

# Tribal Colleges Education Equity Grants Program

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## *FY 2018 Request for Applications (RFA)*

**APPLICATION DEADLINE: May 18, 2018 by 5:00 pm Eastern Time**

**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**

**Tribal Colleges Education Equity Grants Program (TCEG)**

**INITIAL ANNOUNCEMENT**

**CATALOG OF FEDERAL DOMESTIC ASSISTANCE:** This program is listed in the Catalog of Federal Domestic Assistance under 10.221.

**DATES:** Applications must be received by **5 p.m. Eastern Time** on May 18, 2018. 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 Tribal Colleges Education Equity Grants Program (TCEG) RFA.

**EXECUTIVE SUMMARY:** NIFA requests applications for the TCEG Program for fiscal year (FY) 2018 to promote post-secondary education at the 1994 Land-grant Institutions (1994s) and increase educational opportunities for American Indians. The anticipated amount available for this grant in FY 2018 is approximately \$3.4 million. This RFA is being released prior to the passage of an appropriations act for FY 2018. 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 TCEG projects, deadline dates, funding information, eligibility criteria for projects and applicants, and application forms and associated instructions needed to apply for a TCEG grant.

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

### **A. Legislative Authority**

Authority for this program is contained in the Equity in Educational Land-Grant Status Act of 1994 (7 U.S.C. 301 note) as amended by the Agricultural Research, Extension, and Education Reform Act of 1998 (7 U.S.C. 7601 note). Under this authority, appropriated funds are to be awarded to the 1994s for Education capacity building and funds are to be distributed equally among institutions that meet eligibility requirements.

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

TCEG directly aligns with the:

- 2018-2022 [USDA Strategic](#) Goal #2
- [2016 Research, Economics, and Education Action Plan](#) Strategic Goal #6
- [2014-2018 NIFA Strategic Plan](#), Strategic Goal #1 Science - Sub-goal 1.7

TCEG is a formula program that is designed to help build education capacity in the food, agricultural, natural resource and human (FANH) sciences for American Indian students. This RFA will begin a new four-year continuation funding cycle. Priorities are for this RFA are:

- 1) Curricula design and materials development
- 2) Faculty development and teacher preparation
- 3) Student experiential learning
- 4) Equipment and instrumentation for teaching
- 5) Student recruitment and retention
- 6) Instruction delivery systems and strategic partnerships

TCEG also focuses on development of leadership skills, knowledge, and qualities that are necessary to prepare students for agricultural and related careers in the private sector, government, and academia. TCEG 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.

**C. Program Area Description:**

<b>Program Code –</b>	<b>KX</b>
<b>Program Code Name –</b>	<b>TCEG</b>
<b>CFDA --</b>	<b>10.221</b>
<b>Grant Types</b>	<b>Regular Grant</b>
<b>Project Types –</b>	<b>Education/Teaching Projects</b>
<b>Number of Applications --</b>	<b>One per 1994 Institution</b>
<b>Award Amount --</b>	<b>\$101,147 per Institution</b>

## **PART II—AWARD INFORMATION**

### **A. Available Funding**

The anticipated amount available for a TCEG in FY 2018 is approximately \$3.4 million. This RFA is being released prior to a passage of an appropriations act for FY 2018. 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 2018, you may only submit a new application to the TCEG Program.

**New application.** This is a project application that has not been previously submitted to the TCEG 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. NIFA's TCEG will issue new awards on a four-year continuation basis. A continuation award is an award instrument by which NIFA agrees to support a specified level of effort for a predetermined period of time with a statement of intention to provide additional support at a future date, provided that performance has been satisfactory, appropriations are available for this purpose, and continued support would be in the best interest of the federal government and the public.

### **C. Project and Grant Types**

**Grant Types:** The following is a list of available grant types under this RFA.

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.

**Project Types:** The following is a list of project types under this RFA.

1. Education/Teaching Projects

An education project or teaching project should develop human capital in order to help meet current and future national food, agricultural, natural resources, and human sciences (FANH) sciences workplace needs. Examples of relevant activities under this project type include (but are not limited to) the following: formal classroom instruction, laboratory instruction, and practicum experience in the food and agricultural sciences and other related matters such as faculty development, student recruitment and services, curriculum development, instructional materials and equipment, and innovative teaching methodologies.

