Tribal Colleges Research Grants Program

Revisions: 03/16/2017
Pages: 1, 2 and 19.

Application Due Date: March 28, 2017 by 5:00 pm Eastern Time

Catalog of Federal Domestic Assistance (CFDA): 10.227

Program Name Code: TCRGP

Program Code: ZY

Funding Opportunity Number: USDA-NIFA-TCRGP-006224

Funding Amount: Approximately $1.7 Million

2017 Request for Applications (RFA)

APPLICATION DEADLINE: March 28, 2017 at 5:00 pm EST

ELIGIBILITY: See Part III, A of RFA

USDA United States Department of Agriculture | National Institute of Food and Agriculture

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

AGRICULTURE

Tribal Colleges Research Grants Program (TCRGP)

INITIAL ANNOUNCEMENT

CATALOG OF FEDERAL DOMESTIC ASSISTANCE: This program is listed in the
Catalog of Federal Domestic Assistance under 10.227.

DATES: Applications must be received by **5 p.m. Eastern Time on March 28, 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. (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 Tribal Colleges Research Grants Program
RFA.

EXECUTIVE SUMMARY: NIFA is requesting applications for the Tribal Colleges Research
Grants Program (TCRGP) for fiscal year (FY) 2017. The objective is to enhance research
capacity at 1994 Land-Grant institutions and develop research projects of tribal, state or national
importance. This RFA has several research options set at funding levels designed to provide
1994 institutions with the opportunity to engage in research at the optimum level commensurate
with their institutional capacity. All applications must include at least one research collaborator
from the approved list of research institutions.

The anticipated amount available for this grant in FY 2017 is approximately $1.7 million.

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

Significant changes to this FY 2017 RFA include:
The research options and funding levels have changed to better target the individual research
capabilities within the 1994 Land-Grant institutions. The changes are intended to encourage
additional 1994s to participate more fully in research. There are now two main options – 1) New
Discovery; and 2) Capacity Building Research. Within the Capacity Building option, there are

three choices – a) Student Research; b) Applied Faculty/Community Research; and c) Pathways to Research. The Pathways to Research is new and is designed to fund activities that will enhance the 1994's ability to compete more fully in NIFA's research opportunities.

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PART I—FUNDING OPPORTUNITY DESCRIPTION

A. Legislative Authority and Background

Legislative authority for the Tribal College Research Grant Program is contained in the Agricultural Research, Extension, and Education Reform Act of 1998 (7 U.S.C. 7601 note) which amends the Equity in Educational Land-Grant Status Act of 1994 (7 U.S.C. 301 note). In accordance with the statutory authority, subject to the availability of funds, the Secretary of Agriculture may award competitive grants to 1994 Land-Grant Institutions (hereinafter referred to as 1994 Institutions) to conduct agricultural research that addresses high priority concerns of tribal, national or multi-state significance. Section 7402 of the Agricultural Act of 2014, P.L. 113-79 added additional eligible partners to the authorization for the TCRGP. Please see Part III A., Eligible Applicants, for a description of these changes.

B. Purpose and Priorities

All TCRGP projects specifically address the goals of the Research, Education, and Economics Action Plan (REE) under Goal 6 by providing educational and training opportunities to tribal college students. Projects may also address Goal 7 by addressing the health, environmental and agricultural production needs of remote reservation communities through research. Projects may address other REE goals (USDA REE Action Plan), depending on the research focus.

This grant also specifically addresses the NIFA strategic plan's (NIFA Strategic Plan) Sub-Goal 1.7 in that projects ensure the development of human capital, communities, and a diverse workforce through research, education, extension, and engagement programs in food and agricultural sciences to support a sustainable agriculture system.

