

Hispanic-Serving Institutions Education Grants Program

Fiscal Year (FY) 2019 Request for Applications (RFA)

MODIFIED: Page 5 (March 20, 2019)

APPLICATION DEADLINES:

Regular:	May 15, 2019
Collaboration:	May 16, 2019
Conference:	May 16, 2019

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

HISPANIC-SERVING INSTITUTIONS EDUCATION GRANTS PROGRAM

INITIAL ANNOUNCEMENT

CATALOG OF FEDERAL DOMESTIC ASSISTANCE: This program is listed in the Assistance Listings under the Catalog of Federal Domestic Assistance number 10.223.

DATES: All **Regular** applications must be received by **5:00 p.m. Eastern Time** May 15, 2019. All **Collaboration** applications must be received by 5:00 p.m. Eastern on May 16, 2019. All **Conference** grant applications must be received by 5:00 p.m. Eastern Time on May 16, 2019. Applications received after this deadline will normally not be considered for funding (see Part IV, C of this RFA). 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 regarding this request for applications (RFA) within six months from the issuance 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 Hispanic-Serving Institutions Education Grants Program RFA.

EXECUTIVE SUMMARY: NIFA requests applications for the Hispanic-Serving Institutions (HSI) Education Grants Program for fiscal year (FY) 2019 to promote and strengthen the ability of HSIs to carry out higher education programs that attract, retain, and graduate outstanding students capable of enhancing the nation's food, agriculture, natural resources, and human sciences professional and scientific work force.

The anticipated amount available for grants in FY 2019 is approximately \$8.8 million. Of this amount, approximately \$3.25 million will be used to fund previous projects funded via continuations. The remaining \$5.55 million will be available for new projects under this RFA.

This notice identifies the objectives for the **Hispanic-Serving Institutions (HSI) Education Grants Program** and associated grant deadline dates, funding information, eligibility criteria for projects and applicants, and application instructions and forms needed to apply to the **HSI** Education Grants Program.

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PART I—FUNDING OPPORTUNITY DESCRIPTION

A. Legislative Authority

Section 1455 of National Agricultural Research, Extension, and Teaching Policy Act of 1977 (NARETPA), reauthorized by section 7121 of the Agricultural Improvement Act of 2018, provides the Secretary of Agriculture with the authority to make competitive grants to Hispanic-Serving Institutions for the purpose of promoting and strengthening their ability to carry out education, applied research, and community development programs. This program is administered under the provisions of section 1455 of NARETPA (7 U.S.C. 3241) pursuant to section 815 of Public Law 104-127 and Public Law 110-246.

Per section 7128 of the Food, Conservation, and Energy Act of 2008 (Pub. L. 110-246), projects and activities funded under this program are no longer required to be part of a consortia of Hispanic-Serving Institutions to be supported by the grant.

B. Purpose and Priorities

The purpose of the HSI Education Grants Program is to encourage innovative teaching or education proposals with potential to impact and become models for other institutions that serve underrepresented students, at the regional or national level. Projects supported by this program:

1. Attract and support undergraduate and graduate students from underrepresented groups in order to prepare them for careers related to the food, agriculture, natural resources and human (FANH) sciences in the United States;
2. Enhance the quality of postsecondary instruction within the above disciplines;
3. Provide opportunities and access to FANH careers in the public and private sector; and
4. Align the efforts of HSIs and other non-profit organizations to support academic development and career attainment of underrepresented groups.

By supporting Innovative teaching and education, the HSI Program directly aligns with:

[2018-2022 USDA Strategic Plan](#), Strategic Goal #4 -- Facilitate Rural Prosperity and Economic Development; Objective 4.1: Expand rural business opportunity and rural quality of life with access to capital; improved infrastructure, broadband access and connectivity; and support for workforce availability.

Eligible institutions may propose projects in any discipline(s) or subject matter area(s) of the FANH sciences. More specific information on what is considered food, agriculture, natural resources and human sciences, and allowable program activities can be found on the webpage link listed under “Materials Available on the Internet” under section VIII, E of this solicitation.

Leadership Skills Development:

The development of leadership skills, knowledge, and qualities is necessary to prepare students for agricultural and related careers in the private sector, government, and academia. HSI

Education Grants Program teaching applications must demonstrably incorporate a leadership development component to equip students with technical and leadership abilities upon graduation.

