Capacity Building Grants for Non-Land Grant Colleges of Agriculture Program (NLGCA)

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

APPLICATION DEADLINE: October 1, 2019

ELIGIBILITY: See Part III, A of RFA

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

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

CAPACITY BUILDING GRANTS FOR NON-LAND GRANT COLLEGES OF AGRICULTURE PROGRAM (NLGCA)

INITIAL ANNOUNCEMENT

CATALOG OF FEDERAL DOMESTIC ASSISTANCE: This program is listed in the Assistance Listings under the Catalog of Federal Domestic Assistance number **10.326**.

DATES: Applications must be received by **5 p.m. Eastern Time** on **October 1, 2019**. 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: The National Institute of Food and Agriculture (NIFA) seeks your comments about this RFA. We will consider your comments when we develop the next RFA for the program, if applicable, and we'll use them to meet the requirements of section 103(c)(2) of the Agricultural Research, Extension, and Education Reform Act of 1998 (7 U.S.C. 7613(c)(2)). Submit your written stakeholder comments by the deadline set forth in the DATES portion of this notice via email to Policy@nifa.usda.gov. (This email address is only for receiving comments regarding this RFA and *not* for requesting information or forms.) In your comments, please state that you are responding to the Capacity Building Grants for Non-Land Grant Colleges of Agriculture Program RFA.

EXECUTIVE SUMMARY: NIFA requests applications for the Capacity Building Grants for Non-Land Grant Colleges of Agriculture Program (NLGCA) for Fiscal Year (FY) 2019 to make competitive grants to NLGCA Institutions to assist in maintaining and expanding their capacity to conduct education, research, and outreach/extension activities related to food, agriculture, natural resources, and human sciences (FANH). The FY 2019 anticipated amount available for grants is approximately $4.7 million.

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

Table of Contents

Table of Tables

Table of Figures

PART I—FUNDING OPPORTUNITY DESCRIPTION

A.   Legislative Authority

This program is administered under the provisions of Section 1473F of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (NARETPA), as added by Section 7138 of the Food, Conservation, and Energy Act of 2008, (7 USC 3319i).

Section 7102 of the Agriculture Improvement Act of 2018 (Pub. L. 115-334) amended the definition of Non-Land-Grant College of Agriculture (NLGCA). On May 16, 2019, NIFA implemented those changes and invited new requests for NLGCA designation (see the *Federal Register* Notice for additional information). All institutions certified as NLGCA prior to December 21, 2018 must reapply for certification and meet the new criteria for NLGCA certification contained in the Federal Register Notice.

B.   Purpose and Priorities

The National Institute of Food & Agriculture (NIFA) is designated as the lead Federal Agency that supports higher education in the food, agricultural, natural resources, and human sciences (FANH). In this context, NIFA has specific responsibility to initiate and support projects to strengthen higher education teaching programs in the food and agricultural sciences.

The purpose of this program is to assist NLGCA Institutions in maintaining and expanding their capacity to conduct education, research, and outreach/extension activities relating to the FANH sciences. NLGCA Institutions may use the funds to maintain and expand capacity:

1. To successfully compete for funds from Federal grants and other sources to carry out educational, research, and outreach/extension activities that address priority concerns of national, regional, State, and local interest;
2. To disseminate information relating to priority concerns to:
    a. interested members of the agriculture, renewable resources, and other relevant communities;
    b. the public; and
    c. any other interested entity;
3. To encourage members of the agriculture, renewable resources, and other relevant communities to participate in priority education, research, and outreach/extension activities by providing matching funding to leverage grant funds; and
4. Through:
    a. the purchase or other acquisition of equipment and other infrastructure (not including alteration, repair, renovation, or construction of buildings);
    b. the professional growth and development of the faculty of the NLGCA Institution; and
    c. the development of graduate assistantships.

NIFA is soliciting applications for the NLGCA Program that will align to the mission and goals of 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.

Program Priorities. Applications that address the national challenge to increase the number and diversity of students entering food and agriculture-related science, technology, engineering, and mathematics (STEM) disciplines are encouraged.

Applications are encouraged that will result in building linkages with other institutions (including other colleges and universities, units of State governments, and private sector entities) having a significant ongoing commitment to the food and agricultural sciences generally and to the specific Need Area(s) for which a grant is requested (see part II.C.). The goals of such joint initiative should include maximizing the development and use of limited resources (including faculty, facilities, and equipment) by generating a critical mass of expertise and activity focused on a targeted Need Area(s); increasing cost-effectiveness through achieving economies of scale; strengthening the scope and quality of a project's impact; and promoting coalition building likely to transcend the project's lifetime and lead to future ventures

Leadership Skills Development. The development of leadership skills, knowledge, and qualities are necessary to prepare students for agricultural and related careers in the private sector, government, and academia. NLGCA teaching applications must demonstrably incorporate a leadership development component to equip students with technical and leadership abilities upon graduation.

Specific 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.

Incorporation of Social Sciences and Enhancing Impacts. The NLGCA Program supports social and behavioral science disciplines and applications that embrace multi-disciplinary efforts that integrate biological and social sciences. The social and behavioral sciences are 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 heathy diets; and alleviating poverty by fostering economic opportunity. The incorporation of social sciences can result in relevant expertise and professional skills employers anticipate and value.

