural sciences; mentoring programs and other initiatives for student retention; and the provision of student financial support to attend college.

Each student recipient of monetary support for educational costs or developmental purposes must be enrolled at an eligible institution and meet the requirement of an “eligible participant” as defined in Part VIII, D. Definitions.

## **2. Applied Projects**

**In addition to the Education Need Areas, applicant may choose to develop studies that have relevancy and application within the communities that these institutions serve.**

### **a. Applied Studies in the Food and Agricultural Sciences**

Apply the body of knowledge in those natural and social sciences that comprise the food and agricultural sciences to address real-world problems, including applied research activities focused on community and economic development issues related to food, nutrition, conservation, and renewable natural resources. Examples include:

- (i) Conducting plant or animal breeding programs to develop better crops, forests, or livestock (e.g., improving disease resistance, improving productivity, yielding higher quality products);
- (ii) Conceiving, designing, and evaluating new bio-processing techniques for eliminating undesirable constituents from or adding desirable ones to food products;
- (iii) Proposing and evaluating ways to enhance utilization of the capabilities and resources of WAMS institutions to promote rural development (e.g., exploitation of new technologies by small rural businesses);
- (iv) Identifying control factors influencing consumer demand for agricultural products;
- (v) Analyzing social, economic, and physiological aspects of nutrition, housing, and lifestyle choices, and of community strategies for meeting the changing needs of different population groups; and
- (vi) Studying other identified state, regional, community, national and global problems such as human nutrition and obesity prevention, sustainable agriculture, bioenergy, climate change, food safety, food security, biotechnology, agribusiness management and marketing, and aquaculture.

### **b. Applied Research Support Systems**



Establish centralized support systems to meet state, regional, or community needs, or serve clientele that cannot otherwise afford or do not have ready access to the support in question, or to provide such support more economically thereby freeing up resources for other applied research uses. Examples include:

(i) Storage, maintenance, characterization, evaluation, and enhancement of germ plasm for use by animal and plant breeders (including those using the techniques of biotechnology);

(ii) Digital databases of important scientific information (e.g., epidemiological, demographic, nutrition, weather, economic, crop yields, animal migration patterns); and,

(iii) Expert service centers for sophisticated and highly specialized methodologies (e.g., evaluation of nutritional quality of foods, toxicology, taxonomic identifications, consumer preferences and demographics).

### **c. Technology-based Information Delivery Systems**

Promote innovations and improvements in the delivery of benefits of food and agricultural sciences to producers and consumers, particularly those who are currently disproportionately low in receipt of such benefits. Examples include:

(i) Computer-based decision support systems to assist small scale farmers, ranchers, herders, or fishermen to take advantage of relevant technologies, programs, policies, etc.; and,

(ii) Efficacious delivery systems for nutrition information or for resource management assistance for low-income families and individuals.

### **d. Other Applied Research and Community Development Applications**

Encourage other creative projects, outside the areas previously outlined, that are designed to provide needed enhancement to the capacity of WAMS institutions to conduct applied research and related community development projects.

## **3. Expected Products and Results**

The WAMS program requires all project directors to provide appropriate metrics and describe the expected products and results, outcomes, and their potential impact on strengthening food, agricultural, natural resources and human sciences (FANH) education, research and extension in the United States. Metrics to assess products, outputs and outcomes are to be clearly delineated in the proposal.

#### **4. Evaluation Plan**

All projects must have an Evaluation Plan that includes both a strategy for monitoring the project as it evolves (to provide feedback to guide these efforts), as well as a strategy for evaluating the effectiveness of the project in achieving its goals and for identifying positive and negative findings when the project is completed. The complexity of the evaluation will depend on the scope of the project. Grantees are encouraged to obtain an independent evaluation to secure appropriate documentation of the project's outputs and outcomes. Such efforts should be led by knowledgeable and experienced individuals. As a guide, up to 10% of the grant funds may be used to support this purpose.

## **PART II—AWARD INFORMATION**

### **A. Available Funding**

The anticipated amount available for WAMS grant in FY 2017 is approximately \$400,000. This RFA is being released prior to the passage of an appropriations act for FY 2017. Enactment of additional continuing resolutions or an appropriations act may affect the availability or level of funding for this program.

There is no commitment by USDA to fund any particular application or to make a specific number of awards.