In addition, these priorities are specific to the TCRGP:

(1) To enhance the institutional infrastructure and faculty expertise in planning and carrying out appropriate applied research projects that address concerns and needs of tribal and reservation communities;

(2) To forge better institutional and faculty collaborations with other Land-Grant Institutions as well as with USDA Agricultural Research Service (ARS) and other research institutions of higher learning;

(3) To address the food, agricultural, natural resources, and human sciences concerns of reservation communities through scientific inquiry and discovery; and

(4) To give American Indian students better prospects for employment and educational achievement by engaging them in laboratory and field research in the food, agricultural and natural resource sciences.

PART II—AWARD INFORMATION

A. Available Funding

The anticipated amount available for TCRGP grants in FY 2017 is approximately $1.7 million.

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.

B. Types of Applications

In FY 2017, you may submit a new or resubmitted application to the TCRGP:

New application. This is a project application that has not been previously submitted to the TCRGP. NIFA 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 TCRGP but not funded. Project Directors (PDs) must respond to the previous review panel summary (see Response to Previous Review, Part IV). NIFA must receive resubmitted applications by the relevant due dates. NIFA 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

Research Projects - Single-function, applied and multi-disciplinary projects may be submitted.

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.

For FY 2017 there are two main options within this RFA: New Discovery Research and Capacity Building Research. Within the Capacity Building Research option, applicants may choose one of the three alternatives: Student Research; Applied Faculty/Community Research; or Pathways to Research.

- **New Discovery Research Option**:

  New Discovery projects should be on a level of research complexity that could lead to an enhancement in the body of scientific knowledge and problem solving on relevant issues. Applicants are expected to already possess robust research capacity and faculty expertise to conduct scientific inquiry. Proposed projects are expected to meet the standards of scientific rigor recognized by the greater research community. Research undertakings should be at a level where results may help solve problems of a regional, state or national level. Data and results should be of a quality appropriate for submittal to a peer-reviewed journal. New Discovery projects are also expected to offer meaningful research involvement for 1994 students.

  Project periods shall not exceed three years (36 months). The maximum amount for a New Discovery application with minimal student involvement is $200,000 per project not per year.

  The maximum amount for a New Discovery application with significant student involvement (five or more students) is $220,000 per project, not per year.

- **Capacity Building Research Option**:

  There are three alternatives in the capacity building research option, each with a different funding level. Applicants should choose the type of capacity research that best fits their needs.

  1. **Student Research** ($60,000 maximum) – Funding for students to design and implement their own research projects. Project Directors and research collaborators will mentor students and train them in research ethics, the scientific method, data collection and analysis. They will mentor students as they present posters and publically share research findings. Funded projects should lead to an increase in the number of American Indian students participating in research and gaining scientific skills and knowledge.

  2. **Applied Faculty/Community Research** ($95,000 maximum) – Funds faculty and student research that addresses practical community needs and opportunities. Investigations should result in knowledge or best practices useful to the tribal community and readily available to college extension offices, teaching faculty and

community development organizations. Research may be on skillful adaptations of existing knowledge to address unique community needs requiring a culturally sensitive approach.

3. **Pathways to Research** ($60,000) – Funds activities designed to allow a 1994 institution to develop a foundation of scientific and research capacity, so they can compete for research funding through NIFA. Funds are intended to support the development of a college research plan, build research partnerships, and provide for faculty training and experiences in Traditional Ecological Knowledge (TEK) investigations as well as in western scientific methods. Funding will also support research collaborations that will enhance individual or institutional research capabilities. The intent is to fund research planning and project design to ensure successful project implementation in the future.

Note on Student Participation: All Applications must contain a student component. NIFA will not make an award that does not involve 1994 student participation appropriate to the level of research chosen. This includes the Pathways applications.