Global engagement. NIFA supports global engagement that advances U.S. agricultural goals. To attain the agency's goals for U.S. agriculture, promotion of global competence of our nation's future agricultural workforce, and safe and nutritious food security in a growing world, NIFA recognizes that collaboration with international partners can contribute to advances for U.S. agriculture. Thus, applications in response to this program's RFA may include collaborations with international partners, but may only be submitted by eligible U.S. institutions. Such applications may include subcontracts to international partners or other institutions. Applications must clearly demonstrate benefits to the U.S. Additional guidance on including international activities is provided on the [International Partnerships website](#).

NLGCA encourages, but does not require, projects that develop content suitable for delivery through eXtension (https://extension.org/).

C.   Program Area Description

Key Information.

Program Code Name: Capacity Building Grants for Non-Land Grant Colleges of Agriculture
Program Code: NLGCA
CFDA: 10.326
Maximum # of Awards per Institution: 2
Maximum # of Applications per institution: N/A
Submission Due Date: October 1, 2019 (5:00 pm Eastern Time)

Table 1: NLGCA Grant Types

Grant Types	Project Duration	Total Maximum Award
Regular	2-3 years	$150,000
Planning/Conference	2-3 years	$30,000
Collaborative-Joint	3 years	$300,000
Collaborative- Large-scale Comprehensive Initiative (LCI)	3 years	$750,000

Grant Types. This RFA has the following grant types:
1. *Regular.* This is an award instrument by which NIFA agrees to support a specified level of effort for a predetermined project period without the announced intention of providing additional support at a future date.
2. *Planning Activity/Conference.* Applicants in this grant type may request up to $30,000 (total conference, not per year) to facilitate strategic planning session(s) required of faculty, industry, professional association, community leaders, or other necessary participants for the specific purpose of **developing a formal plan** leading to a subsequent submission of a collaborative grant as described directly below in D.3.a. and b. A Planning Activity/Conference grant application may not be submitted in the same year for which a collaborative grant application for the same project is also submitted.
3. *Collaborative.* Collaborative grants support projects with at least one additional partner or a multi-partner approach Collaborative grants should build linkages to generate a critical mass of expertise, skill and technology to address education/teaching programs related to the FANH sciences. Grants can reduce duplication of efforts and/or build capacity and must be organized and led by a strong applicant with documented project management knowledge and skills to organize and carry out the initiative. The partners must share grant funds (see explanation of required funds distribution percentage among partners in the definition).
   a.   Joint Grants (Applicant + One or more partners). Applicants may request up to $300,000 (total, not per year) for a Joint Project Proposal. In a joint grant, the applicant executes the project with assistance from at least one additional partner. The partner(s) must share grant funds (see explanation of required funds

distribution percentage among partners in the definition of a Joint Project Proposal in Part VIII, D.).

b.   Large-scale Comprehensive Initiatives (LCI) (Applicant + two or more partners). Applicants may request up to $750,000 (total, not per year) for a large-comprehensive initiative (LCI) Project Proposal. In an LCI Grant, the applicant executes the project with assistance from at least two additional partners. Additional partners must share grant funds (see explanation of required funds distribution percentage among partners in the definition of a LCI Project Proposal in Part VIII, E.). An LCI project differs from a Joint Project Proposal in project scope and impact. LCI Project Proposals must support a multi- partner approach to solving a major state or regional challenge facing the agricultural sciences at the postsecondary level. LCI Project Proposals are characterized by multiple partners (each providing a specific expertise) organized and led by a strong applicant with documented project management ability to organize and carry out the initiative.

Note: LCI Projects must include both the R&R Budget and the R&R Subaward Budget Attachment Forms. The forms must clearly identify the total grant funding anticipated for the applicant and each partner to demonstrate the required sharing percentage. All expenditures for the applicant and all partners must be further itemized in the Budget Justification.

LCI Project Proposal funds do not have to be divided equally among project years, nor do they need to be divided equally among project partners. LCI projects must include a statement on expected impacts of the project as well as an Evaluation Plan to measure success.

PART II—AWARD INFORMATION

A.   Available Funding
The amount available for NLGCA grants in FY 2019 is approximately $4.7 million. There is no commitment by USDA to fund any particular application or to make a specific number of awards. The [Automated Standard Application for Payments](#), operated by the Department of Treasury, Bureau of Fiscal Service, is the designated payment system for awards resulting from this RFA.

B.   Types of Applications
In FY 2019, applications may be submitted to the NLGCA Program as one of the following types:

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

Resubmitted application. This is an application that had previously been submitted to the NIFA but not funded. Project Directors (PDs) must respond to the previous review panel summary (see Response to Previous Review, Part IV). We must receive resubmitted applications by the relevant due dates. We will evaluate resubmitted applications in competition with other pending applications in the appropriate area to which they are assigned and review them according to the same evaluation criteria (Part V, B) as new applications. If you are submitting a resubmission application, enter the NIFA-assigned proposal number of the previously-submitted application in the Federal field (Field 4 on the form).