Specific Leadership activities may include:

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

C. Program Area Description

Key Information:

Program Code – NJ

Program Code Name – Hispanic-Serving Institutions Education Grants Program (HSI)

Code of Federal Domestic Assistance- 10.223

Requested Project Types – Education/Teaching Projects

Requested Grant Types – Regular, Collaboration, and Conference Grants only

Table 1: Number of Applications Allowed per Institution

Grant Application Type	Maximum Number of Applications per Institution	Maximum Amount per Award	Submission Due Date (5:00 pm Eastern Time)
Regular	Open	\$250,000	May 15, 2019
Collaboration	2	\$1,000,000	May 16, 2019
Conference	2	\$50,000	May 16, 2019

Letter of Intent is not required for this program.

For FY 2019, an institution may not submit more than two Collaboration, and two Conference applications to this program, as a lead institution. There is no limit on the number of Regular application submitted by an institution.

For FY 2019 only two awards will be made to the same lead institution, with up to one being a Collaboration award. Conference awards are excluded from this award limitation.

In order to receive an award in FY 2019, the lead institution may not have more than five HSI-funded active awards as lead institution, excluding projects in No-Cost Extension status.

Program Area Contact – Dr. Irma Lawrence, (202)720-2082, ilawrence@nifa.usda.gov

The HSI Education Grants Program develops human capital relevant to the HSI goals listed above. The specific Educational Need Areas that support those goals are:

1. Curricula Design, Degree Programs, Materials Development, and Library Resources;
2. Faculty Preparation and Enhancement for Teaching;
3. Instruction Delivery Systems;
4. Scientific Instrumentation for Teaching;
5. Student Experiential Learning; and
6. Student Recruitment and Retention

More detailed information on these Educational Need Areas and participant eligibility can be found on the webpage link listed under “Materials Available on the Internet” under section VIII, E of this solicitation.

Disciplines:

The HSI program will support applications from any number of disciplines in the FANH sciences. More specific information on what is considered food, agriculture, natural resources and human sciences, and allowable program activities can be found on the webpage link listed under “Materials Available on the Internet” under section VIII, E of this solicitation. Other disciplines will be considered provided there is strong justification on their relationship with the agricultural enterprise.

Social and behavioral science disciplines:

Projects that integrate social and behavioral sciences with biological sciences to provide experiential learning opportunities for students in community development programs are encouraged. Incorporation of social and behavioral sciences is important for addressing many of the challenges facing agriculture and rural communities, such as increasing global demand for food production in the face of limited natural resources, improving health and reducing obesity by engaging in healthy diets, and alleviating poverty by fostering economic opportunity.

Applications may propose, as part of a formal education and teaching program, that students gain experience with applied research and extension outreach activity. Activities supported should better position the institution(s) involved to engage on its (their) role as a HSI and reach out to the current or potential underrepresented student population. Applicants must describe in the budget narrative how these funds will be allocated. Projects with budget requests exceeding the budgetary guidelines will not be reviewed.

PART II—AWARD INFORMATION

A. Available Funding

The anticipated amount available for grants in FY 2019 is approximately \$8.8 million. Of this amount, approximately \$3.25 million will be used to fund previous projects funded via continuations. The remaining \$5.55 million will be available for new projects.

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 2019, only new or resubmitted applications will be accepted.

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

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

C. Project and Grant Types

1. Project Types

In FY 2019, the HSI grant program will only accept Education/Teaching Projects. Single-function Education/Teaching Projects develop human capital relevant to overall program goals for U.S. agriculture. Projects should focus on developing skills necessary for entry- and mid-level technical employment or for entering graduate programs in FANH sciences.

2. Grant Types

There are three grant types for the HSI's Education Grants Program: Regular, Collaboration, and Conference grants.

a) Regular Grant:

The Regular Grants support targeted, original, scientific Education/Teaching Projects. Applicants would be eligible HSI institutions (two or 4-year independent branch campus, or branch institution of a State system) with project activities to be undertaken principally on behalf of and for the benefit of the lead HSI. Applicants may partner with other HSI or non-HSI without the requirement of sharing grant funds with other project partners. Grants will be funded at up to \$250,000 total for a period of up to four years. Regular project applicants may request additional funding (up to \$25,000) to provide financial assistance to one student beyond his/her participation in the project that will address this purpose for an award total of up to \$275,000.

