



United States
Department of
Agriculture

Program Solicitation



Cooperative State
Research, Education,
and Extension Service

1890 Institution Teaching and Research Capacity Building Grants Program

Fiscal Year 2008

Closing Date: February 15, 2008

CBG Program:

Telephone: 202-720-1254

Internet:

http://www.csrees.usda.gov/funding/rfas/1890_capacity.html

Catalog of Federal Domestic Assistance Number (CFDA)

10.216 -- 1890 Institution Capacity Building Grants

CSREES Funding Opportunity Number

USDA-CSREES-CBGP-001192

*****PLEASE READ*****

**IMPORTANT ITEMS FOR THE USDA-CSREES Capacity Building Grants Program
FISCAL YEAR (FY) 2008 PROGRAM SOLICITATION**

Four major changes are made in this RFA:

- New funding category is added;
- Number of proposals submitted by an institution is restricted to eight applications;
- Eligibility of the PD is restricted based on the number of active grants received from the CBG Program; and
- Alignment of application with institution Goals and Objectives is required.

The 1890 Institutions Teaching and Research Capacity Building Grants (CBG) Program requires all applications be submitted electronically through Grants.gov. There are considerable online resources to help potential applicants with the new electronic forms and submission requirements.

This is the second year of electronic submissions and it is expected that the 1890 institutions, including Tuskegee University and West Virginia State University are registered with Grants.gov.

The Agency within USDA responsible for administering this grants program is the Cooperative State Research, Education, and Extension Service (CSREES). CSREES has also developed documentation to help navigate the process. The central point for all information related to electronic application submission is www.csrees.usda.gov/funding/electronic. This site is updated frequently and it should be checked often for program-specific help concerning electronic submissions.

Helpful Submission Information	Website Address
Information pertaining to the transition to electronic submission can be found at the CSREES website.	www.csrees.usda.gov/funding/electronic This page will be updated frequently and should be checked for program-specific help.
Applications for this grants program should be submitted through the Grants.gov website.	To access the electronic application via Grants.gov, go to www.grants.gov , under the “Apply for Grants” heading on the left side of page and click on “Download a Grant Application Package.” Enter the CFDA number 10.216 in the appropriate box to search by Catalog of Federal Domestic Assistance (CFDA) number.
The CSREES GRANTS.GOV Application Guide provides guidance for	Each applicant should use the CSREES document titled, “A Guide for Preparation and Submission of CSREES Applications via Grants.gov” also known as the “CSREES

<p>completing the forms required by Grants.gov and CSREES. Used in conjunction with this RFA for the CBG grants program, this guide will assist applicants with most field-specific questions.</p>	<p>Application Guide,” that is part of this RFA package located at Grants.gov. This document provides guidance for completing the required forms at Grants.gov.</p> <p>Applicants should also reference the RFA for additional guidance not found in the application guide.</p>
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- Applications must be received at Grants.gov by **5:00 p.m. Eastern Time, on February 15, 2008**. Plan ahead. Do not wait until the last minute to submit your application.
- Applicants who have problems with their submissions to Grants.gov are encouraged first to call the Grants.gov help desk to resolve any problems. Keep a record of any such correspondence.

For any questions related to preparing application content, contact:

Email: electronic@csrees.usda.gov

Phone: 202-401-5048, Business hours are M-F, 7:00 a.m. – 5:00 p.m. ET, excluding Federal holidays.

For any questions related to Grants.gov content, contact:

Email: support@grants.gov

Toll Free: 1-800-518-4726, Business hours are M-F, 7:00 a.m. – 9:00 p.m. ET, excluding Federal holidays.