C.   Project and Grant Types
Project Types. The NLGCA Program is accepting applications for four project types (described below in this subpart):
1. Education
2. Research
3. Outreach/Extension
4. Integrated

Each of the project types include need areas. Applications must demonstrate how the chosen project type and need area will support the legislatively authorized purpose of this program, listed in Part I § B of this RFA. Projects must address a demonstrated and/or documented issue/problem/challenge of national, regional, state, or local interest within the FANH sciences. This can be undertaken through a variety of mechanisms, approaches, or strategies within the *Activity Type.*

1. *Education Projects*: Applications with an education/teaching focus must address at least one of the **Education Need Areas** within this subsection. Proposed education focused activities must support for-credit coursework (academic curriculum), leading to a degree within the broadly defined FANH sciences. Projects must be innovative; have potential for adoption by other academic institutions; exhibit broad-based applicability beyond a single course or an individual instructor; have a strong potential for institutionalization;

and must be supported by evidence based studies, publications, or practices. Education Need Arears include:

a. ***Curriculum Design, Materials Development, Library Resources and Instruction Delivery Systems.*** To enhance the NLGCA Institution's capacity to promote new and improved curricula, instructional materials, and other learning resources to increase the quality of curricula in order to attract, recruit, and retain students in the FANH sciences fields. The objective of the need area is to stimulate the development and use of exemplary education models and materials incorporating the most recent advances in subject matter and research on teaching and learning theory. Projects can include integration of research, education and extension/outreach and be multidisciplinary. Learner-centered instructional techniques, or other improvements in teaching and student learning are encouraged. Projects must demonstrate how the product or education program will reach large audiences efficiently and effectively, provide hands-on learning experiences, extend learning beyond the classroom, reinforce recent research on how to motivate students to learn, retain, apply, and transfer knowledge, skills, and competencies, and/ or integrate and synthesize knowledge. The choice for which strategy to employ must be based on the most current research or studies and references must be included.

   Projects may emphasize, but are not limited to: the development of courses of study, degree programs, and instructional materials; incorporating alternative instructional methodologies that respond to differences in student learning styles; inter-institutional collaborations that deliver instruction in ways that maximize program quality and reduce unnecessary duplication; the use of new approaches to the study of traditional subjects; the introduction of new subjects; or new applications of knowledge pertaining to agriscience and agribusiness content. The end goal is to have these activities fully institutionalized so they can be sustained and not just a one-time activity, in order to show impacts on the institution's educational capacity.

b. ***Scientific Instrumentation for Education.*** To provide students and faculty in science oriented courses with suitable and modern equipment that involves them in work essential for food and agricultural sciences education and research programs. Applications may include, but are not limited to: acquiring new, state-of-the-art instructional, laboratory, classroom, and research scientific equipment; upgrading existing equipment, or replacing non-functional or obsolete equipment. See section IV § D of this RFA for additional funding restrictions.

c. ***Student Recruitment, Retention, and Educational Equity***. To enhance educational equity for under-represented students, and to strengthen student recruitment and retention programs in order to promote the future strength of the Nation's professional and technical workforce in the food and agricultural sciences. Applications may include, but are not limited to: projects to attract increased numbers of students from under-represented groups; engagement with communities/collaborators/or other partners in utilizing or employing students and graduates; development and/or implementation of agricultural and science literacy programs at the high school level; and, mentoring programs and other initiatives for student retention.

d. ***Experiential Learning***. To further the development of student scientific and professional competencies through experiential learning programs. The projects might include, but are not limited to: experiential learning in laboratory research or field-based internships that support topics in FANH sciences; establish instructional methodologies which engage students in experiential learning opportunities (i.e. service learning, case studies, or undergraduate research projects); or career and higher education counseling.

e. ***Professional Development for Faculty Members***. To enhance the NLGCA Institution's capacity to advance faculty development in the areas of teaching competency and leadership, subject matter expertise, or student recruitment and advising skills, in order to better advise and provide students the experience or knowledge that will encourage them to pursue advanced postsecondary degrees in the FANH sciences, or prepare them for the food and agricultural sciences workforce. Training of targeted faculty recipients can be formal or informal and must be relevant to the identified educational needs of the students, who will be the beneficiaries of such faculty development. Any faculty recipient of support must meet the requirements of an eligible participant.

f. ***Collaborative Interaction with Other Academic Institutions***. To enhance the NLGCA institution's capacity to promote partnerships with secondary, two-year postsecondary, or other postsecondary academic institutions to support postsecondary instruction (i.e., providing coursework targeted at undergraduate students, but that may also be available for advanced placement credit for secondary students; for transfer credit from associate-degree programs into baccalaureate-level programs; or for postsecondary faculty development that includes research sabbaticals), in order to encourage and facilitate transfer and matriculation into postsecondary programs within the food and agricultural sciences. Emphasis between secondary and higher education institutions may focus on, but is not limited to, the development and use of articulation agreements, 2+2 or 2+2+2 arrangements, advanced placement credit transfer, or the sharing of faculty and facilities. Partnerships, collaborative arrangements and shared resources between institutions (including course credit sharing arrangements) are encouraged.

Projects must contribute to the academic community's understanding about how new strategies are transferred to diverse settings and about how they impact student learning. Evaluation plans shall explore opportunities for adapting new strategies in diverse educational settings. Projects that specifically address challenges to achieving widespread adoption of proven practice are especially encouraged. **Note:** NLGCA grant funding **cannot** be used to provide student scholarships or other tuition-remission activity.

2. *Research Projects:* Applications with a research focus must address at least one of the **Research Need Areas** discussed in this subsection. Research Need Areas may encourage student assistantships. Such student learning opportunities must emphasize team-oriented, problem-solving, decision-making situations in the context of addressing real-world research experiences. Projects addressing student assistantships must: (1) demonstrate

how the experience will produce qualified and well trained graduates; (2) contain an evaluation process involving both the faculty or mentor to assure that students meet project objectives; and (3) document that the field of science under consideration is experiencing a shortage of scientific and professional personnel, and how the project plans to address this deficiency. Individual students may be supported under this opportunity for up to three years (including summers, semesters, or semester breaks). Requested project funds may be used as stipends for students while they are working in research/field settings. (NLGCA funds **cannot** be used to fund student scholarships or other tuition-remission activity). Students will be required to prepare written and oral summaries of the experiential learning gained through this opportunity. To attract high-caliber students, stipends should be competitive with alternative employment options. A modest amount of funds may be requested for materials/supplies to facilitate a student's broad exposure to research/field techniques and methodologies. Recipients are encouraged to take advantage of any related paid internship opportunities provided by County, State, Federal, business and industry sources. Research Need Areas include:

a. ***Studies and Experimentation in Food and Agricultural Sciences.*** To advance the body of knowledge within the FANH sciences, projects addressing this need area are encouraged to focus on multidisciplinary and interdisciplinary research activities addressing systems oriented, critical issues, rather than single, discipline-specific research studies.