Bridge grants, a subset of regular grants, may be available to enhance institutional capacity with the goal of strengthening the capacity of the applicant's education programs and the competitiveness of future grant applications. To be considered for a Bridge grant, applicant institutions must have not previously received HSI funds. Bridge applications will be reviewed and ranked with the rest of the regular grant applications and will be selected for funding by the review team based on their potential for enhancing agricultural education and the capacity of the applicant institution to be successful in future grant competitions. Awards made under this option will be funded at up to \$200,000 for a project period of four years.

b) Collaboration Grant:

Collaboration Grants for this program must be submitted by a group of two or more HSIs forming a linkage arrangement (please see Part VIII, Section E) for the purpose of carrying out common objective(s) on the group's behalf. The arrangement must be formed in order to promote and strengthen the institutional abilities to carry out higher education programs related to the FANH sciences.

Grants are designed to help institutions develop competitive projects, and to attract new students into careers in high-priority areas of national need. To ensure the cost-effectiveness of funded projects, the institutions will work together to graduate a minimum of fifteen undergraduate and ten graduate students from underrepresented groups in an Associate, Baccalaureate, MS or PhD degree program. Collaboration Grants will be funded up to \$1,000,000 total, for a project period of four years.

All partners must have a significant role in the collaboration and each institution's budget needs to be appropriate to support its activities. More information regarding partnership and allowed activities can be found under "Materials Available on the Internet" under section VIII, E of this solicitation.

c) Conference Grants:

Conference Grants support scientific meetings that bring together educators to identify research, education/teaching, and/or extension needs, update information, or advance an area of education/teaching. Individual conference grants must not exceed \$50,000 total for a project period of up to two years. Conference grants are not renewable. Indirect costs are not permitted on Conference Grant awards.

Applicants of regular, collaboration or conference grants are encouraged, but not required, to partner with a USDA agency in order to leverage resources and expertise to the proposed project.

Application Submission and Award Limitations

For FY 2019, an institution may not submit more than two Collaboration, and two Conference applications to this program, as a lead institution. There is no limit on the number of Regular application submitted by an institution.

For FY 2019 only two awards will be made to the same lead institution, with up to one being a Collaboration award. Conference awards are excluded from this award limitation.

In order to receive an award in FY 2019, the lead institution may not have more than five HSI-funded active awards as lead institution, excluding projects which are in “No-Cost Extension” status.

D. Responsible and Ethical Conduct of Research

In accordance with sections 2, 3, and 8 of 2 CFR Part 422, institutions that conduct USDA funded extramural research must foster an atmosphere conducive to research integrity, bear primary responsibility for prevention and detection of research misconduct, and maintain and effectively communicate and train their staff regarding policies and procedures. In the event an application to NIFA results in an award, the Authorized Representative (AR) assures, through acceptance of the award that the institution will comply with the above requirements. Award recipients shall, upon request, make available to NIFA the policies, procedures, and documentation to support the conduct of the training.

For information about the Responsible and Ethical Conduct of Research, see <https://nifa.usda.gov/responsible-and-ethical-conduct-research>.

The HSI program encourages (but does not require) projects that develop content suitable for delivery through eXtension (<https://extension.org>).

PART III—ELIGIBILITY INFORMATION

A. Eligible Applicants

Applications may only be submitted by Hispanic-Serving Institutions. To be considered an HSI, institutions must have a minimum of 25 percent undergraduate full-time Hispanic enrollment. Failure to meet an eligibility criterion by the application deadline may result in the application being excluded from consideration and, even though an application may be reviewed, will preclude NIFA from making an award.

For those new to Federal financial assistance, a [grants overview page](#) is available on the NIFA website. This page includes information about free Grants 101 Training and other resources that are highly recommended for those seeking an understanding of Federal awards.

B. Cost Sharing or Matching

The Agricultural Improvement Act of 2018 (Pub. L. 115-334) removed the matching requirements for some NIFA competitive grants imposed under the Agricultural Act of 2014 (Pub. L. 113-79). Therefore, there are changes to the matching requirement for some funds awarded in 2019.

For FY 2019, NIFA does not require matching support for the Hispanic-Serving Institutions Education Grants 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 <https://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) 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 <https://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 <https://www.grants.gov/web/grants/applicants/download-application-package.html> and enter the funding opportunity number where appropriate

Funding Opportunity Number: USDA-NIFA-HSI-006731.

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 move forms amongst different Grant Application Packages but you may ONLY submit an application 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

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:

1. Funding Opportunity Number (FON)
2. Name of agency you are applying to
3. 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:

1. Email: electronic@nifa.usda.gov
2. Phone: 202-401-5048
3. Business hours: Monday through Friday, 7 a.m. – 5 p.m. ET, excluding [federal holidays](#).