The Automated Standard Applications for Payment System (ASAP), operated by the Department of Treasury's Bureau of the Fiscal Service, is the designated payment system for awards resulting from this RFA. For more information see

[https://www.fiscal.treasury.gov/fsservices/gov/pmt/asap/asap\\_home.htm](https://www.fiscal.treasury.gov/fsservices/gov/pmt/asap/asap_home.htm).

### **B. Types of Applications**

In FY 2017, you may submit applications to the WAMS Program as one of the following types of requests:

**New application.** This is a project application that has not been previously submitted to the WAMS Program. We will review all new applications competitively using the screening for administrative requirements, review panel evaluation of proposals using evaluation criteria and selection process described in Part V—Application Review Requirements.

**Resubmitted application.** This is an application that had previously been submitted to the WAMS Program but not funded. Project Directors (PDs) must respond to the previous review panel summary (see Response to Previous Review, Part IV). We must receive resubmitted applications by the relevant due dates. We will evaluate resubmitted applications in competition with other pending applications in the appropriate area to which they are assigned and review them according to the same evaluation criteria (Part V, B) as new applications.

### **C. Project Types**

This WAMS RFA is requesting applications that are supportive of education/teaching projects, extension projects, research projects, and integrated research, education/teaching and/or extension projects to increase participation of women and underrepresented minorities from rural areas in STEM fields.

## **1. Education/Teaching Projects**

Single-function Education/Teaching Projects develop human capital relevant to overall program goals for U.S. agriculture. Projects should focus on developing skills necessary for entry- and mid-level technical employment or for entering graduate programs in FANH sciences.

An education activity or teaching activity is formal classroom instruction, laboratory instruction, and practicum experience in the food and agricultural sciences and other related matters such as faculty development, curriculum development, instructional materials and equipment, and innovative teaching methodologies.

## **2. Extension Projects**

Single-function Extension Projects conduct programs and activities that deliver science-based knowledge and informal educational programs to people, enabling them to make practical decisions. Program delivery may range from community-based to national audiences and use communication methods from face-to-face to electronic or combination thereof. Extension Projects may also include related matters such as certification programs, in-service training, client recruitment and services, curriculum development, instructional materials and equipment, and innovative instructional methodologies appropriate to informal educational programs.

Extension Projects address one more of the following key strategic options:

- a. Support informal education to increase food and agricultural literacy in youth and adults;
- b. Promote science-based agricultural literacy by increasing understanding and use of food and agricultural science data, information, and programs;
- c. Build science-based capability in people to engage audiences and enable informed decision making;
- d. Develop new applications of instructional tools and curriculum structures that increase technical competency and ensure global competitiveness;
- e. Offer non-formal learning programs that increase accessibility to new audiences at the rate at which new ideas and technologies are tested and/or developed at the community-scale; and
- f. Develop programs that increase public knowledge and citizen engagement leading to actions that protect or enhance the nation's food supply, agricultural productivity, environmental quality, community vitality, and/or public health and well-being.

These projects should lead to measurable, documented changes in learning, actions, or conditions in an identified audience or stakeholder group. These projects should synthesize and incorporate a wide range of the latest relevant research results.

## **3. Research Projects**

Single-function Research Projects support applied research conducted by individual investigators, co-investigators within the same discipline, or multidisciplinary teams.

Applied research means research that includes expansion of the findings of fundamental research to uncover practical ways in which new knowledge can be advanced to benefit individuals and society.

Multi-disciplinary projects are those in which investigators from two or more disciplines collaborate closely to address a common problem. These collaborations, where appropriate, may integrate the biological, physical, chemical, or social sciences.

#### **4. Integrated Research, Education/Teaching and/or Extension Projects**

An Integrated Project includes at least two of the three functions of the agricultural knowledge system (i.e., research, education/teaching, and extension) within a project, although some program areas may require that Integrated Project applications include all three components of the agricultural knowledge system. Applicants should consult the program area description beginning in Part I.C of the RFA for their specific requirements of the program area to which they are applying.

The functions addressed in the project should be focused around the problem or issue and should be interwoven throughout the life of the project to complement and reinforce one another. The functions should be interdependent and necessary for the success of the project and no more than two-thirds of the project's budget may be focused on a single component.

The proposed Research component of an Integrated Project should address knowledge gaps that are critical to the development of practices and program to address the stated problem.