b. ***Applied Studies in the Food and Agricultural Sciences***. To apply the body of knowledge in those natural and social sciences that comprise the food and agricultural sciences to address real-world problems, including applied research activities focusing on community and economic development issues related to food, nutrition, conservation, and renewable natural resources.

c. ***Centralized Research Support Systems***. To innovate and establish centralized research support systems (including but not limited to: technology-based information delivery systems, digital or physical storage and maintenance of data, and expert service centers) that meet national needs or serve regions of NLGCA institutions, or provide research support more economically, thereby freeing up resources for other research uses.

3. *Outreach/Extension Projects:* Applications with an outreach/extension focus must address at least one of the **Outreach/Extension Need Areas** discussed in this subsection. Outreach/Extension projects generally focus on a primary, targeted, beneficiary consisting of individuals and communities outside of a formal, academic program setting. Applications may choose to develop studies that have relevancy and application within the communities that these institutions serve. Outreach/Extension Need Areas include the following:

a. ***4-H, or Other, Similar Youth Development Activity***. To cultivate important life skills in youth that build character and assist them in making appropriate life and career

choices. At-risk youth targeted in such projects must be encouraged to participate in academic retention and enrichment programs.

b. ***FANH Sciences***. To improve research and educational programs that help individuals learn new ways to produce income through alternative enterprises; improve marketing strategies and management skills; and assist farmers, ranchers, and foresters to improve productivity through sound resource management strategies and marketing.

c. ***Leadership Development***. To train outreach/extension professionals and volunteers to deliver programs in agriculture, gardening, health and safety, family and consumer issues; and to support Agriculture in the Classroom, 4-H youth development, or other similar programs that encourage greater involvement and leadership roles within the community.

d. ***Natural Resources***. To inform landowners and homeowners how to use natural resources wisely and to protect the environment with educational programs.

e. ***Human, Family, and Consumer Sciences***. To help families become resilient and healthy by teaching nutrition, food preparation skills, positive child care, parenting, family communication, financial management, and health care strategies.

f. ***Community and Economic Development***. To assist local governments, community, and non-profit organizations to investigate and create viable options for economic and community development.

g. ***Technology-based Information Delivery Systems***. To promote improvements in the delivery of benefits of food and agricultural sciences to producers and consumers, particularly those who are currently disproportionately low in receipt of such benefits.

4. *Integrated Projects.* An Integrated Project includes at least two of the three functions of the agricultural knowledge system (i.e., education, research, and outreach/extension) within a project. The functions addressed in the project-must be focused around a problem or issue and must be interwoven throughout the life of the project to complement and reinforce one another. The functions must be interdependent and necessary for the success of the project and no more than two-thirds of the project's budget may be focused on a single component.

For Integrated projects that include an Education component, 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 research or outreach/extension projects are considered as education. Actively engaged students may contribute to presentations, articles, posters, and other expressions of scholarship that reflect their own work on the PD's project.

For Integrated projects that include an Outreach/Extension component, activities will synthesize and incorporate a wide range of relevant research results. However, research-related activities such as publication of papers or speaking at scientific meetings are not

12

considered "Outreach/Extension" for the purpose of an Integrated Project.

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 must, upon request, make available to NIFA the policies, procedures, and documentation to support the conduct of the training. See Responsible and Ethical Conduct of Research for further information.

PART III—ELIGIBILITY INFORMATION

A.   Eligible Applicants

Applications may only be submitted by a Non-Land Grant College of Agriculture (NLGCAs) certified as such by the National Institute of Food and Agriculture at the time of application. A current list of NLGCA's certified by NIFA can be found at the [NLGCA List Resource webpage](). Award recipients may subaward to organizations not eligible to apply to this grants program, providing such organizations are necessary for the conduct of the project.

All institutions certified as NLGCA prior to December 21, 2018 must reapply for certification and meet the new criteria for NLGCA certification contained in the [Federal Register]() Notice.

In order for an institution to qualify as a NLGCA, it must be a public college or university offering a baccalaureate or higher degree in the study of agricultural sciences, forestry, or both, which is any of the 32 specified areas of study: Agricultural and domestic animal services; Agricultural and extension education services; Agricultural and food products processing; Agricultural business and management; Agricultural communication or agricultural journalism; Agricultural economics; Agricultural engineering; Agricultural mechanization; Agricultural production operations; Agricultural public services; Agriculture; Animal sciences; Applied horticulture or horticulture operations; Aquaculture; Equestrian/Equine Studies; Floriculture or floristry operations and management; Food science; Forest sciences and biology; Forestry; Greenhouse operations and management; International agriculture; Natural resource economics; Natural resources management and policy; Natural resources or conservation; Ornamental horticulture; Plant nursery operations and management; Plant sciences; Range science and management; Soil sciences; Turf and turfgrass management; Urban forestry; and Wood science and wood products or pulp or paper technology. If you are not sure if you are eligible to request NLGCA designation, you can look at the [NLGCA Eligibility Flow Chart]().