Research Collaboration Requirement: All applications must, by Congressional authorization, include one of four research partners from the list below. The application must contain a signed collaboration agreement indicating the role the partner will play. Additional partnerships are optional. With the passage of the 2014 Farm Bill, the list of approved collaborators includes:

❖ An 1862 or 1890 Land-Grant Institution

❖ The USDA Agricultural Research Service (ARS) headquarters, state or regional laboratory

❖ A Non-Land-Grant College of Agriculture (NLGCA) (as defined in section 1404 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977) (see requirements and list of certified NLGCA at http://www.nifa.usda.gov/funding/pdfs/nlgca colleges.pdf

❖ A forestry school funded under the McIntire-Stennis Cooperative Forestry Research Program. The partner must be the McIntire-Stennis funded department. It cannot be with another entity at the institution.

D. Grant Type

The TCRGP awards are Collaborative grants.

A Collaborative Grant supports projects with at least one additional partner or a multi-partner approach to enhance research programs at 1994 Institutions. Collaborative Grants should build linkages to generate a critical mass of expertise, skill and technology to address research programs related to the food, agricultural, and natural resources, and human sciences.

- Grant Duration

The project period may range from 24 to 36 months (two to three years). The project start date will be September 1, 2017.

- Number and Size of Awards
  The number of grants awarded in FY 2017 will depend on the amount of funds appropriated to this grant program and the number of applications recommended for funding. Note that actual amount awarded by NIFA may differ from the amount requested in the application submitted. Accordingly, revised budgets and revised plans of work may be required by NIFA before an award is made.

- Grant Limitations per Institution
  For the FY 2017 program, there are no restrictions in the number of applications that an eligible institution may submit through grants.gov. NIFA will only award up to two research awards to any one institution in the New Discovery Research option and up to two awards in the Capacity Building option with a limit of three awards total to any one eligible institution in response to this FY 2017 RFA. An institution applying for a "Pathways to Research" award in the Capacity Building option may not receive more than one award overall.

- Funding Limitations per Institution
  For FY 2017, the funding limits are set forth in the description of each research option (Section C in Part II above). In addition, for each award, the submitting institution must retain at least 70 percent of the overall award funds with no more than 30 percent being made as sub-awards. While at least one approved research collaborator is required, there is no requirement to make a sub-award to the cooperating institution.

E. 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

Applications may only be submitted by Tribal Colleges or Universities designated as 1994 Institutions under the Equity Educational Land-Grant Status Act of 1994 (7 U.S.C. 301 note, as amended). 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. The eligible 1994 Land-Grant Colleges and Universities are:

Aaniiih Nakoda College	Bay Mills Community College
Blackfeet Community College	Cankdeska Cikana Community College
Chief Dull Knife College	College of the Menominee Nation
College of the Muscogee Nation	Dine' College
Fond du Lac Tribal and Community College	Fort Peck Community College
Haskell Indian Nations University	Ilisagvik College
Institute of American Indian Arts	Keweenaw Bay Ojibwa Community College
Lac Courte Oreilles Ojibwa Community College	Leech Lake Tribal College
Little Big Horn College	Little Priest Tribal College
Navajo Technical University	Nebraska Indian Community College
Northwest Indian College	Nueta Hidatsa Sahnish College
Oglala Lakota College	Saginaw Chippewa Tribal College
Salish Kootenai College	Sinte Gleska University
Sisseton Wahpeton College	Sitting Bull College
Southwest Indian Polytechnic Institute	Stone Child College
Tohono O'odham Community College	Turtle Mountain Community College
United Tribes Technical College	White Earth Tribal and Community College

B. Cost Sharing or Matching

NIFA does not require matching support for this program and matching resources will not be factored into the review process as evaluation criteria.

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. NIFA urges 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, NIFA recommends 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-TCRGP-006224

    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

> 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. <u>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.</u> 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. NIFA 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. EST, excluding federal holidays.

1. <u>SF 424 R&R Cover Sheet</u>

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 TCRGP. See Part V. 4.7 of NIFA Grants.gov Application Guide for further instructions and a link to a suggested template.