The proposed Education component of an Integrated Project should develop human capital relevant to the overall program goals for U.S. agriculture. Projects should focus on developing skills necessary for entry-and mid-level technical development or for entering graduate programs in FANH sciences.

Integrated Projects aim to resolve today's problems through the application of science-based knowledge and address needs identified by stakeholders. Integrated Projects clearly identify anticipated outcomes and have a plan for evaluating and documenting the success of the project. These projects should lead to measurable, documented changes in learning, actions, or conditions in an identified audience or stakeholder group.

Integrated Project applicants are encouraged to review [www.nifa.usda.gov/funding/integrated/integrated.html](http://www.nifa.usda.gov/funding/integrated/integrated.html) for additional information on integrated programs, including tips for writing Integrated Project applications and an example of an integrated application. Those interested in submitting Integrated Project applications are encouraged to contact the Program Contact to discuss the anticipated project parameters and outcomes to ensure the application content appropriately meets the requirements of an Integrated Project.

Integrated Project applications are required to include a logic model (2-Page Limit) and a Management Plan (3-Page Limit). Failure to include these components may result in the application not being accepted by the program for evaluation.

## **D. Grant Type**

In FY 2017, the WAMS program will only accept Regular Grant projects, as follows:

### **1. Regular Grant**

Regular Grant supports targeted, original scientific Research, Education/Teaching, Extension, or Integrated Projects. An eligible, individual institution, independent branch campus, or branch institution of a State system may submit a grant application for project activities to be undertaken principally on behalf of its own students or faculty, and to be managed primarily by its own personnel. The applicant executes the project without the requirement of sharing grant funds with other project partners.

#### **a. Grant Duration**

The project period may range from 12 to 36 months (one to three years).

#### **b. Number and Size of Awards**

The number of grants awarded in FY 2017 will depend on the number of applications recommended for funding in response to this notice.

An applicant may request up to \$100,000 (total amount – not per year) for a Regular Project. Budget forms submitted with the grant applications should reflect this estimate. In a Regular Project, the applicant executes the project without the requirement of sharing grant funds with other project partners.

Note the actual amounts awarded by NIFA under the WAMS program may differ from the amounts requested in the application submitted to the program, and the revised budgets and revised plans of work may be required by NIFA before an award is made.

#### **c. Proposal Submission Limitations**

Each eligible, individual institution, independent branch campus, and branch institution of a State system may submit one application as an individual institution (see Part II, C.1., Regular Grant). Institutions that received a grant under this program in a prior year are still eligible to submit and receive a regular grant this year.

#### **d. Funding Limitations per Institution**

For FY 2017, NIFA will make only one award per eligible institution for a maximum of \$100,000 (see Part II, C.3.).

#### **D. Responsible and Ethical Conduct of Research**

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. Award recipients shall, upon request, make available to NIFA the policies, procedures, and documentation to support the conduct of the training.

See <http://nifa.usda.gov/responsible-and-ethical-conduct-research> for more information.

## **PART III—ELIGIBILITY INFORMATION**

### **A. Eligible Applicants**

#### **1. Applicant Eligibility**

As contained in Section 7204 of the Food, Conservation, and Energy Act of 2008 (FCEA) (Pub. L. 110-246 which amends Section 1672 of the Food, Agriculture, Conservation, and Trade Act of 1990 (7 U.S.C. 5925)), applications may only be submitted by the following eligible applicants: (a) State agricultural experiment stations; (b) colleges and universities; (c) university research foundations; (d) other research institutions and organizations; (e) Federal agencies; (f) national laboratories; (g) private organizations or corporations; and, (h) individuals. Priority will be given to eligible institutions that carry out continuing programs funded by the Secretary.

Failure to meet an eligibility criterion by the 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.

#### **2. Certification of Eligibility**

At the time of application, primary applicants (lead applicants or Project Directors) must demonstrate their institution of higher education is accredited as a degree granting institution. If an institution currently has a Title III, Part A grant from the U.S. Department of Education that does not end prior to September 30, 2017, the institution must submit a copy of the “Notice of Award” letter for that grant to satisfy the demonstration of eligibility requirement.

Otherwise, an institution must submit a letter, signed by the institution’s Authorized Representative (AR) certifying that it meets the requirements of WAMS as defined above.