In addition, Section 7102 of the Agriculture Improvement Act of 2018 removed the opt-in, opt-out language that had previously required Hispanic Serving Agricultural Colleges and Universities (HSACU) and McIntire-Stennis Colleges and Universities to relinquish that status if they wanted to pursue NLGCA designation. There are no longer any such limitations.

To request that NIFA provide certification of NLGCA status, an Authorized Representative must go to the [Non-Land-Grant University designation webpage]() and complete a web-based form indicating the institution meets the qualifications. Within 30 days of submission, NIFA will provide the administrative point of contact specified on the request, with a certification of NLGCA designation or a response indicating why the request for certification is being denied.

For the purposes of this program, the individual branches of a college or university that are separately accredited as degree-granting institutions as indicated per the Official List of Certified Non-Land Grant Colleges of Agriculture, are treated as separate institutions, and are therefore eligible to apply for NLGCA Program awards. Separate branches or campuses of a college or university that are not individually accredited as degree-granting institutions are not treated as separate institutions, and are therefore not eligible to submit an application. Accreditation must be conferred by an agency or association recognized by the Secretary of the U.S. Department of Education.

NLGCA applicants may submit (as the lead applicant) any number of applications in response to this RFA; however, your institution will be limited to a maximum of two grant awards as the lead (applicant) institution. Your institution may participate in any number of NLGCA-funded projects as a partner institution in any given year. However, a Project Director is limited to one funded-project, for which they are the lead Project Director in the FY.

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.

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
NIFA does not require matching support for this 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

Applicants must apply to this RFA electronically; no other method or response is accepted. The electronic application for this RFA and additional resources are available on Grants.gov and Grants 101.

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 https://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-NLGCA-006780.

    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:

a. Funding Opportunity Number (FON)
b. Name of agency you are applying to
c. 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:

a. Email: electronic@nifa.usda.gov
b. Phone: 202-401-5048
c. 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 2.17of 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 250-word summary should also include the relevance of the project to the goals of NLGCA, and should indicate project type (research, education, extension or integrated) and the relevant need area. See Part V. 4.7 of NIFA Grants.gov Application Guide for further instructions and a link to a suggested template. The summary should also include one or two codes from the following list of discipline codes (if your project includes an international component you must include I as one of the codes):

Table 2: **Academic Codes and Disciplines**

Code	Discipline
A	Animal Sciences
B	Related Biological Sciences (includes General/Basic Biotechnology, Biochemistry, and Microbiology)
C	Conservation and Renewable Natural Resources (includes Forestry)
D	Soil Sciences
E	Agricultural/Biological Engineering
F	Food Science/Technology and Manufacturing
G	General Food, agricultural and human sciences (includes multidisciplinary projects)
H	Human Sciences/Family and Consumer Sciences (excludes Human Nutrition)
I	International Education/Research (enhancement of U.S. programs)
J	Entomology – Animal
L	Environmental Sciences/Management
M	Agribusiness (includes Management, Marketing, and Agricultural Economics)
N	Human Nutrition
O	Other (Describe only if not listed above)
P	Plant Sciences and Horticulture
Q	Aquaculture
S	Agricultural Social Sciences (includes Agricultural Education, Agricultural Communications, and Rural Sociology)
T	Entomology – Plant
V	Veterinary Medicine/Science
W	Water Science

b. Field 8. Project Narrative.
NOTE: The Project Narrative shall not exceed 18 pages of written text (planning grants should not exceed 10 pages) and up to five additional pages for figures and tables. We have established this maximum 23 pages) to ensure fair and equitable competition. Formatting of the Project Narrative is: 12 pt. font, New Times Roman, 1-inch margins, 1.5 spaced. Tables and Charts can be 10 pt. font and single spacing. The Project Narrative must include all of the following:

1) Introduction: Include a clear statement of the long-term goal(s) and supporting objectives of the proposed activities. Summarize the body of knowledge or other past activities that substantiate the need for the proposed project. Describe ongoing or recently completed significant activities that relate to the proposed project including the work of key project

personnel. Include preliminary data/information pertinent to the proposed project. In addition, this section is to include in-depth information on the following, when applicable:

   a. Estimates of the magnitude of the issues and the relevance to stakeholders and ongoing state-federal food and agricultural research, education, and extension programs;
   b. Reasons for performing the work at the proposing institution; and
   c. If international activities are included in this application, you must describe the indicators you will use to assess proposed international activities (e.g., partnerships, exchanges, travel); see Part I. B.

2) Objectives: All applications must include a statement(s) of specific aims of the proposed effort in clear, concise, complete, and logically arranged terms.

3) Methods: Explicitly state the procedures or methodology you will apply to the proposed effort. This section is to include, but not necessarily be limited to, descriptions of:

   a. Stakeholder involvement in problem identification, planning, implementation, and evaluation;
   b. Proposed project activities, listed sequentially;
   c. Techniques to be employed in this project, including their feasibility and rationale;
   d. Expected results;
   e. How extension and education activities will be evaluated;
   f. How data will be analyzed or interpreted;
   g. Plans to communicate results to stakeholders and the public;
   h. Pitfalls that might be encountered; and
   i. Limitations to proposed procedures.

4) Project Timetable: The proposal outline is to include all important phases as a function of time, year by year, for the entire project, including periods beyond the grant funding period.