The Project Summary:

- ❖ Should not exceed one page;
- ❖ Must state the type of application (new or resubmission);
- ❖ **Must state the project research option (New Discovery OR Capacity Building and if Capacity Building, the choice - Student, Applied Faculty/Community or Pathways**);
- ❖ Must indicate the science subject areas to be addressed;
- ❖ Must include the names of research collaborators including PDs, Co-PDs, and
- ❖ Must include the title of the project – should be descriptive of the work to be undertaken

Expected Outcomes – PDF Attachment to 'Field 12'

Complete this table with the heading "Expected Outcomes" and name the file "ExpectedOutcomes.pdf. Please use a format, similar to what is provided below, to submit expected impacts. If outcome does not apply, indicate with a "NA".

Primary Project Function: (Choose one)			
EDUCATION: ☐	EXTENSION : ☐	RESEARCH: ☐	
Total expected impact during entire grant period			Expected Number
1. Number of farmers/community members to be served, for example, provided with training and/or new information regarding markets, technology, production practices, etc.			
2. Number of products to be developed for the education and training of students through grant funds during the project period			

2-A. curricula, academic programs	
2-B. recruitment/retention programs	
2-C. teaching or educational materials, distance education capability, experiential learning opportunities	
3. Number of faculty supported by this grant for professional development during the grant period: participation in sabbaticals, workshops, conferences, etc.	
4. 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).	
5. Number of <u>male</u> students to be directly supported by this grant (i.e., scholarships, fellowships, assistantships, internships included as a cost in your project budget) for undergraduate or post-graduate education	
6. Number of underrepresented[1] <u>male</u> students to be supported during the grant period (Provide the best estimate based on past experience)	
7. Number of <u>female</u> students to be directly supported by this grant (i.e., scholarships, fellowships, assistantships, internships included as a cost in your project budget) for undergraduate or post-graduate education	
8. Number of underrepresented[1] <u>female</u> students to be supported during the grant period (Provide the best estimate based on past experience)	
9. Number of students supported by this grant (i.e., scholarships, fellowships, assistantships) who are pursuing their degree	
9-A. Two year or other certificates	
9-B. Undergraduate or other 4 year degrees	
9-C. Master's degree	
9-D. Ph.D. degree	
9-E. Postdoctoral training	
10. Number of students who will be supported by this grant on an internship or other experiential learning opportunity	
10-A. Domestic experiences, with a government or non-governmental organization that is not affiliated with your university	
10-B. International experiences, including study abroad, educational travel longer than a month, etc.	

[1]underrepresented = those whose representation among food and agricultural professionals 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 (e.g. the U.S. Department of Education's Digest of Education Statistics, U.S. Department of Agriculture's Food and Agricultural Education Information Systems, etc.).

Note
1. Please provide your best estimate based on past experiences, graduation rates, retention rates, etc.
2. Number of underrepresented students to be supported during the grant period (questions #6 and #8) should be less than or equal to total number of students supported by the grant (questions #5 and #7).
3. Response to question #9 should be the sum of 9-A through 9-E.
4. Response to question #10 should be the sum of 10-A and 10-B.

b. Field 8. Project Narrative.

For New Discovery, the project narrative shall not exceed **13 pages** of written text with up to two additional pages for supporting documentation. Applicants must ensure that page limit is not exceeded after converting to PDF format. The project narrative must include all of the following:

Introduction:

- Overall research objective of the institution consistent with a strategic plan or business plan of the 1994 or the department or college within which research is to be conducted:

- Hypothesis to be tested or discovery statement to be addressed:

- Summarize the body of knowledge or other past activities that substantiate the need for the proposed project and include any pertinent preliminary data/information;

- The role of stakeholders in problem identification and planning;

- The enhancement this funded project will add to the research capacity of the institution;

- Response to Previous Review – for re-submitting applicants only: Briefly discuss how the new proposal addresses the previous peer review panel summary comments.

Goals and Objectives: Include a statement(s) of specific aims of the proposed effort in clear, concise, complete, and logically arranged terms.