The AR must certify that:

- a. The institution, or parent institution in the case of an independent branch campus, is legally authorized by the State in which it is located to provide an educational program for which it awards an associate’s or bachelor’s degree, or that it is a junior or community college;
- b. The institution, or parent institution in the case of an independent branch campus, is accredited by a nationally recognized accrediting agency or association determined by the Secretary of Education to be a reliable authority as to the quality of training offered, or making reasonable progress toward such accreditation;
- c. At least 50 percent of enrolled degree students are receiving need-based assistance under Title IV of the Higher Education Act, or that a substantial percentage of students are receiving Pell Grants in comparison with the percentage of students receiving Pell Grants at all similar institutions (institution of higher education, or junior or community college);



- d. Unless waived by the Secretary of Education, the average educational and general expenditure per full-time equivalent undergraduate student are low in comparison with the average educational and general expenditures per full-time equivalent student at institutions that offer similar instructions; and,

Eligibility documentation must be submitted with the application. See Part III, A1-4.

### **3. Fiscal Agent**

If an institution cannot accept Federal funds directly, it must submit a letter stating that it will accept the award, but that funds must be administered through a fiscal agent. This agent must be identified in the letter from the applicant and the letter must be countersigned by a representative of the fiscal agent organization. The letter must include the fiscal agent's point of contact, address, telephone number, fax number and email address and be included as an attachment to Field 12, Other Attachments (Part IV.B.3.c.). In the event an application is recommended for funding, both the fiscal agent and the applicant institution must submit complete management information (see Part V, D.).

### **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 **WAMS** 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 unless one of the exemptions described herein is applicable. Note that NIFA included information at <http://nifa.usda.gov/matching-requirement> to further assist in determining if you must meet the new matching requirement.

The matching funds requirement does not apply to grants awarded:

1. To a research agency of the U.S. 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, D., 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. Entities eligible to receive funds under the 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. Entities eligible to receive funds under the 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 certifications at <http://www.nifa.usda.gov/form/form.html> and for attaching the certification, in Part IV, B of this RFA)
- i. Entities eligible to receive 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).

Waiver of Match: NIFA may waive the matching funds requirement for a recipient for one year for 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 (NAREEEAB) for the year involved. Refer to the [2014 Research, Education and Economics Action Plan](#) to determine whether proposed activities are consistent with the priorities of the NAREEEAB. See R&R Budget under Part IV, B, 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 information about the pre-award phase of the grant lifecycle see <http://www.grants.gov/web/grants/learn-grants/grants-101/pre-award-phase.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 two 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 to 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/applicants/adobe-software-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/download-application-package.html> and enter the funding opportunity number

#### **Funding Opportunity Number: USDA-NIFA-WAMS-006350**

From the search result, click “Select Package” to access the application package. A Grant Application Package is tied to a particular funding opportunity. You may submit an application ONLY to the particular funding opportunity to which the Grant Application Package is associated.

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-tools-and-tips.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](mailto: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. EST).

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** you need 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 whether 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](mailto:electronic@nifa.usda.gov)
- Phone: 202-401-5048

- Business hours: Monday through Friday, 7 a.m. – 5 p.m. EST,
- 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. See Part V, Section 2.18 of the NIFA Grants.gov Application Guide for the required certifications and assurances (e.g., Prohibition Against Entities Requiring Certain Internal Confidentiality Agreements).

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

Detailed information related to the questions on this form is available in Part V, 3 of the NIFA Grants.gov Application Guide.

### **3. R&R Other Project Information Form**

Detailed information related to the questions on this form is available 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 WAMS. 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 20 pages of written text and up to five additional pages for figures and tables. **Formatting shall be one inch margins, no smaller than 12-point font (Times New Roman or similar), and double-spaced.** We have established this maximum (25 pages) to ensure fair and equitable competition. Project Narratives that exceed this page limit requirement will not be accepted for review (no exceptions). The Project Narrative must include all of the following:

- i. **Introduction:** Include a clear statement of the long-term goal(s) and supporting objectives of the proposed activities. Summarize the body of knowledge or other past activities that substantiate the need for the proposed project. Describe ongoing or recently completed significant activities that relate to the proposed project including the work of key project personnel. Include preliminary data/information pertinent to the proposed project. In addition, this section should include in-depth information on the following, when applicable:
  - (1) Estimates of the magnitude of the issues and their relevance to stakeholders and to ongoing state-federal food and agricultural research, education and extension programs.
  - (2) The role of stakeholders in problem identification, planning, implementation, and evaluation as appropriate.
  - (3) Reasons for performing the work at the proposing institution.