1. SF 424 R&R Cover Sheet

Information related to the questions on this form is dealt with in detail in Part V, 2 of the NIFA Grants.gov Application Guide. 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 is required for all applications and must not exceed 1 single spaced page (Times New Roman font size 12, Normal Margin). Applicants are encouraged to revisit the page numbers after converting the narrative to PDF format. A Project Summary/Abstract that exceeds this page limit requirement will not be accepted for review. See Part V. 4.7 of NIFA Grants.gov Application Guide for further instructions and a link to a suggested template.

The Summary shall include the following underlined text:

Project Title: Title character limit is 140 characters. Descriptive of the project.

Project Code: NJ

Project Director (and any) Co-Project Director(s) (include institutional affiliation for each)

Project's Degree Level:

Priority Need Area: (See Part I, B):

Educational Need Area: (See Part I, C):

Primary Discipline/Subject Matter: (the primary academic major focus of the project)

Partners: If Collaboration Project, list all partners that will share grant funding

Total Funds Requested: List by partner

Summary Text: Provide a very concise (approx. 250 word) summary of your project to include: Problem the project will address, number of intended beneficiaries and an impact statement in quantitative and qualitative terms.

b. Field 8. Project Narrative.

NOTE: The Project Narrative must not exceed 20 pages of written text double-spaced (Times New Roman font size 12, Normal Margin), and up to 5 additional pages for figures and tables. We have established this maximum (25 pages) to ensure fair and equitable competition. Text in tables could be presented single-spaced to facilitate clarity.

Applicants are encouraged to revisit the page numbers after converting the narrative into a PDF and make the necessary adjustments if the required page limit has been exceeded. Project narratives that exceed the page limit requirement will not be accepted for review.

The Narrative shall include all of the following five sections underlined and in bold font (A-E): The application shall provide appropriate metrics and describe the expected outputs and outcomes, and their potential impact on strengthening FANH education. Metrics to assess outputs and outcomes are to be clearly delineated in the proposal.

A. Potential for Advancing the Quality of Education; Significance of the Problem

NIFA's programs are intended to promote advances in the FANH sciences. If relevant to the overall goals of the program, applicants may include international partnerships or engagement activities. Applicants must clearly describe how the proposed international activities will support the objectives and desired domestic outcomes.

1. **Institutional Long-Range Goals.** Discuss how the project will contribute to the achievement of the institution's long-term (five- to ten-year) goals, explain how the project will help satisfy the institution's high priority objectives, or how the project is linked to and supported by the institution's strategic plan.
2. **Identification of Educational Problem(s) and Project Impact.** Clearly identify and explain how the proposed project will address at least one of the Educational Need Areas listed in Part I, C. Briefly explain the project's anticipated, overall impact on improving the quality of FANH sciences education and how it will advance the goals of the HSI Education Grants Program.
3. **Project Justification.** Clearly state the specific instructional problem or opportunity to be addressed. Describe how and by whom the focus and scope of the project were determined. Summarize the body of knowledge justifying the need for the proposed project. Discuss how the project will be of value at the State, regional, national, or international level(s). Describe any ongoing or recently completed significant activities related to the proposed project for which previous HSI funding was received under this program.
4. **Innovation.** Describe the application's creative approach to improving the quality of FANH sciences education, solving a higher education problem, or advancing educational equity.
5. **Multidisciplinary and/or Problem-based Focus.** Identify the Discipline(s) (described in Part I, C) supported. Discuss whether the project may be adapted by, or serve as a model for other institutions.

6. Level of Study. Include a table describing the expected number of students benefiting, from this project and the level of education such as associate, baccalaureate, master’s, or doctoral degrees at each of the institutions participating in the program. Please include in your project narrative a table similar to the one presented below to summarize the students supported by level of study.

Table 2: Number of Students Supported by Level of Study

Institutions Participating in the Project (1 to X)	K to 12	K-12 Teachers	Associate Arts/Associate in Science	Bachelor’s in Science	Master’s in Science	Doctoral Degree
Institution 1						
Institution 2						
Institution 3						
Institution 4						

B. Proposed Approach and Cooperative Linkages:

Objectives: Cite and discuss the specific performance objectives of the project. Indicate how they align with the HSI Education Grants Program objectives. Performance-based objectives should be used as they will inform the evaluation plan.