Methodology: Explicitly state the procedures or methodology that will be used in the proposed project. This section should include but not necessarily be limited to, descriptions of:

- ❖ Research expertise and background of the PD and Co-PDs and relevance to project;
- ❖ Proposed project activities, listed sequentially in a time-line format;
- ❖ Research methodology that includes the experimental design techniques;
- ❖ Instrumentation to be used including evidence that measurements and data collection protocols will be taught and followed;
- ❖ How an Institutional Review Board (IRB) approval will be obtained – if applicable
- ❖ Indicate how data will be analyzed or interpreted;
- ❖ Role to be played by the collaborating institution (s);
- ❖ Discussion of possible limitations of the proposed procedures, obstacles or unintended issues and how they will be addressed;
- ❖ Evaluation plan that includes possible evaluators and their experience with tribal research evaluations; and
- ❖ Plans to communicate results to stakeholders, communities and the public;
- ❖ A separate paragraph that contains a 'student research plan' outlining the expected benefit to the students, how many to be recruited, specific training to be undertaken and any mentoring roles of the 1994 or collaborating faculty staff.

Project Timetable: The proposal should outline all important phases as a function of time, year by year, for the entire project.

Project Narrative for Capacity Building Research Option (Not Pathways):

The Capacity Building Research Project Narrative (not Pathways) shall not exceed **10 pages** of written text with up to two additional pages for supporting documentation. Applicants must ensure that page limit is not exceeded after converting to PDF format. **NOTE: Pathways applications will follow an abbreviated narrative in a separate section.**

❖ **Introduction:**
- Indicate the type of Capacity Building Research Project being applied for – Student, or Applied Faculty/Community;
- Provide a quantitative measure of the level of current research capability for your 1994 institution such as the number of research grants awarded in past three years, number of faculty with research experience, whether there is an institution research plan, etc.
- Indicate how this award might increase or improve on the institutional capability to conduct research and its value to the students, faculty and tribal community;

❖ **Project Goals and Objectives:**

- State the overall goal for this proposed project – not more than two sentences;
- Formulate the Research objective in terms of a hypothesis, or subject of inquiry or an existing state to be tested or improved upon.

❖ **Methodology:**

- Identify research stakeholders and how their input will be collected and utilized;
- Discuss the scientific backgrounds of the principal personnel including those from the cooperating institution:
- Proposed project activities, listed sequentially in a time-line format;
- Indicate any experimental design or methods that will be used:
- List the instruments to be used and the data collection to be employed:
- Indicate how data will be analyzed, interpreted and evaluated;
- Role to be played by the collaborating institution (s) and level of partnership that currently exists and how this will change because of this project;
- Include a student component, discuss the number and role of students in this project;
- Plans to communicate results to stakeholders, communities and the public.

Project Narrative for Capacity Building Research Option (Pathways):

The Capacity Building Research Pathways Project Narrative shall not exceed **8 pages** of written text with up to two additional pages for supporting documentation. Applicants must ensure that page limit is not exceeded after converting to PDF format.

❖ **Introduction**:
Provide a quantitative measure of the level of current research capability for your 1994 institution such as the number of research grants awarded in past three years, number of faculty with research experience, whether there is an institution research plan, etc.

- Indicate how this award might increase or improve on the institutional capability to conduct research and its value to the students, faculty and tribal community.

❖ **Methodology**:

- Identify strategies to be used to build capacity, such as networking with other research institutions, conducting assessments, surveying stakeholders or obtaining faculty training;
- If project will involve travel to other research institutions describe what faculty expect to learn from these visits;
- For each strategy applied provide details on how the activity will be conducted and how it will contribute to the main goal of building research capacity;
- Include a two-year time-line showing how this activity will lead to a research application to TCRGP or other research opportunity.

c. 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. Remember to also attach your expected outcome forms and any letters of support.