- ii. **Objectives:** All applications must include a statement(s) of specific aims of the proposed effort in clear, concise, complete, and logically arranged terms.
- iii. **Methods:** Explicitly state the procedures or methodology you will apply to the proposed effort. This section should include, but not necessarily be limited to, a description of:
  - (1) stakeholder involvement in problem identification, planning, implementation and evaluation;
  - (2) proposed project activities, listed sequentially;
  - (3) techniques to be employed in this project, including their feasibility and rationale;
  - (4) expected results;
  - (5) how extension and education activities will be evaluated;
  - (6) how data will be analyzed and interpreted;
  - (7) plans to communicate results to stakeholders and the public;
  - (8) pitfalls that might be encountered; and,
  - (9) limitations to proposed procedures.
- iv. **Project Timetable:** The proposal should outline all important phases as a function of time, year by year, for the entire project, including periods beyond the grant funding period.
- v. **Field 12. Add Other Attachments**

See Part V. Section 4.12 of the NIFA Grants.gov Application Guide (Field 12 on the form) for instructions regarding mandatory Felony Convictions or Tax Delinquent Status.

  - Response to Previous Review. This requirement only applies to Resubmitted Applications as described in Part II, B.
  - Fiscal Agent Letter. See Part III.A. If it is necessary to include a fiscal agent letter, then title the attachment as ‘Fiscal Agent’ in the document header and save file as ‘FiscalAgent’.

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

Detailed information related to the questions on this form is available in Part V, 5 of the NIFA Grants.gov Application Guide. This section of the guide includes instructions about senior/key person profile requirements, 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. Part V.6 also notes the importance and use of the information.

#### **6. R&R Budget**

Detailed information related to the questions on this form is available in Part V, 7 of the NIFA Grants.gov Application Guide.

- (a) Budgets for each project year do NOT have to be the same from year to year. However, detailed budget information (budget and narrative) must be submitted for each year of the proposed project.
- (b) During the tenure of a grant, PDs must attend at least one National Project Directors' Meeting/Conference, if offered, in Washington DC, or any other announced location. The purpose of the meeting will be to discuss project and grant management, opportunities for collaborative efforts, future directions for education reform, and opportunities to enhance dissemination of exemplary end products/results of the projects. Reasonable travel expenses to attend this meeting may be included in the application's budget under travel expenses.
- (c) Matching. If you conclude that matching funds are not required as specified under Part III, B Cost-Sharing or Matching, you must include a justification in the Budget Narrative. We will consider this justification when determining final matching requirements or if required matching can be waived. NIFA retains the right to make final determinations regarding matching requirements.

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:

- (1) 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:
  - Donor's name, address, and telephone number;
  - Name of the applicant organization;
  - Title of the project;
  - Dollar amount of the cash donation (the budget narrative must describe how the cash donation will be used);
  - Statement that the donor will pay the cash contribution during the grant period; and
  - Whether the applicant can designate cash as the applicant deems necessary or the cash contribution has been designated to a particular budget item.
- (2) 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:
  - Donor's name, address, and telephone number;
  - Name of the applicant organization;

- Title of the project;
- 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
- 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.

Establish the value of applicant contributions in accordance with applicable cost principles. Refer to 2 CFR Part 200, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” for further guidance and other requirements relating to matching and allowable costs.

- (d) Indirect Costs. For further information and instructions regarding indirect costs, refer to Part V, section 7.9 of the NIFA Grants.gov Application Guide. For indirect cost funding restrictions, refer to Part IV, D. of this RFA.

## **7. Supplemental Information Form**

Detailed information related to the questions on this form is available 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 “Women and Minorities in STEM Fields”) and the program code (i.e., enter “WAM”). 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**

We recommend that you conduct an administrative review of the application before submission of it via Grants.gov to ensure that it complies with all preparation instructions. An application checklist is included in Part VII of the NIFA Grants.gov Application Guide to assist with this review.

While you should use the checklist to check the application for completeness, the application should be checked for the following required item(s). The list includes:

- Logic Model
- Management Plan
- Current and Pending Support

This is not an exhaustive list of required items; it only serves to highlight items that may be overlooked.