NOTE: You can use the ABCD method for creating a performance objective (Heinich, Molenda, Russell, & Smaldino, 2001. *Instructional Media and Technologies for Learning*) to systematically think about writing appropriate performance objectives towards your project goals:

- a) A is for audience - Who are the learners? Are they adult learners? Are they workshop participants? Are they young students? How many? At what level?
- b) B is for behavior - What learning is overt and observable?
- c) C is for condition - How? In what context or under what circumstances will learning occur? Will the audience be expected to know pieces of information to accomplish learning?
- d) D is for degree - How much will be accomplished? How well or to what level does this learning need to be perfected?

1. Plan of Operation and Methodology: Describe the activities for accomplishing the objectives of the project. Describe plans for management of the project to ensure its proper and efficient administration. Describe the way in which resources and personnel will be used to conduct the project.

2. Timetable: Provide a timetable of activities for conducting the project. Identify all important project milestones and dates as they relate to project start-up, execution, evaluation, dissemination, and close-out.
3. Products, Results, and Measurable Outcomes: Explain the expected products and results (outcomes) and their potential impact. (Important Note: “Products” may be actual items or services acquired with funds, e.g., “...developed three, new Web-based courses containing supplemental materials;” “Results” are intended or unintended consequences of the project, e.g., “...additional course materials now available online to reinforce student learning during non-classroom hours;” and “Outcomes/Impacts” are a measure of the results by comparing what might have happened in the absence of the funded project, e.g., “...an observed, overall increase in student learning based upon 8% higher average test scores of those students who both attended class and used the supplemental, web-based course materials.”) Quantify outputs and/or outcomes.
4. Evaluation Plans: Provide a methodology and implementation plan for evaluating the accomplishment of stated products, results and measurable outcomes during the project. Indicate the criteria, and corresponding weight of each, to be used in the evaluation process, describe any data to be collected and analyzed, and explain the methodology that will be used to determine the extent to which the needs underlying the project are met. Identify data to be used as baseline data. Demonstrate that the project’s impact on improving education will be evaluated. More detailed information on a suggested evaluation plan can be found under “Materials Available on the Internet” under section VIII, E of this solicitation.

Baseline Data: For quantitative, baseline, student enrollment, degrees granted and employment data to make comparisons in meeting HSI Education Grants Program goals, applicants could reference the Food and Agricultural Education Information System (FAEIS) resource at: <http://faeis.ahnrit.vt.edu/>; the publication: Employment Opportunities for College Graduates in the U.S. Food, Agricultural, and Natural Resources System 2005-2010 at: <http://faeis.ahnrit.vt.edu/supplydemand/2005-2010/>, or other, similar source(s).

Independent Evaluator: Grantees are encouraged to obtain an independent evaluation to secure appropriate documentation of the project’s outcomes and impacts. Regular projects could use up to 5 percent of their grant funds for this purpose. Collaboration projects could use up to 1.5 percent of their grant funds for this purpose.

Results of evaluated metrics, products, outcomes, and impact data, including a detailed student count by Classification of Instructional Program (CIP) codes, should be submitted as part of the project’s annual progress report and final technical report via NIFA’s REEport system.

5. Logic Model: Applications for projects must include the elements of a logic model detailing the activities, outputs, and outcomes of the proposed project. This information may be provided as a narrative or formatted into a logic model chart. The logic model planning process is a tool that should be used to develop your project before writing your application. More information and resources related to the logic model planning process are provided at <https://nifa.usda.gov/resource/generic-logic-model-nifa-reporting>.
6. Collaborating USDA agency: Document, if applicable, how applicants will find and partner with a sponsoring USDA agency in order to leverage grant funds and/or contribute towards the proposed project overall goals and objectives.
7. Dissemination Plans: Applications must include a description of how the applicant plans to communicate project accomplishments (products, results and impacts, etc.) to the broadest extent throughout the academic community. This plan should include the following: educational journals; professional discipline publications; a website; presentations at regional or national conferences and workshops; and the Annual HSIs Project Director's Conference. Discuss the institution's commitment to disseminate project results and products. Identify target audiences and explain methods of communication. Consider distributing materials to other HSIs, especially HSI Education Grants Program grantees. Applicants are encouraged to develop a project web page within the first six months of the project as part of their dissemination activities.

As part of the award, you will be required to disseminate your findings and best practices at two types of meetings (see Part VI, D). The proposed budget should include the attendance to the HSI Education Grants Program's project director's meeting at the end of the first year and the annual meeting every year during the life of the project. Travel funds should also be requested for at least four students to attend these or other meetings as identified by the agency and PD.