- Summary of Expected Outcomes as PDF - **ExpectedOutcomes.pdf**
- Collaborative Agreement – between each institution and signed by respective ARs.
- Signed letter of support from the Tribal government or department.
- Felony Convictions and Tax Delinquent Status form.
- Response to previous review – PDF Attachment. 1 page limit.
- Logic model if applicable.

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. However, NIFA strongly applicants to provide the requested information to help NIFA identify and address any inequities based on gender, race, ethnicity, or disability of its proposed PDs/PIs and co-PDs/PIs. Information not submitted will seriously undermine the statistical validity, and therefore the usefulness, of information received from others. The information you submit will be kept confidential and will be used only for tracking and statistical purposes necessary to meet the demands of the agency and will not be part of the review process.

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.

- ❖ Applicants must submit a budget for all years of the grant award (either two or three years) including a cumulative budget.
- ❖ Applicants must also include a budget narrative explaining budget line items.
- ❖ Applicants must include separate budget pages for sub-awards to collaborating institutions for all years of the award including a cumulative budget.
- ❖ Sub-awards must also include a budget narrative.
- ❖ The 1994 Land-Grant must retain 70 percent of the total grant award.
- ❖ Use this on-line tutorial to answer budget questions:
  http://nifa-connect.nifa.usda.gov/budget/
- ❖ Budget amounts must follow the amounts indicated in the type of Research Option:

  - New Discovery Research - $200,000 or $220,000 for enhanced student participation
  - Applied Faculty/Community Research - $95,000
  - Student Research - $60,000
  - Research Pathways Capacity Building Research - $60,000

Indirect Costs are allowed for this grant. For further information and instructions regarding indirect costs, refer to Part V, section 7.9 of the NIFA Grants.gov Application Guide. Sub-award indirect and direct costs should be delineated and included in the collaborative agreement. 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 (TCRGP) and the program code (ZY). 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 the checklist should be used to verify application completeness, the application should be checked for the following required item(s). This is not an exhaustive list of required items; it only serves to highlight items that may be overlooked. The list includes:

- ❖ A cooperative agreement between the 1994 Land-Grant and a required research collaborator. The agreement must be signed by the Authorized Representative (AR) of both institutions.

- ❖ An Expected Impact Table found in the summary portion of this RFA
- ❖ A letter of support by a tribal representative that the tribe understands the nature of any research to be conducted on tribal lands and concurs with this project's activities and locations of study
- ❖ An IRB or an IRB exemption for human subject studies
- ❖ An animal welfare certification if required (IACUC)
- ❖ Standard new application documentation including: Forms available at http://nifa.usda.gov/resource/application-support-templates
  - o For each project director and co-PD
    - ▪ A conflict of interest form
    - ▪ Current CV or resume
    - ▪ Current and pending form
  - o Felony and Tax Delinquent Form
- ❖ A budget and budget narrative for each year of the project as well as a cumulative budget for both the 1994 Institution and the Collaborating institutions receiving funding

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 March 28, 2017**. 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. Should your application be delayed for technical reasons you will need this documentation to avoid late application penalties.

> Grants.gov Help
> 1-800-518-4726
> 24/7 except on federal holidays
> support@grants.gov
> http://www.grants.gov/web/grants/support.html

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 24-hours 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.**

The Grants.gov application tracker can alert you to matters that may cause your application not reach NIFA. Using the tracker allows you to identify and address issues with your application.

D. Funding Restrictions

The following costs, although this list **is not** all-inclusive, are not permitted:

• Entertainment;
• Meals (except when provided to maintain the continuity of a meeting);
• Tickets to shows or sporting events;
• Alcoholic beverages;
• Costs associated with banquets and award ceremonies;
• Incentives.

Indirect costs for 1994 Land-Grants:

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. 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 webpage at http://nifa.usda.gov/indirect-costs for indirect cost options.

You should follow the example(s) found at:
http://nifa.usda.gov/business/indirect_cost_process.html for information regarding this process. You may elect not to charge indirect costs and, instead, use all grant funds for direct costs. If indirect costs are not charged, the phrase "None requested" should be written in this space."