**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 p.m. Eastern Time on June 8, 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. We strongly encourage you to provide accurate email 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 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, you should cite this number on all future correspondence.**

#### **D. Funding Restrictions**

Section 713 of the Consolidated Appropriations Act, 2016 (Pub. L. 114-113) limits indirect costs to 30 percent of the total federal funds provided (or 42.857 percent of total direct costs) under each award. Similar language may be included in the FY 2017 appropriation, therefore, when preparing budgets, you should limit your request for the recovery of indirect costs to the lesser of your institution's official negotiated indirect cost rate or the equivalent of 30 percent of total Federal funds awarded. See Part V section 7.9 of the NIFA Grants.gov Application Guide for further indirect cost information.. See NIFA webpage at <https://nifa.usda.gov/indirect-costs> for indirect cost options.

You may not use grant funds awarded under this authority to renovate or refurbish research, education, or extension space; purchase or install fixed equipment in such a space; or to plan, repair, rehabilitate, acquire, or construction of buildings or facilities.

The use of grant funds to plan, acquire, or construct a building or facility is not allowed under this program. With prior approval, and in accordance with the cost principles set forth in 2 CFR part 220 (Circular No. A-21), some grant funds may be used for minor alterations, renovations, or repairs deemed necessary to retrofit existing teaching or research spaces in order to carry out a funded project. Grant funds may not be used for endowment investing.

Statutory language or agency policy limits the maximum potential funding period (including any awards transferred from another institution or organization) to five years in duration. The

funding period will commence on the effective date cited in the award instrument. Any such limitation also applies to subcontracts made under awards subject to a funding period limitation.

**Program funds may only be used for research and extension activities in the training, outreach and mentoring of rural women and underrepresented minorities from rural areas in STEM fields relevant to USDA mission.**

**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.

**Applications** should include elements of a logic model detailing the activities, outputs, and outcomes of the proposed project. This information may be provided as a narrative or formatted into a logic model chart. The logic model planning process is a tool that should be used in developing projects before writing the proposal. Two additional pages are allowed for this information. More information and resources related to the logic model planning process are provided at <https://nifa.usda.gov/resource/generic-logic-model-nifa-reporting>

**Expected Outputs Measures – PDF Attachment**

Tile the attachment “Expected Outcomes” in the document header and name the file to be saved as “Expected Outcomes”. Please use a format, similar to what is provided below, to submit expected impacts and attach it as the last page of the application. In addition to data requested in the table, *please provide justification for projected numbers.*

<b>Primary Project Function: (Choose one)</b>			
<b>EDUCATION:</b> <input type="checkbox"/>	<b>EXTENSION :</b> <input type="checkbox"/>	<b>RESEARCH:</b> <input type="checkbox"/>	<b>INTEGRATED</b> <input type="checkbox"/>
<b>Total expected student impact during entire grant period</b>	<b>Expected Number</b>	<b>Justification for Expected Numbers</b>	
Number of products to be developed through grant funds during the grant period (i.e., curricula, academic programs, recruitment/retention programs, materials, experiential learning opportunities)			

<p>Number of faculty supported by this grant for professional development during the grant period: participation in sabbaticals, workshops, conferences, etc.</p>		
<p>Number of students who will indirectly benefit from the products produced from the grant during the grant period (i.e., using the curriculum/instrumentation, enrolled in the program, recruited or retained but not paid by the grant using scholarships, fellowships and assistantships).</p>		

## **PART V—APPLICATION REVIEW REQUIREMENTS**

### **A. General**

We evaluate each application in a two-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:

- 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;
- the need to include experts from various areas of specialization within relevant scientific, education, or extension fields;
- the need to include 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;
- the need to include 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;
- the need to maintain a balanced composition with regard to minority and female representation and an equitable age distribution; and
- the need to include reviewers who can judge the effective usefulness of each application to producers and the general public.

After each peer review panel has completed its deliberations, the responsible program staff of WAMS will recommend that your project be approved for support from currently available funds or be declined due to insufficient funds or unfavorable review.

WAMS 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.

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

### **B. Evaluation Criteria**

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

All project applications submitted for funding shall be technically evaluated by a review panel using the criteria below, specifically:

- **Relevancy (20%)** – The extent to which the explanation and documentation demonstrates that the project is directed toward: (a) specific areas identified in Part I C and how they will yield improvements in participation in STEM fields by women and underrepresented minorities from rural areas as defined in FCEA; and (b) stimulating collaborations that align with the proposed project’s objectives and WAMS grant program goal and identify appropriate methodologies for reviewing and evaluating expected project outputs and outcomes (Project Evaluation). (a) and (b) are equal in merit.
  