C. Institutional Capability and Capacity Building

1. Institutional Commitment and Capability: Demonstrate that the program administration is committed to the project and has the capability to ensure its completion. Discuss how the benefits to be derived from the project will transcend the applicant institution during the project period. For example, substantiate that the institution attributes a high priority to the project.
2. Institutional Resources: Document that the necessary institutional resources (administrative, facilities, equipment, and/or materials), and other appropriate resources, will be made available to the project. Demonstrate how the institutional resources to be made available to the project, when combined with any support requested from USDA, will be adequate to carry out the activities of the project.

3. Academic Enhancement: Document how this project will improve and strengthen teaching at the institution (including any partner institutions). Discuss how the benefits to be derived from the project will transcend the applicant institution and/or the project period.
4. Continuation Plans: Discuss the likelihood of, or specific plans for, continuation or expansion of the project beyond the period of USDA support. For example, does the institution's long-range budget or academic plan provide for the realistic continuation or expansion of the initiative undertaken by this project after the end of the project grant period, are plans for eventual self-support built into the project, are plans being made to institutionalize the program if it meets with success, and are there indications of other continuing non-Federal support?

D. Key Personnel

Discuss the adequacy and specific attributes and project responsibilities of each key person associated with the project. Also include the background and qualifications of those personnel who will be responsible for assessing project results and administering the project evaluation and reporting process. Appropriate bilingual and bicultural personnel should be included to better serve and attract underrepresented students to the programs offered.

E. Cost-effectiveness

1. Discuss how the budget specifically supports the proposed project activities.
2. Justify the project's cost-effectiveness. Show how the project maximizes the use of limited resources, optimizes educational value for the dollar, achieves economies of scale or leverages additional funds.
3. If the application addresses more than one Educational Need Area or Discipline (e.g., student experiential learning and instruction delivery systems) state which one (primary) is most representative and list all the others in descending order of importance, and ii) estimate the proportion of the funds requested from USDA that will support each respective Priority Need Area or Discipline. Make sure you explain how the primary Priority Need (or Discipline) supports one or more of the six current USDA Educational Need Areas (see Part I, C).
4. The information and expense list below can be used as a guide to determine and document the appropriate level of student stipend support.
 - Education Level (BS, MS, Ph.D.)
 - Institution
 - Student Name and Degree Discipline
 - Student Scholarship - Total Amount (\$)

Tuition Amount
Computer Amount
Stipend Amount
Travel Expense to Professional Conference Amount
Expense X
Expense Y:

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 for this field.

Data Management Plan. A Data Management Plan (DMP) is required and is to clearly articulate how the project director (PD) and co-PDs plan to manage and disseminate the data generated by the project. The DMP will be considered during the merit review process (see Part V, B.). See PART III Section 3.1 of the NIFA Grants.gov Application Guide for NIFA attachment specifications.

The requirements for preparation and inclusion of a DMP in your application is included on the following web page, <https://nifa.usda.gov/resource/data-management-plan-nifa-funded-research-projects>. Also included on the web page are FAQs and information about accessing examples of DMPs.

Logic Model – PDF Attachment. 1-Page Limit per Award Title the attachment as ‘Logic Model’ in the document header and save file as ‘Logic Model.’

Response to Previous Review – PDF Attachment. 1 Page Limit. Title the attachment as “Response to Previous Review” in the document header and save file as “ResponsetoPreviousReview.” This requirement only applies to “Resubmitted Applications” as described under Part II, B., “Types of Applications.” PDs must respond to the previous review panel summary on no more than one page, titled, “RESPONSE TO PREVIOUS REVIEW.” If desired, additional comments may be included in the text of the Project Narrative, subject to the page limitations of that section.

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>.

Figure 1: Recommended Format for Submitting Expected Impacts

Recommended Format for Submitting Expected Outcomes	
Primary Project Function: (Choose one)	
EDUCATION: <input type="checkbox"/>	EXTENSION: <input type="checkbox"/>
RESEARCH: <input type="checkbox"/>	
DATA FOR MSI PROGRAMS: 1890s, HSI, 1994s, ANNH, Insular	
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.	

¹underrepresented = those whose representation among food, agriculture, natural resources and human sciences 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; Response to question #6 should be the sum of 10-A and 10-B.

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.

Biographical Sketch - The following are additional instructions of information to include:

- 1) Author identifier (ORCID, <https://orcid.org>) of the researcher if available.
- 2) Digital Object Identifier (DOI) of all publications where possible. You may also include a list of data publications or published data products relevant to the proposed project, following recommended data citation format.

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. Budgets for each year of the grant and a cumulative budget along with a budget justification for each year are required. Collaborating institutions with sub-awards are also required to submit the same.