5) Evaluation Plan: All projects, with the exception of planning grants, must have an evaluation plan as part of the Project Narrative (see Part IV, B.3., Field 8, 2.d.). The evaluation plan must include both a strategy for monitoring the project as it evolves (to provide feedback to guide these efforts), as well as a strategy for evaluating the effectiveness of the project in achieving its goals and for identifying positive and negative findings when the project is completed.

The project budget must contain funding to either hire an outside project evaluator, or to present convincing evidence that an appropriate evaluator is already on staff and available to provide assistance with assessment and evaluation throughout the life of the project. As a guide, up to 10 percent of grant funds may be used to support this purpose.

The evaluation results will be reported both annually and in the final performance report (Part VI. D.). In addition to other measures that are project specific, the evaluation must include:

   a. Student/faculty or other stakeholder learning and engagement;
   b. The number of students/faculty or other stakeholders impacted by the project as a result of the proposed activities, either directly (through stipends, experiential learning opportunities, workshops, teaching experiences, etc.) or indirectly (through taking a developed course or program, or participating in a recruitment or retention program);
   c. A summation of who benefited the most (and the least) from the project;

d. An explanation of what revisions, improvements, or enhancements you would make, funding permitting, to increase the value of this project in the future; and
e. Ideas about how to make projects like yours more cost-effective.

6) Logic Model: Applications must include a logic model detailing the activities, outputs, and outcomes of the proposed project. This information should be formatted into a logic model chart. The logic model planning process is a tool that should be used in developing projects before writing the proposal. **Up to two additional pages are allowed for this information.** More information and resources related to the logic model planning process are provided at https://nifa.usda.gov/resource/logic-model-planning-process.

Response to Previous Review (if applicable): This requirement only applies to Resubmitted Applications or Resubmitted Renewal Applications as described in Part II, B. The Project Narrative attachment is to include two components: 1) a one-page response to the previous review (containing the previous proposal number in the first line) titled "Response to Previous Review" as the first page of the attachment and 2) the 23 page Project Narrative, as required (see Part IV, C. 3. b., above). The one-page "Response to Previous Review" does not count against the 23-page limit of the Project Narrative.

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.

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 on the NIFA expected impacts forms resource page.

Figure 1: Expected Outcomes

Primary Project Function: (Choose one)		
EDUCATION: ☐	EXTENSION : ☐	RESEARCH: ☐

DATA FOR HEC, SPECA, NLGCA, WAMS, PD-STEP	
Expected outcomes during entire grant period	**Expected Number**
1. Number of products to be developed through grant funds during the grant period (i.e., curricula, academic programs, recruitment/retention programs, materials, experiential learning opportunities)	
2. Number of faculty supported by this grant for professional development during the grant period: participation in sabbaticals, workshops, conferences, etc.	
3. 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).	

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. 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. During the tenure of a grant, PDs must attend at least one National Project Director's meeting in Washington DC, or any other announced location, if organized. The purpose of the meeting will be to discuss project and grant management, opportunities for collaborative efforts, future directions for education reform, and opportunities to enhance dissemination of exemplary end products/results of the projects. Reasonable travel expenses to attend this meeting must be included in the application's budget under travel expenses.

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.

Field 2. Program to which you are applying. Enter the program code name (i.e., enter "Capacity Building Grants for Non-Land Grant Colleges of Agriculture") and the program code (i.e., enter "NLGCA"). Note that accurate entry of the program code is very important for proper and timely processing of an application.

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
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. The application should be checked for the following required items that might be overlooked (this is not an exhaustive list):
- Logic Model
- Current and Pending Support
- Curriculum vitae for PD and Co-PDs
- Conflict of Interest form

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 October 1, 2019**. Applications received after this deadline will normally not be considered for funding.

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

If the AR has not received correspondence from NIFA regarding a submitted application within 30 days of the established deadline, contact the Agency Contact identified in Part VII of the RFA and request the proposal number assigned to the application. Failure to do so may result in the application not being considered for funding by the peer review panel. Once the application has been assigned a proposal number, you should cite this number on all future correspondence.

D.   Funding Restrictions
1. Limitation on indirect costs. Section 713 of the Consolidated and Further Continuing Appropriations Act, 2018 (Pub. L. 115-141) limits indirect costs to 30 percent of the total

Federal funds provided (or 42.857 percent of total indirect costs) under each award. When preparing budgets, you should limit your request for the recovery of indirect costs to the lesser of your institution's official negotiated indirect cost rate or the equivalent of 30 percent of total Federal funds awarded. See Part V section 7.9 of the NIFA Grants.gov Application Guide for further indirect cost information.

2. Prohibition against construction. Grant funds awarded under this authority may not be used for the renovation or refurbishment of research, education, or extension space; the purchase or installation of fixed equipment in such space; or the planning, repair, rehabilitation, acquisition, or construction of buildings or facilities.

3. Prohibition on tuition remission. Tuition remission, on-campus room and board, academic fees or other financial assistance (scholarships or fellowships) are not allowed.

4. Promotional items (e.g., T-shirts and other giveaways) and food functions (e.g., cookouts or other social or meal gatherings) are considered `entertainment' expenses, and are, therefore, also not allowed under this grants program.

5. With prior approval, and in accordance with the cost principles set forth in 2 CFR part 200, some grant funds may be used for minor alterations, renovations, or repairs deemed necessary to retrofit existing teaching or research spaces in order to carry out a funded project. However, requests to use grant funds for such purposes must demonstrate that the work is essential to achieving the major purpose of the project. Grant funds may not be used for endowment investing.

6. Faculty and students receiving Federal funds from this grants program for developmental activities or educational costs must be an eligible participant as defined in Part VIII, D – Definitions).