Part IV of this RFA provides additional information specific to the CBG application submission. Applicants are advised to refer to this section to determine if specific information is required during the submission of the forms on Grants.gov. **If directed by this RFA to provide information that is different from the CSREES Application Guide, the information in this RFA supersedes in all cases.**

Note the attachment requirements (e.g., portable document format) in Part III section 3. of the Guide. ANY PROPOSALS CONTAINING NON-PDF DOCUMENTS WILL BE AT RISK OF BEING EXCLUDED FROM CSREES REVIEW. Partial applications will be excluded from CSREES review. With documented prior approval, resubmitted applications will be accepted until close of business on the closing date in the RFA.

If you do not own PDF-generating software, Grants.gov provides online tools to assist applicants. On the Grants.gov Customer Support webpage (<http://grants.gov/CustomerSupport>) users will find a link to “Convert Documents to PDF” (<http://grants.gov/assets/PDFConversion.pdf>).

Applications for this grant program should include the following:

Document Title	Required	Instruction Source	Additional Instructions within this RFA
SF 424 (R&R) Cover Sheet	✓	CSREES Grants.gov Application Guide p. 17	CBG RFA Part IV. B.1., p.21
(R&R) Other Project Information	✓	CSREES Grants.gov Application Guide p. 24	CBG RFA Part IV. B.2., p.21
(R&R) Senior/Key Person Profile (Expanded)	✓	CSREES Grants.gov Application Guide p. 29	CBG RFA Part IV. B.3., p.27
(R&R) Personal Data		CSREES Grants.gov Application Guide p. 34	CBG RFA Part IV. B.4., p.27
(R&R) Budget	✓	CSREES Grants.gov Application Guide p. 36	CBG RFA Part IV. B.5., p.28
(R&R) Subaward Budget Attachment	Only for joint project proposals	CSREES Grants.gov Application Guide p. 36 (Follow attachment guidelines)	CBG RFA Part IV. B.6., p.28
USDA Cooperator Letter	✓	No CSREES Form - PDF	CBG RFA Part IV, B. 2(c), p. 27
CSREES Supplemental Information	✓	CSREES Grants.gov Application Guide p. 45	CBG RFA Part IV. B.7., p.28

**COOPERATIVE STATE RESEARCH, EDUCATION, AND EXTENSION SERVICE
U. S. DEPARTMENT OF AGRICULTURE**

**1890 INSTITUTION TEACHING AND RESEARCH CAPACITY BUILDING GRANTS
(CBG) PROGRAM**

INITIAL ANNOUNCEMENT

CATALOG OF FEDERAL DOMESTIC ASSISTANCE: This program is listed in the Catalog of Federal Domestic Assistance under 10.216.

DATES: Applications must be received by Grants.gov **by 5:00 Eastern Time on February 15, 2008**. Applications received after this deadline will normally not be considered for funding. 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 Cooperative State Research, Education, and Extension Service (CSREES) is requesting comments regarding this RFA from any interested party. These comments will be considered in the development of the next RFA for the program. Such comments will be used 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)). This section requires the Secretary to solicit and consider input on a current RFA from persons who conduct or use agricultural research, education and extension for use in formulating future RFAs for competitive programs. Written stakeholder comments on this RFA should be submitted in accordance with the deadline set forth in the DATES portion of this Notice.

Written stakeholder comments should be submitted by mail to: Policy, Oversight, and Funds Management Branch; Office of Extramural Programs; Cooperative State Research, Education, and Extension Service; USDA; STOP 2299; 1400 Independence Avenue, SW; Washington, DC 20250-2299; or via e-mail to: RFP-OEP@csrees.usda.gov. (This e-mail address is intended only for receiving comments regarding this RFA and not requesting information or forms.) In your comments, please state that you are responding to the 1890 Institution Teaching and Research Capacity Building Grants Program RFA.

EXECUTIVE SUMMARY: CSREES requests applications for the 1890 Institution Teaching and Research Capacity Building Grants (CBG) Program for FY 2008. The intent of this program is to build institutional capacity through stimulating the development of high quality teaching and research programs at the 1890 Land-Grant Institutions, including Tuskegee University and West Virginia State University, that will produce baccalaureate and higher degree level graduates capable of strengthening the Nation's food and agricultural scientists and professionals. CSREES anticipates the amount available for support of this program in FY 2008 will be approximately \$12.3 million.