The applications for Education/Teaching Projects must address one or more of the following need areas:

- 1) Curricula design and materials development
- 2) Faculty development and teacher preparation
- 3) Student experiential learning
- 4) Equipment and instrumentation for teaching
- 5) Student recruitment and retention
- 6) Instruction delivery systems and strategic partnerships

See the Request for Applications for a detailed description of each need area.

Education/Teaching Projects may include any of the following activities:

- Institutional capacity building through faculty development and instructional delivery programs for K-12 and higher education instructors. Educational activities may include curriculum and instructional materials development. Externship opportunities that allow teachers to learn about industry environments and expectations for entry level workers; and opportunities to learn modern pedagogy and innovative teaching methodologies.
- Facilitating interaction with other academic institutions to maximize the use of resources supporting outstanding education in the FANH sciences, such as linkages between baccalaureate degree granting institutions, secondary, and/or 2-year postsecondary institutions to make instruction targeted at undergraduate students available to secondary students as advanced placement credit or as transfer credit from associate - degree programs into baccalaureate - level programs.

- Experiential learning for students enrolled in Associate, Baccalaureate, Masters and Ph.D. degree programs. Experiential learning component must address one or two of the following key actions:
  - Research/extension internships for undergraduate students new to food, agriculture, natural resources and/or human sciences. Students new to food, agriculture, natural resources and human sciences may include freshman enrolled in food and agricultural sciences; and sophomores, juniors, or seniors enrolled in non-agricultural majors;
  - Graduate and postdoctoral students actively engaged in the scholarship of the research/extension projects, including in activities such as internships, externships, and clinics;
  - Recruitment and retention of underrepresented college students, including targeted recruitment, mentoring and experiential learning opportunities;
  - Student study abroad and international research opportunities relevant to overall program goals for U.S. agriculture.

Educational activities must show direct alignment with one of the following.

- Increasing the number of graduates with the necessary technical skills for entry-level positions in food, agriculture, natural resources and human sciences;
- Improving the technical competencies needed for the workforce to ensure that U.S. agriculture remains globally competitive.
- Enhancing the diversity of the workforce in food, agriculture, natural resources and human sciences.

Note that routine use of graduate and postdoctoral students as personnel on research projects is not considered education for the purposes of this program. Only students actively engaged in the scholarship of the research/extension projects are considered as education. Actively engaged students could contribute to presentations, articles, posters, and other expressions of scholarship that reflect their own work on the PD's project.

The activities for Education Projects must show direct alignment with increasing technical competency in priority area(s) to ensure that the U.S. remains globally competitive in the knowledge age.

## **PART III—ELIGIBILITY INFORMATION**

### **A. Eligible Applicants**

Applications may only be submitted by the following 1994s. 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.

Aaniiih Nakoda College  
Blackfeet Community College  
Chief Dull Knife College  
College of the Muscogee Nation  
Fond du Lac Tribal and Community College  
Haskell Indian Nations University  
Institute of American Indian Arts  
Institute of American Indian Arts  
Lac Courte Oreilles Ojibwa Community  
College  
Little Big Horn College  
Navajo Technical University  
Northwest Indian College  
Oglala Lakota College  
Salish Kootenai College  
Sisseton Wahpeton College  
Southwestern Indian Polytechnic Institute  
Tohono O’odham Community College  
United Tribes Technical College

Bay Mills Community College  
Cankdeska Cikana Community College  
College of the Menominee Nation  
Dine’ College  
Fort Peck Community College  
Ilisagvik College  
Keweenaw Bay Ojibwa Community College  
Leech Lake Tribal College  
Little Priest Tribal College  
Nebraska Indian Community College  
Nueta Hidatsa Sahnish College  
Saginaw Chippewa Tribal College  
Sinte Gleska University  
Sitting Bull College  
Stone Child College  
Turtle Mountain Community 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. 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 where appropriate

#### **Funding Opportunity Number: USDA-NIFA-TCEG-006541**

Click “Search.” On the displayed page, click the corresponding link to continue. 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 (<https://www.grants.gov/web/grants/support.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**

Electronic applications are to be prepared 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 2.17 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 TCEG. See Part V. 4.7 of NIFA Grants.gov Application Guide for further instructions and a link to a suggested template.

