

## Beginning Farmer and Rancher Development Program – Checklist for FY2015 Applications

This checklist is a tool to help applicants review that they have included all the forms and attachments. It is **not** a substitute for carefully following all of the instructions in the RFA and the NIFA Grants.gov Application Guide.

<b>File Name for PDF Attachment</b> <i>(or application form/section)</i>	<b>Contents</b> (see the FY2015 Request for Applications (RFA), the Application Package, and Instructions (NIFA Grants.gov Application Guide))	<b>Check Off</b>
<i>SF-424 R&amp;R Cover Sheet</i> <i>Project/Perf. Site Location(s)</i> <i>Other Project Information</i>	Forms in the Application Package – see instructions in the NIFA Grants.gov Application Guide for all three forms	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>ProjectSummary (pdf)</b>	Use the suggested template at: <a href="http://www.nifa.usda.gov/funding/templates/project_summary.doc">http://www.nifa.usda.gov/funding/templates/project_summary.doc</a> or include all of the same information on one page:	<input type="checkbox"/>
	Title	<input type="checkbox"/>
	List of Project Directors/Co-PDs & Institutions	<input type="checkbox"/>
	Project description - 250 words or less	<input type="checkbox"/>
<b>ProjectNarrative (pdf)</b>	No more than 16 pages, include the following Sections:	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Introduction</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Objectives and Outcomes</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Approach</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Personnel and Resources</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Plan for Outcome Based Reporting</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Management and Collaboration Plan</li> </ul>	<input type="checkbox"/>
	Additional section(s) beyond 16-page limit if applicable:	
	<ul style="list-style-type: none"> <li>• Response to Previous Review (if Resubmission) – limit one (1) page</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Accomplishment-Based Renewal (if Renewal) – limit one (1) page</li> </ul>	<input type="checkbox"/>
<b>Bibliography (pdf)</b>	Bibliography and References (no page limit)	<input type="checkbox"/>
<b>LetterofCommitment_OrgName (pdf attachment(s))</b>	Signed letter(s) that Partners have agreed to abide by management plan, provide match, and/or play another key role; often multiple attachments, no page limit	<input type="checkbox"/>
<b>PastPerformance (pdf)</b>	For “Renewal Applications” only: latest Progress Report to NIFA (REReport submission or download from <a href="http://cris.nifa.usda.gov/">http://cris.nifa.usda.gov/</a> )	<input type="checkbox"/>
<b>Appendices (pdf)</b>	Optional---no more than two examples, 10 pages total	<input type="checkbox"/>
<i>R&amp;R Senior/Key Person Profile (form)</i>	Information, Biographical Sketch, and Current and Pending Support form for each person	<input type="checkbox"/>
<i>R&amp;R Personal Data (form)</i>	Providing this information is voluntary	<input type="checkbox"/>
<i>R&amp;R Budget Federal and Non-Federal (form)</i>	Complete one R&R budget form for each 12-month period plus a cumulative budget for the entire project	<input type="checkbox"/>
<b>BudgetJustification (pdf)</b>	Explain each item; no page limit	<input type="checkbox"/>
<b>SummaryofMatchingSupport (pdf)</b>	List of all matching items and justifications	<input type="checkbox"/>
<i>R&amp;R Subaward Budget (form)</i>	Required if any sub-awards	<input type="checkbox"/>
<i>Supplemental Information Form (form)</i>	Program Code = BFRDA for Standard Grants Program Code = BFRDB for Educational Enhancement	<input type="checkbox"/>
<b>ConflictofInterest (pdf)</b>	Complete a Conflict of Interest form for each key /senior person <a href="http://www.nifa.usda.gov/funding/templates/conflict_of_interest.doc">http://www.nifa.usda.gov/funding/templates/conflict_of_interest.doc</a> then combine them into one pdf document to attach	<input type="checkbox"/>