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PART I-FUNDING OPPORTUNITY DESCRIPTION

A. Legislative Authority and Background

Authority for this program is contained in section 1417 (b)(4) of the National Agricultural Research, Extension, and Teaching Policy Act of 1977, as amended (NARETPA) (7 U.S.C. 3152 (b)(4)) and pursuant to annual appropriations made available specifically for the 1890 Capacity Building Program. In accordance with the statutory authority, subject to the availability of funds, the Secretary of Agriculture may make competitive grants, for a period not to exceed five years, to design and implement food and agricultural programs to build teaching and research capacity at colleges and universities having significant minority enrollments.

For purposes of this program, the term “food and agricultural sciences” means basic, applied, and developmental research, extension, and teaching activities in the food and fiber, agricultural, renewable natural resources, forestry, and physical and social sciences, in the broadest sense of these terms, including but not limited to, activities relating to the production, processing, marketing, distribution, conservation, utilization, consumption, research, and development of food and agriculturally related products and services, and inclusive of programs in agriculture, natural resources, aquaculture, forestry, veterinary medicine, home economics, rural human ecology, rural economic, community, or business development, and closely allied disciplines. (see Part VIII, E., Definitions).

B. Purpose and Priorities

The Department of Agriculture depends upon sound programs in the food and agricultural sciences through partnership with the Nation’s colleges and universities to produce well trained professionals for careers in the food and agricultural sciences.

The CBG Program is intended to stimulate development of quality education and research programs at these institutions in order that they may better assist USDA in its mission of providing a professional work force in the food and agricultural sciences. This CBG Program is competitive in nature and provides support to the 1890s for teaching and research projects in targeted high-priority areas. It requires cooperation with one or more USDA agency in developing a proposal and carrying out a project, thereby strengthening departmental partnerships and linkages with these important Land Grant institutions.

This program is designed specifically to build the institutional teaching and research capacities of the eligible institutions through cooperative programs with Federal and non-Federal entities. The program is designed to achieve three major goals:

1. To advance cultural diversity of the food and agricultural scientific and professional work force by attracting and educating more students from underrepresented groups;
2. To strengthen linkages among the 1890 institutions, other colleges and universities, USDA, and private industry; and

3. To enhance the quality of teaching and research programs at the 1890 institutions to more readily establish them as full partners in the U.S. food and agricultural sciences higher education system.

Definitions for ‘capacity building’ and ‘food and agricultural sciences’ are listed in Part VIII, E (Definitions).

Applications submitted must follow the format provided in Part IV, B. and address all of the following five items:

1. Focus on at least one of the **Degree Levels – Teaching only** (described in Part I, C.1.);
2. Address at least one of the **Program Priority Areas** (described in Part I, C. 2.);
3. Address at least one of the **Teaching or Research Need Areas** (described in Part I, C. 1. or C 2.);
4. Document how project accomplishments (products, results and impacts, etc.) will be disseminated or otherwise published to the broadest extent throughout the academic or scientific community (described in Part IV, B.2.b.(2)(f), Dissemination Plans); and
5. Provide a unique application title that is different from the program code name: "1890 Institution Teaching and Research Capacity Building Grants Program."

C. Program Area Description

Teaching Applications must focus upon at least one of the following:

1. Degree Levels:

- a) **Baccalaureate degree-level** teaching improvement and research training projects in the food and agricultural sciences (Part VIII, E. Definitions); and/or
- b) **Graduate degree-level** teaching improvement and research training projects in the food and agricultural sciences.