Project Directors are required to disseminate findings and best practices at two types of meetings (see Part VI, D). The proposed budget should include the attendance at a new project director's meeting at the end of the first year and an annual meeting every year during the life of the project. Travel funds should be requested to attend these meetings and a budget for at least four students to travel to meetings designated by the agency.

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

7. Supplemental Information Form

Detailed information related to the questions on this form is available in Part VI, 1 of the NIFA Grants.gov Application Guide.

- a. Field 2. Program to which you are applying. Enter the program code name "HSI" and the program code "NJ." 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.

8. Representations Regarding Felony Conviction and Tax Delinquent Status for Corporate Applicants

This is a required form for corporate applicants. See Part VI, 2 of the NIFA Grants.gov Application Guide for a description of the term, “corporation,” and detailed information related to the questions on this form.

C. Submission Dates and Times

Applications must be received in Grants.gov by 5:00 p.m. Eastern Time. Applications received after this time will normally not be considered for funding.

Regular:	May 15, 2019
Collaboration:	May 16, 2019
Conference:	May 16, 2019

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

- a) Data Management Plan (DMP)
- b) Logic Model
- c) CV, Current and Pending Support Form and Conflict of Interest for PDs and Co-PDs
- d) Expected Outcomes Table

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

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

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

We send email correspondence to the AR regarding the status of submitted applications. We strongly encourage you to provide accurate email addresses, where designated, on the SF-424 R&R Application for Federal Assistance.

If the AR has not received correspondence from NIFA regarding a submitted application within 30 days of the established due date, 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

1. Indirect Costs

Section 1462(a) and (c) of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (NARETPA) limits indirect costs for the overall award to 30 percent of Total Federal Funds Awarded (TFFA) under a research, education, or extension grant. The maximum indirect cost rate allowed under the award is determined by calculating the amount of indirect costs using:

- a) the sum of an institution's negotiated indirect cost rate and the indirect cost rate charged by sub-awardees, if any; or
- b) 30 percent of TFFA.

The maximum allowable indirect cost rate under the award, including the indirect costs charged by the sub-awardee(s), if any, is the lesser of the two rates.

If the results of number one, is the lesser of the two rates, the grant recipient is allowed to charge the negotiated indirect cost rate on the prime award and the sub-award(s), if any. Any sub-awards would be subject to the sub-awardee's negotiated indirect cost rate. The sub-awardee may charge its negotiated indirect cost rate on its portion of the award, provided the sum of the indirect cost rate charged under the award by the prime awardee and the sub-awardee(s) does not exceed 30 percent of the TFFA.

If the result of number two, is the lesser of the two rates, then the maximum indirect cost rate allowed for the overall award, including any sub-award(s), is limited to 30 percent of the TFFA. That is, the indirect costs of the prime awardee plus the sum of the indirect costs charged by the sub-awardee(s), if any, may not exceed 30 percent of the TFFA.

In the event of an award, the prime awardee is responsible for ensuring the maximum indirect cost allowed for the award is not exceeded when combining indirect costs for the Federal portion (i.e., prime and sub-awardee(s)) and any applicable cost-sharing (see 7 CFR 3430.52(b)). Amounts exceeding the maximum allowable indirect cost is considered unallowable. See sections 408 and 410 of 2 CFR 200.

2. Use of Funds for Facilities

Under the Hispanic-Serving Institutions Education Grants Program, the use of grant funds to plan, acquire, or construct a building or facility is not allowed. With prior approval, in accordance with the cost principles set forth in 2 CFR 200, the Uniform Guidance, 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 incidental to the major purpose for which a grant is issued.

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:

1. Extent to which an individual is engaged in relevant research, education, or extension activities;
2. Need to include experts from various areas of specialization;
3. 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;
4. 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;
5. Need to maintain a balanced composition with regard to minority and female representation and an equitable age distribution; and
6. 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 HSI Education Grants Program will recommend that your project be approved for support from currently available funds or be declined due to insufficient funds or unfavorable review.

NIFA 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 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 peer review 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

We will use the following evaluation criteria:

1. Potential for Advancing Quality of Education; Significance of the Problem.

This criterion is used to assess the likelihood that the project will have an impact upon and advance the quality of FANH sciences by strengthening institutional capacities to meet clearly delineated needs. Elements considered include institutional long-range goals, alignment with USDA's Goals, identification of a problem or opportunity to be addressed, justification for the project, innovation, advancing educational equity, multidisciplinary and/or problem-based focus, and potential for adoption by other institutions.