- **Technical merit (35%)** – Will be evaluated on the basis of: (a) necessity, innovation, and originality of proposed approach; (b) scientific soundness of approach, and potential to increase knowledge not only in STEM research but also in attracting women and minorities from rural areas in areas of STEM fields relevant to USDA mission (for proposed projects with research components, as practicable); (c) demonstrated awareness of previous and alternative research, extension, training, outreach, mentoring, and education programs that address the needs identified for the target audience; (d) the clarity and delineation of objectives and outcomes and alignment of the proposed project with the WAMS program purpose, priorities, and goal; (e) the conceptual adequacy of the proposed activities to meet the needs of the targeted audience, including suitability and feasibility of the approach; (f) the expected outcomes of the project in terms of the number of women and underrepresented minorities from rural areas trained and placed in the STEM workforce, the value of their enterprise, and the needs of the targeted audience; (g) the probability of success of the project; and (h) the sustainability beyond the life of the grant. (a) through (h) are equal in merit.
  
- **Achievability (15%)** – Probability of success of the project is appropriate given the level of originality and target audience.
  
- **Key personnel (10%)** – Demonstration of feasibility through prior experience of key personnel in research, extension, education, outreach, mentoring, and training of women and underrepresented minorities from rural areas. Also, demonstration that key personnel have the qualifications to conduct the proposed project and institutional experience and competence in serving the needs of the identified target audience.
  
- **Adequacy of available or obtainable support personnel, facilities, and instrumentation of the proposed project (20%)** – Demonstration that the personnel, collaborations, and facilities and instrumentation are available, committed, and well-positioned to achieve the integration needed to ensure that the WAMS project will recruit, lead/train, and place the target audience in STEM fields at the level and scale(s) to increase America’s competitiveness.

### **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. See

[http://www.nifa.usda.gov/business/competitive\\_peer\\_review.html](http://www.nifa.usda.gov/business/competitive_peer_review.html) for further information about conflicts of interest and confidentiality as related to the peer review process.

#### **D. Organizational Management Information**

Specific management information relating to an applicant shall be submitted one-time, with updates on an as-needed basis. This requirement is part of the responsibility determined 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 pre-award 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. Each application that is not selected for funding, including those that are withdrawn, will be retained by WAMS 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, the information described in [2 CFR 200.210](#).

See <http://www.nifa.usda.gov/business/awards/awardterms.html> to view current NIFA award terms and conditions.

### **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 may include, but are not limited to, the ones listed on the NIFA web page – <http://nifa.usda.gov/federal-regulations>.

NIFA Federal Assistance Policy Guide—a compendium of basic NIFA policies and procedures that apply to all NIFA awards, unless there are statutory, regulatory, or award-specific requirements to the contrary—is available at <http://nifa.usda.gov/policy-guide>.

### **Responsible and Ethical Conduct of Research**

Refer to Part II, D for more information.

### **D. Expected Program Outputs and Reporting Requirements**

The output and reporting requirements are included in the award terms and conditions (see <http://www.nifa.usda.gov/business/awards/awardterms.html> for information about NIFA award terms). If there are any program or award-specific award terms, those, if any, will be identified in the award.

## **PART VII—AGENCY CONTACT**

Applicants and other interested parties are encouraged to contact:

Programmatic Contact –

Victoria LeBeaux, PhD,

National Program Leader

Division of Community and Education, Institute of Youth, Family and Community

1400 Independence Avenue SW, Stop 2201 Washington, DC 20250-2201

Phone: (202) 720-2067

Fax: (202) 202-4924

Email: [victoria.s.lebeaux@nifa.usda.gov](mailto:victoria.s.lebeaux@nifa.usda.gov)

Michael Silas, PhD,

Program Specialist

Division of Community and Education, Institute of Youth, Family and Community

1400 Independence Avenue SW, Stop 2201 Washington, DC 20250-2201

Phone: (202) 690-2975

Fax: (202) 202-4924

Email: [michael.silas@nifa.usda.gov](mailto:michael.silas@nifa.usda.gov)

Administrative/Business Contact –

Towana DeShazo; Team Leader;

Awards Management Division

Office of Grants and Financial Management;

National Institute of Food and Agriculture; 1400 Independence Avenue SW, Stop 2201

Washington, DC 20250-2201;

Phone: (202) 401-4155;

Fax: (202) 401-6271;

Email: [tdeshazo@nifa.usda.gov](mailto:tdeshazo@nifa.usda.gov); or

Sondra R. Watkins; Team Leader

Awards Management Division

Office of Grants and Financial Management;

National Institute of Food and Agriculture; 1400 Independence Ave., SW; STOP 2271

Washington, DC

20250-2271;

Phone: (202) 401-4249;

Fax: (202) 401-6271;

Email: [swatkins@nifa.usda.gov](mailto:swatkins@nifa.usda.gov).