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.   NIFA's Evaluation Process
NIFA has two evaluation levels, 1) an individual panel review and 2) a peer panel review. NIFA selects reviewers based upon their training and experience in relevant scientific, extension, or education fields; 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 experts from a variety of organizational types; and the need to maintain a balanced composition with regard to minority and female representation and an equitable age distribution (see NIFA Peer Review Process).

The panelist independently assesses the strengths and weaknesses of the application, evaluate the likelihood that the proposed project will have significant outcomes and impacts, and most importantly, evaluate how well the application addresses the requirements of this RFA. The panelists subsequently summarize their conclusions of the review and assign a review score as applicable.

The peer panel review commences after the individual panel review. The review is a discussion of each of the panelists summarized conclusion and score (if applicable). The conclusion of the peer panel review is a consensus final rating and ranking for each proposal. After the evaluation process, NIFA reserves the right to negotiate with the PD 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. NIFA sends applicants copies of reviews and a summary of the panel comments to the PD after the review process (this does not include the identity of reviewers).

Conflicts of interest. NIFA takes extreme care to prevent any actual or perceived conflicts of interest that may influence the review or evaluation (see NIFA Peer Review Process for Competitive Grant Applications).

B.   Evaluation Criteria
We will use the evaluation criteria below to review applications submitted in response to this RFA. **The criteria below are not equal in merit but are listed in descending order of importance.** Applications are evaluated primarily for potential for advancing the quality of Education, Research, or Outreach/Extension for the Institution, followed by the subsequent four criteria.

1. Potential for Advancing the Quality of Education, Research or Outreach/Extension
This criterion is used to assess the likelihood that the project will have an impact upon and advance the quality of FANH sciences education, research or outreach/extension by strengthening institutional capacities to meet clearly delineated needs. Elements considered include institutional long-range goals, identification of a problem or opportunity to be addressed, justification for the project, innovation, advancing multidisciplinary and/or problem-based focus, global engagement initiatives, and potential for adoption by other institutions and contribution to current body of knowledge in areas addressed. The proposed project must also show how it will contribute to the legislatively authorized purpose of this program. Potential project impacts must be stated.

2. Proposed Approach and Cooperative Linkages (if applicable). This criterion evaluates the soundness of the proposed approach including objectives, methodology, plan of operation, timetable, expected products and results, project evaluation, and dissemination plans. The project evaluation plan will be reviewed to determine the appropriateness of the methodologies to be used in assessing the accomplishment of stated products, results and measurable outcomes from the project. The proposed approach will be evaluated based on the soundness of the research concepts and educational principles, which may be documented through background literature or actual institutional data. Emphasis is placed on the quality of education, research or outreach/extension support provided to the applicant institution/organization through its partnerships and collaborative initiatives, and on the potential cooperative linkages likely to evolve as a result of this project. The application will also be reviewed to assess the effectiveness in addressing any perceived pitfalls and alternative strategies or approaches.

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, research or outreach/extension capacity. Elements considered 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. Level of institutional data provided to show the institution's ability to support the proposed project.

4. Key Personnel. This criterion relates to the adequacy of the number, qualifications and expertise 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 the 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 value for the dollar, achieves economies of scale, leverages additional funds, and focuses expertise and activity on high-priority education, research or outreach/extension .

C.   Organizational Management Information
Applicants must submit specific management information relating to an applicant prior to an award, and update the information as needed. Applicants may only have to update their information if they had previously provided the information under this or another NIFA program. NIFA provides the requisite forms during the pre-award process. Although an applicant may be eligible for award under this program, 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, or a determination that an applicant is not responsible).

D.   Application Disposition

Applicants may withdraw at any time before NIFA makes a final funding decision. NIFA will retain all applications, including withdrawn applications and unfunded applications.

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.

Award Notice. The award document will provide pertinent instructions and information as described in 2 CFR 200.210 (see NIFA's Terms and Conditions).

B.   Administrative and National Policy Requirements
Several federal statutes and regulations apply to grant applications and the projects outlined in this RFA (some are listed here: Federal Regulations). Unless specifically noted by statue or award-specific requirements, NIFA Policy Guide applies to all NIFA awards.

C.   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, they will be identified in the award.

Project Directors Meeting: If organized by the program, the Project Director (PD) will be required to attend one PD meeting during the performance period of the award. Reasonable travel expenses must be included as part of the project budget.

PART VII—AGENCY CONTACTS

Applicants and other interested parties are encouraged to contact:

Programmatic Contact –

Dr. Ariela Zycherman; National Program Leader, Division of Community and Education; National Institute of Food and Agriculture; 4341 Waterfront Centre, 800 9th Street, SW Washington, DC 20024; Telephone: (202) 720-0384: E-mail: NLGCA@nifa.usda.gov

Administrative/Business Contacts –

Adriene Woodin; Branch Chief, Office of Grants and Financial Management; National Institute of Food and Agriculture; 1400 Independence Avenue SW, Stop 2201 Washington, DC 20250-2201; Telephone: (202) 401-4326; Fax: (202) 401-1804; Email: awoodin@nifa.usda.gov.

Rochelle McCrea; Team Leader, Team I; Office of Grants and Financial Management; National Institute of Food and Agriculture; 1400 Independence Ave., SW; STOP 2271 Washington, DC 20250-2271; Telephone: (202) 401-2880; Fax: (202) 401-6271; Email: rmccrea@nifa.usda.gov.