Specifications are as follows:

- The summary is not to exceed 250 words
- Include the title of the project
- Include the names and affiliated organizations of all PDs and Co-PDs

The summary shall focus on goals, strategies, and anticipated project outcomes.

**b. Field 8. Project Narrative.**

NOTE: The Project Narrative shall not exceed ten pages of written text and up to two additional pages for figures and tables. We have established this maximum (12 pages) to ensure fair and equitable competition. The Project Narrative must include all of the following:

Four-year Plan of Work: Indicate the specific goals and objectives of your plan to build education capacity at your institution and how you will measure the success of this plan after four years. Indicate which areas of the FANH sciences you will focus on. Specifically, address the following:

- Provide a review of the past four years of your Equity program. Discuss successful strategies and how this new Equity program will build upon those strategies. If changes need to be made, discuss what did not work well and why.
- Explain which of the six priority areas or combination of priority areas the Equity program will focus on (see Part 1, B, Purpose and Priorities). If multiple areas, indicate how they will relate to the overall Equity goal.

- Include a four-year timeline of activities with specific detail on the first year. The timeline can be in a table format and should include completion dates and faculty, staff or students responsible for implementing the activities.
- Explain what criterion you will use to select students and how the program addresses their needs. Indicate what degree programs will be targeted and how this will lead students to pursue advanced degrees or acquire jobs. Indicate how leadership, critical thinking, and problem solving will be fostered.
- Indicate the specific education strategies that will be employed such as mentoring, tutoring, internships, visiting scholars, experiential learning, distance education, etc.
- Explain how this program will fit into the college strategic or business plan and how it will build sustainable educational capacity.
- Explain how students in the Equity program will be involved with the larger land-grant program areas of tribal extension and research.
- Develop a plan for how this four-year program will be assessed and identify the indicators of success and the quantitative and qualitative measures to be used.

**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.

- One-Page Stakeholder Input Plan (PDF Attachment)  
Make the heading “Stakeholder Plan”. Save the file as “StakeholderPlan.”
- Expected Outcomes – PDF Attachment. Title the attachment “Expected Outcomes” in the document header and save file as “ExpectedOutcomes.”
- [Felony Convictions and Tax Delinquent Status form](#)
- Each project director and co-project director must have
  - A resume or biography
  - A current and pending support form
  - A conflict of interest form
- Many of these forms are found at <https://nifa.usda.gov/resource/application-support-templates>.

**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.

**For the 4 year grant cycle beginning in 2018, applicants should request \$101,147.**

The final amount may change, depending on available program funds. Budgets may need to be revised depending on the final amount of the recommended award.

Under this program, institutions may claim their official negotiated indirect cost rate or up to 30 percent of total direct costs, whichever is lower.

Remember:

- Your application must include a budget for all four years of the grant and a cumulative budget of all four years.
- All applications must include a budget narrative to justify budget items for all four years.
- All sub-awards must include a budget and budget narrative for each year they are part of the grant and a cumulative budget.

Use this on-line tutorial to answer budget questions: <http://nifa-connect.nifa.usda.gov/budget>

## **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.

1. **Field 2. Program to which you are applying.** Enter the program code name (i.e., enter TCEG) and the program code (i.e., enter KX.) Note that accurate entry of the program code is very important for proper and timely processing of an application.
2. **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

**Instructions for submitting an application are included in Part IV, Section 1.5 of the NIFA Grants.gov Application Guide.**

Applications must be received by Grants.gov by **5 p.m. Eastern Time on May 18, 2018.** 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 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.**

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

Under this program, institutions may claim their official negotiated indirect cost rate or up to 30 percent of total direct costs, whichever is lower.

The following costs, although 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

Any expense not directly related to the program or project is considered unallowable. Examples include: child-care services, kitchen help hired to prepare refreshments and promotional or appreciation gifts such as clothing, coffee mugs, or bags.

Neither Tribal Colleges Research nor Extension Projects are supported under this program.

The uses of grant funds to plan, acquire or construct a building or facility is not allowed under this program.

With prior approval from the NIFA Authorized Departmental Officer, and in accordance with the cost principles set forth in 2 CFR 200, Subpart E - Cost Principles, , some grant funds may be used for minor alterations, renovations, or repairs deemed necessary to retrofit existing teaching spaces in order to carry out a funded project.