## **PART VIII—OTHER INFORMATION**

### **A. 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 Budget or Project Plans**

In accordance with [2 CFR 200.308](#), awardees must request prior approval from NIFA for the following program or budget-related reasons:

- (i) Change in the scope or the objective of the project or program (even if there is no associated budget revision requiring prior written approval).
- (ii) Change in a key person specified in the application or the federal award.
- (iii) The disengagement from the project for more than three months, or a 25 percent reduction in time devoted to the project, by the approved project director or principal investigator.
- (iv) The inclusion, unless waived by the federal awarding agency, of costs that require prior approval in accordance with 2 CFR 200 Subpart E—Cost Principles of this part or 45 CFR Part 75 Appendix IX, “Principles for Determining Costs Applicable to Research and Development under Awards and Contracts with Hospitals,” or 48 CFR Part 31, “Contract Cost Principles and Procedures,” as applicable.
- (v) The transfer of funds budgeted for participant support costs as defined in §200.75 Participant support costs to other categories of expense.
- (vi) Unless described in the application and funded in the approved federal awards, the subawarding, transferring or contracting out of any work under a federal award, including fixed amount subawards as described in §200.332 Fixed amount subawards. This provision does not apply to the acquisition of supplies, material, equipment, or general support services.
- (vii) Changes in the approved cost-sharing or matching provided by the non-federal entity.
- (viii) The need arises for additional federal funds to complete the project.

The awardee will be subject to the terms and conditions identified in the award. See <http://www.nifa.usda.gov/business/awards/awardterms.html> for information about NIFA award terms.

### **B. 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 of Agriculture 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. We will retain for three years a copy of an application that does not result in an award. 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.

### **C. 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.

### **D. 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.

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

Institution of higher education means an educational institution in any state that:

- (1) Admits as regular students those persons having a certificate of graduation from a school providing secondary education, or the recognized equivalent of such a certificate;
- (2) Is legally authorized within such state to provide a program of education beyond secondary education;
- (3) Provides an educational program for which the institution awards a bachelor's degree or provides not less than a 2-year program that is acceptable for full credit toward such a degree;
- (4) Is a public or other nonprofit institution; and
- (5) Is accredited by a nationally recognized accrediting agency or association, or if not so accredited, is an institution that has been granted pre-accreditation status by such an agency or association that has been recognized by the Secretary of Education for the granting of pre-accreditation status, and the Secretary of Education has determined that there is satisfactory assurance that the institution will meet the accreditation standards of such an agency or association within a reasonable time.

K-14 means kindergarten through twelfth grade plus two years of post-secondary schooling (e.g., vocational technical institutions or community or junior colleges); it does not include 4-year colleges or universities.

Partnership requires that all partners have a substantial involvement in the project throughout the life of the project. If a partnership between multiple entities is proposed, the proposal should 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 execution of project objectives, determine experimental design, develop the project work plan and time table, and submit collaborative, timely reports; and

A comprehensive project budget that reflects each entity's financial or in-kind contribution to the total project budget costs.

Rural Area means any locality that has a population of 50,000 inhabitants or less, and is generally characterized as having fewer than 1,000 inhabitants per square mile (U.S. Census Bureau).

Training means the planned and systematic acquisition of practical knowledge, skills or competencies required for a trade, occupation or profession delivered by formal classroom instruction, laboratory instruction, or practicum experience that prepares women and underrepresented minorities from rural areas for participation in STEM fields.

Underrepresented minority means any ethnic group – African American, Alaskan Native, American Indian, Asian American, Hispanic American, Native Hawaiian, Pacific Islander, or any other group – whose representation among food and agricultural professionals in science, technology, engineering, and mathematics (STEM) fields is disproportionately less than their proportion in the general population as indicated in standard statistical references, or as documented on a case-by-case basis by national survey data submitted to and accepted by the Secretary.