PART VIII—OTHER INFORMATION

A.   Use of Funds and Changes in Budget
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.

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 (the awardee is subject to the terms and conditions identified in the award):
1. Change in the scope or the objective of the project or program without prior written approval (even if there is no associated budget revision requiring);
2. Change in a key person specified in the application or the federal award;
3. Disengagement from the project for more than three months, or a 25 percent reduction in time devoted to the project;
4. Inclusion of costs that require prior approval in accordance with 2 CFR 200 Subpart E (Cost Principles), 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, unless waived by the federal awarding agency,
5. Part 31, (Contract Cost Principles and Procedures);
6. Transfer of funds budgeted for participant support costs to other categories of expense (§200.75 Participant support costs);
7. Sub-awarding, transferring or contracting out of any work under a federal award, including fixed amount sub-awards (see §200.332, Fixed Amount Sub-awards), unless described in the application and funded in the approved federal awards. This provision does not apply to the acquisition of supplies, material, equipment, or general support services;
8. Changes in the approved cost-sharing or matching provided by the non-federal entity; and
9. The need for additional federal funds to complete the project.

B.   Confidential Aspects of Applications and Awards
When an application results in an award, it becomes a part of NIFA transaction records, which are available to the public. Information that the Secretary of Agriculture determines to be confidential, privileged, or proprietary in nature will be held in confidence to the extent permitted by law. Therefore, applicants should clearly mark any information within the application they wish to have considered as confidential, privileged, or proprietary. NIFA will retain a copy of an application that does not result in an award for three years. Such an application will be released only with the consent of the applicant or to the extent required by law. An applicant may withdraw 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 Federal Assistance Programs – General Award Administrative Provisions](#) for additional definitions.

Building and Facility are synonymous terms, each meaning a physical structure consisting of foundation and substructure, superstructure, interior construction, and necessary mechanical, electrical, safety, and specialized systems to make the structure functional.

Capacity Building means enhancing and strengthening the quality and depth of an institution's research and academic programs as evidenced by its: faculty expertise, scientific and technical resources, research environment, curriculum, student experiential learning opportunities, scientific instrumentation, library resources, academic standing and racial, ethnic, or gender diversity of its faculty and student body, faculty and student recruitment and retention programs, and organizational structures and reward systems for attracting and retaining first-rate research and teaching faculty or students.

Eligible institution means a NLGCA institution (non-land-grant college of agriculture), as defined in this Section below.

Eligible participant means an individual who is a citizen or national of the United States as defined in 7 CFR 3430.

Fixed Equipment means any piece of property which, when installed in a facility for continuing use in connection with the facility, is considered a permanent part of the facility and cannot be reasonably removed without affecting the structural integrity of the facility, including its utility or ventilation systems. To be considered as fixed equipment, the item must be capitalized in the grantee's records as part of the facility to which it is attached. Further, if the facility were to be sold or otherwise disposed of, such equipment would be sold or otherwise disposed of as part of the facility. Examples include, but are not limited to, elevators, boilers, and furnaces; plumbing, electrical, heating-ventilating-air conditioning (HVAC), and refrigeration systems; and specialized items such as cage washers, laboratory casework, some growth chambers, and certain other large, specialized equipment meeting this definition.

Joint grant means an application for a project: (1) which will involve the applicant institution working in cooperation with one or more other entities not legally affiliated with the applicant institution, including other schools, colleges, universities, community colleges, junior colleges, units of State government, private sector organizations, or a consortium of institutions; and (2) where the applicant institution and each cooperating entity will assume a significant role in the conduct of the proposed project. To demonstrate a substantial involvement with the project, the applicant institution/organization submitting a joint project proposal must retain at least 30 percent but not more than 70 percent of the awarded funds and no cooperating entity may receive less than 10 percent of awarded funds. Only the applicant institution must meet the definition of an eligible institution/organization as specified in this RFA; other entities participating in a joint project proposal are not required to meet the definition of an eligible institution/organization.

Large-scale, Comprehensive Initiative (LCI) grant means an application for a project: (1)   which will involve the applicant institution/organization working in cooperation with **two or** more other entities not legally affiliated with the applicant institution, including other schools, colleges, universities, community colleges, junior colleges, units of State government,

private sector organizations, or a consortium of institutions; and (2) where the applicant institution and each cooperating entity will assume a significant role in the conduct of the proposed project. To demonstrate a substantial involvement with the project, the applicant institution/organization submitting a LCI proposal must retain at least 30 percent but not more than 70 percent of the awarded funds and no cooperating entity may receive less than 10 percent of awarded funds. Only the applicant institution must meet the definition of an eligible institution as specified in this RFA; other entities participating in a joint project proposal are not required to meet the definition of an eligible institution. LCI Project Proposals must support a multi-partner approach to solving a major state or regional challenge in agricultural sciences education at the postsecondary level. LCI Project Proposals are characterized by multiple partners (each providing a specific expertise) organized and led by a strong applicant with documented project management ability to organize and carry out the initiative.

Regular grant means a proposal for a project: (1) where the applicant institution will be the sole entity involved in the execution of the project; or (2) which will involve the applicant institution and one or more other entities, but where the involvement of the other entity or entities does not meet the requirements for **a** joint project proposal as defined in this section.

Teaching and **education** - From 7 USC Section 3103, means formal classroom instruction, laboratory instruction, and practicum experience in the food and agricultural sciences and matters relating thereto (such as faculty development, student recruitment and services, curriculum development, instructional materials and equipment, and innovative teaching methodologies) conducted by **colleges** and universities offering baccalaureate or higher degrees.

Program information is available on the [NLGCA website](#).