Special Notice Regarding Indirect Costs for Grantees and Subcontractors

All 1994 Institutions must have a valid IDC rate agreement to receive indirect costs. Applicants may obtain an IDC rate agreement from the U.S. Department Health and Human Service. In most cases, first time applicants are encouraged to check with their business office as their institution typically has an IDC rate agreement already in place.

Special Notice for partnership requirement—Distribution of Funds

The 1994 Land-Grant must retain at least 70 percent of the grant award funds.

Special Notice regarding construction and investment

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 space; or the 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 200, 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. However, requests to use grant funds for such purposes must demonstrate that the work is essential to achieving the major purpose of the project. Grant funds may not be used for endowment investing.

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

Each application is evaluated in a two-part process. First, applications are screened to ensure it meets the administrative requirements as set forth in this RFA. Second, a peer review panel will evaluate and rank applications for technical merit.

Reviewers are selected based upon the following criteria.
- Level of relevant scientific and technical expertise or experience;
- Familiarity with academics in 1994 institutions, Traditional Ecological Knowledge, food and agricultural issues in Indian Country and institutional capacity building;
- A diversity of scientific, tribal, institutional, regional and private/public sector expertise and experience;
- Ability and willingness to be collaborative, impartial and confidential reviewers who understand the value of public institutions to the general public and local communities.

After each peer review panel has finalized the application ranking and the signed summary reports, TCRGP program staff will make the award recommendations from currently available program funds or be declined due to insufficient funds or unfavorable review.

TCRGP may, based on peer review recommendations, request an application revision as a condition of funding (e.g., reductions in the scope of work, funding level, period, or method of support, etc.).

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

B. Evaluation Criteria

Applications will be evaluated by the peer review panel based on the evaluation criteria below:

New Discovery – Evaluation Criteria Point Scale:

Criteria	Points
Introduction	10
Goal and Objective of the Research	10
Methods	30
Research Capacity Enhancement	10
Level of Student Involvement	10
Project Evaluation Plan	10
Appropriateness of Budget to the Proposed Activities	15
Quality of Application and Clarity of Writing	5

Questions pertaining to the Evaluation Criteria:

1. Introduction:
- Is the research plan integrated into a Land-Grant Mission or college strategic plan?
- Is there a hypothesis or statement of inquiry to be tested?
- Is the hypothesis or statement appropriate to the level of research proposed?
- Has stakeholder input been sought out and utilized?

2. Goals and Objectives or the Research:
- Are there clear, concise and relevant goal and objective statements?

3. Methods:
- Is there evidence of appropriate scientific rigor?
- Is there a clear and complete timeline?
- Is the experimental design adequately thought out and explained?
- Is the project adequately researched with appropriate references and citations?
- Are the data collection protocols, method of analysis adequately explained?
- Does the application treat instrumentation, protocols and training to be employed?
- Is there a plan to communicate results to stakeholders, the Reservation or Tribe and the general public?
- Does the application anticipate any difficulties or barriers and provide plans to address these situations?
- If conducted as presented, does the project appear to have a likelihood of being completed and resulting in useful information?

4. Research Capacity Enhancement:
- Is there a statement on probability of capacity enhancement at the 1994?
- Is it reasonable and likely to be achieved?
- Is there evidence of a qualifying research collaborator and a signed agreement?
- Tribal or Reservation government signed letter of support?

5. Level of Student Involvement:
- Is there an indication of substantive student involvement?
- Number of students and methods of recruitment indicated?

6. Project Evaluation Plan:
- Is there an evaluation plan and funds to support the plan?
- Is the evaluation methodology appropriate and data-based?
- Are impacts anticipated and quantitative metrics indicated?

7. Appropriateness of Budget to the Proposed Activities:
- Does the proposed budget support the planned activities?
- Is the budget complete, clear and free of errors?
- Are there line items that appear to be out of line with conducting the research?