However, requests to use grant funds for such purposes must demonstrate that the alterations, renovations, or repairs are essential to achieving the major purpose of the project.

Equity grant funds may not be used for endowment investing.

#### **E. Other Submission Requirements**

**You should follow the submission requirements noted in Part IV, Section 1.5 in the document entitled “NIFA Grants.gov Application Guide.”**

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

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

### **A. General**

We evaluate each application in a 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;
- 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 TCEG will recommend that your project be approved for support from currently available funds or be declined due to insufficient funds or unfavorable review.

TCEG 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**

A reviewer's written evaluation entails two levels of assessment. First, the reviewer summarizes how well the application addressed each evaluation criterion. After the application has been assessed for strengths and weaknesses of each criterion, the reviewer then evaluates the overall likelihood that the project will have significant outcome and impact. These written reviews are used to begin panel discussions with other reviewers serving on the peer review panel. Through these discussions, peer review panelists come to consensus on the final rating and ranking of proposals. A complete description of NIFA's peer review process can be found at the NIFA website: [https://nifa.usda.gov/sites/default/files/resource/NIFA-Peer-Review-Process-for-Competitive-Grant-Applications\\_0.pdf](https://nifa.usda.gov/sites/default/files/resource/NIFA-Peer-Review-Process-for-Competitive-Grant-Applications_0.pdf).

We will use the evaluation criteria below listed in descending order of importance to review applications submitted in response to this RFA:

- Potential to give American Indians opportunities in the food and agricultural sciences
- Potential to build educational capacity at the 1994 Land Grant Institution
- Potential to increase the number of American Indian students in Bachelor Degree and Graduate programs
- Potential to increase the opportunity for employment of American Indian students
- Potential to build institutional capacity through a 4 year time line

## **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 TCEG 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>.

### **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, they will be identified in the award.

**Expected Outcomes – PDF Attachment.** Title the attachment “Expected Outcomes” in the document header and save file as “ExpectedOutcomes.” Please use a format, similar to what is provided below, to submit expected impacts and attach it as the last page of the application. This data will be requested when a grant is recommended for an award. A fillable version of this

document can be found at <https://nifa.usda.gov/resource/recommended-format-submitting-expected-impacts>

Primary Project Function: (Choose one)		
EDUCATION: <input type="checkbox"/>	EXTENSION : <input type="checkbox"/>	<input type="checkbox"/>
Total expected outcomes 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	
	a. curricula, academic programs	
	b. recruitment/retention programs	
	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 <sup>1</sup> <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 <sup>1</sup> <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	
	a. Two year or other certificates	
	b. Undergraduate or other 4 year degrees	
	c. Master's degree	
	d. Ph.D. degree	
	e. Postdoctoral training	
10.	Number of students who will be supported by this grant on an internship or other experiential learning opportunity	
	a. Domestic experiences, with a government or non-governmental organization that is not affiliated with your university	
	b. International experiences, including study abroad, educational travel longer than a month, etc.	

<sup>1</sup>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.

## **PART VII—AGENCY CONTACT**

Applicants and other interested parties are encouraged to contact:

Programmatic Contact –

Erin Riley

National Program Leader

Division of Community and Education

Institute of Youth, Family and Community

National Institute of Food and Agriculture

U.S. Department of Agriculture, Stop 2250

1400 Independence Avenue, SW, Washington, DC 20250

Phone: (202) 690-0402

Fax: 202-720-9366

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

Administrative/Business Contact –

Susan Bowman

Branch Chief

Awards Management Division

Office of Grants and Financial Management

National Institute of Food and Agriculture

U.S. Department of Agriculture, Stop 2299

1400 Independence Avenue, SW, Washington, DC 20250

Phone: (202) 720 - 2082

Fax: (202) 401-6271

Email: [sbowman@nifa.usda.gov](mailto:sbowman@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**

This program is not subject to the provisions of 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**

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**

Tribal Equity program information is made available on the NIFA website at <https://nifa.usda.gov/program/tribal-equity-grants-program>

In addition, the tribal portfolio support page may have material that will be helpful to applicants. <https://nifa.usda.gov/program/nifa-tribal-programs>