2. Proposed Approach and Cooperative Linkages.

This criterion relates to the soundness of the proposed approach including objectives, methodology, plan of operation, timetable, logic model, expected products and results, evaluation, and dissemination plans. Emphasis is placed on the quality of educational or research support provided to the applicant institution through its partnerships and collaborative initiatives, and on the potential cooperative linkages likely to evolve as a result of this project.

3. Institutional Capability and Capacity Building.

This criterion relates to the institution's capability to perform the project and the degree to which the project will strengthen its teaching or research capacity. Elements include the institution's commitment to the project, the adequacy of institutional resources (administrative, facilities, equipment, and/or materials) available to carry out the project, potential for academic or research enhancement, and plans for project continuation or expansion beyond the period of USDA support.

4. Key Personnel.

This criterion relates to the adequacy of the number and qualifications of key persons who will develop and carry out the project, and the qualifications of project personnel who will provide for the assessment of project results and impacts and dissemination of these findings.

5. Budget and Cost-Effectiveness.

This criterion relates to the extent to which the total budget adequately supports the project and is cost effective. Elements considered include the necessity and

reasonableness of costs to carry out project activities and achieve project objectives; the appropriateness of budget allocations between the applicant and any collaborating institution(s); the adequacy of time committed to the project by key project personnel; and the degree to which the project maximizes the use of limited resources, optimizes educational value for the dollar, achieves economies of scale, and focuses expertise and activity on high-priority Educational Need Areas.

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 <https://nifa.usda.gov/resource/nifa-peer-review-process-competitive-grant-applications> 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 NIFA 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 <https://nifa.usda.gov/terms-and-conditions> 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 – <https://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 <https://nifa.usda.gov/policy-guide>.

Responsible and Ethical Conduct of Research

Refer to Part II, D for more information.

D. Expected Program Outputs and Reporting Requirements

The output and reporting requirements are included in the award terms and conditions (see <https://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.

Project Directors are required to disseminate findings and best practices at two types of meetings. The proposed budget should include the attendance at a new project director's meeting at the end

of the first year and an annual meeting every year during the life of the project. Travel funds should be requested to attend these meetings and a budget for at least four students to travel to meetings designated by the agency.

PART VII—AGENCY CONTACTS

Applicants and other interested parties are encouraged to contact:

Programmatic Contact –

Dr. Irma Lawrence
Title: National Program Leader
Unit: Institute of Youth, Family and Community
Division of Community and Education
Location: 4444 Waterfront Center
Phone: (202)-720-2082
Fax: (202) 720-4924
Email: ilawrence@nifa.usda.gov

Administrative/Business Contact –

Ms. Rochelle McCrea
Title: Team Leader, Branch II, Team I
Unit: Office of Grants and Financial Management
Location: 2160 Waterfront Center
Phone: (202)-401-2880
Fax: (202) 401-6271
Email: rmccrea@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:

- a) Change in the scope or the objective of the project or program (even if there is no associated budget revision requiring prior written approval).
- b) Change in a key person specified in the application or the federal award.
- c) 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.
- d) 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.
- e) The transfer of funds budgeted for participant support costs as defined in §200.75 Participant support costs to other categories of expense.
- f) 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.
- g) Changes in the approved cost-sharing or matching provided by the non-federal entity.
- h) 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 <https://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.

In addition, the following definition applies specifically to this RFA:

Partnership requires that all partners have a substantial involvement in the project throughout the life of the project. If a partnership between multiple entities is proposed, the proposal must clearly identify the following:

1. A narrative of each entity's clearly established role in the project;
2. How each entity involved as a partner on the project will contribute to execution of project objectives, determine experimental design, develop the project work plan and time table, and submit collaborative, timely reports; and
3. A comprehensive project budget that reflects each entity's financial or in-kind contribution to the total project budget costs.

E. Materials Available on the Internet

The Hispanic-Serving Institutions Education Grants Program Supplemental Information file containing expanded information on the below topics can be found on the program's funding webpage under "relevant documents" at: <https://nifa.usda.gov/funding-opportunity/hispanic-serving-institutions-education-grants-program-hsi>

1. FANH Sciences Description
2. Educational Need Areas Supported
3. Eligible Student Recipient
4. Collaboration Projects: Linkages and Activities

5. USDA Agencies
6. Mission Critical Occupations
7. Suggested HSI Project Evaluation Plan

Other HSI program relevant information is available on the NIFA website at <https://nifa.usda.gov/program/hispanic-serving-institutions-education-grants-program>