8. Quality of Application and Clarity of Writing:
- Is the application well organized and free of errors?
- Are the required forms included, signed and complete?

Capacity Building Option – Evaluation Criteria Point Scale:

Criteria	Points
Introduction	15
Research Goals and Objectives	10
Methodology	30
Research Capacity Enhancement	10
Project Evaluation Plan	10
Appropriateness of Budget to the Proposed Activities	15
Quality of Application and Clarity of Writing	5
Student Plan	5

1. **Introduction:**
   - Is the Research option and type (Student, Applied Faculty/Community or Pathways) indicated?
   - Is there a quantitative level of research capability indicated?
   - Is the plan integrated into a Land-Grant Mission or the comparative advantage of the institution?
   - Has it been adequately shown how the proposed project will lead to increased research capacity?

2. **Project Goals and Objectives:**
   - Are there clear, concise and relevant goal and objective statements?

3. **Methodology:**
   - Is there evidence of a clear research or research capacity building plan?
   - Is there a clear and complete timeline?
   - Does the individual student project show evidence of an experimental design?
   - Will there be adequate project researched with appropriate references and citations?
   - Are the data collection protocols, method of analysis adequately explained?
   - Does the application treat instrumentation, protocols and training to be employed?
   - Is there a plan to have students communicate their projects and results?
   - Is there evidence of a qualifying partnership?
   - Is there adequate documentation of partnership as required in the RFA?

4. **Research Capacity Enhancement:**

- Is there a statement on probability of capacity enhancement at the 1994?
- Is it reasonable and likely to be achieved?

5. Project Evaluation:
- Is the evaluation methodology appropriate and data-based?
- Are impacts anticipated and quantitative metrics indicated?
- Is there an evaluation plan and funds to support the plan?

6. Appropriate Budget:
- Does the proposed budget support the planned activities?
- Is the budget complete, clear and free of errors?
- Are there line items that appear to be out of line with conducting the research?

7. Quality of Application:
- Is the application well organized and free of errors?
- Are the required forms included, signed and complete?

8. Student Plan:
- Does the application contain a plan to raise the level of research experience of students?
- Does the plan appear to be reasonable?
- Is there evidence that applicant (PD) has researched undergraduate research best practices?
- Is there evidence that students can be recruited and will participate?

C. Conflicts of Interest and Confidentiality

During the peer evaluation process, NIFA takes 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 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. NIFA 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 TCRGP 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

Every funding opportunity within this grant is required expected to comply with research ethics.

Refer to Part II, E 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. Be sure to include the number of students and community member benefitting from this project as part of your annual reporting.

PART VII—AGENCY CONTACT

Applicants and other interested parties are encouraged to contact:

Programmatic Contact –

Tim Grosser
Title: National Program Leader
Unit: Division of Community and Education
Phone: 202-690-0402
Email: tgrosser@nifa.usda.gov

Administrative/Business Contact –

Susan Bowman
Title: Branch Chief
Unit: Awards Management Division
Location: 2240 Waterfront Centre
Full Address and Directions
Phone: (202) 720 - 2082
Fax: (202) 401-6271
Email: sbowman@nifa.usda.gov

PART VIII—OTHER INFORMATION

A. Use of Funds; Changes

1. <u>Delegation of Fiscal Responsibility</u>

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. <u>Changes in Budget or Project Plans</u>

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. NIFA 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.

E. Materials Available on the Internet

Information about the TCRGP can be find on the NIFA website at:
https://nifa.usda.gov/program/tribal-college-research-grant-program

In addition, this page can give you insights on application preparation:
https://nifa.usda.gov/resource/tribal-applicant-information

Finally, this page has some of the required forms when submitting applications to NIFA.
https://nifa.usda.gov/resource/application-support-templates
Here you will find a summary template, conflict of interest and current and pending support forms. All are necessary to file a successful application.