2. Program Priority Areas:

All applications must address at least one of the following Program Priority Areas:

a) **Program Priority Area # 1:**

1. **Human health and obesity as it relates to nutrition**
2. **Bio-energy/fuel**
3. **Food safety**
4. **Water quality**
5. **Agricultural bio-security**

This Priority Area is for Teaching or Research applications that **support single institution approaches** to local or regional problems or opportunities in one of the selected areas listed above. The application should have the potential to encourage regional or national program delivery in one of the selected areas.

b) **Program Priority Area # 2:**

Joint Project Proposals

This Priority Area is for Teaching or Research applications that **support joint projects** (Part VIII, E. Definitions) **approaches** to scientific investigations that are multidisciplinary and interdisciplinary and that address critical U.S. food and agricultural issues at the local, state, regional and national level(s). The applications may address food and agricultural areas identified in C.2.a) and C.2.c or other areas within the food and agricultural sciences). **The applications for New Faculty & Investigator Enhancement Initiatives are excluded from this Program Priority area.**

c) **Program Priority Area # 3:**

General Food & Agricultural Science Issues

This Priority Area is for Teaching or Research applications **that support single institution approaches** that address local, regional, or national issues **in food and agricultural sciences (Part VIII, E. Definitions).**

d) **Program Priority Area # 4:**

New Faculty & Investigator Enhancement Initiatives

This Priority Area is for Teaching or Research applications that will increase the number of quality new faculty and investigators from the eligible institutions in food and agricultural sciences (Part I, C., 3c). **The applications may address one of the areas cited in C.2.a and C.2.c or other areas within the definition of food and agricultural sciences.**

Applications that do not fit into one of the Priority Program Areas and do not support one of the CSREES Strategic Goals (part I, C.4.) **will not be accepted by the National Program Leader (NPL)** for inclusion in the Application Review Panel.

Funding allocation for each of the cited Priority Area is listed in Part II.B.

3. Program Need Areas:

(a) Teaching

Teaching applications must address one or more of the following Need Areas identified below, **and also** offer for-credit, academic coursework. Applicants are encouraged to design innovative projects that have broad-based applicability beyond a single course or an individual instructor and include a library enhancement or digital component. These projects must be related to subject matter within the broadly defined food and agricultural sciences (Part VIII, E., Definitions).

Applications must demonstrate how their chosen Program Priority Area is addressed when selecting a Need Area.

i) **Curricula Design and Materials Development:** This Need Area promotes developing new (or adapting existing) curricula and related materials to meet changes anticipated within the food and agricultural sciences system. Projects should be integrated and multidisciplinary, and possess learner-centered instruction which will demonstrate an improvement in teaching and student learning against core course objectives. Applicants are expected to demonstrate how the project 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 integrate and synthesize knowledge.

ii) **Faculty Preparation and Enhancement for Teaching:** This Need Area prepares academic faculty for sustainable change to address emerging student clientele (demographic composition, learning styles, digital applicability), improving teaching competency (subject matter expertise and pedagogy), or developing student recruitment and advising skills (career opportunities in emerging agricultural sciences fields). It is envisioned that efforts under this area will allow faculty to be better prepared to teach future courses related to building human capital in the food and agricultural sciences.

For example, projects addressing this Area must enable teaching faculty to: gain experience with recent developments or innovative technology relevant to their teaching responsibilities; work under the guidance and direction of experts who have substantial expertise in an area related to project goals; work with professionals or peers in government, industry, or colleges or universities to learn new applications in a field; expand competence with new methods of information delivery related to teaching; or increase understanding of the special needs of non-traditional students or students from groups that are underrepresented in the food and agricultural sciences workforce.

iii) **Instruction Delivery Systems:** This Need Area encourages the development and use of alternative methods of delivering instruction to enhance the quality, effectiveness, and cost efficiency of teaching programs. Examples of alternative methods of delivering instruction include, but are not limited to: using state-of-the-art digital technology; faculty sharing, cross enrollments, joint degrees, teleconferencing; networking via satellite communications; or utilizing mobile classrooms and laboratories and individualized learning centers. Multi-institutional, regional or national collaborations are encouraged. Emphasis should be on improving the art of teaching by faculty.

iv) **Scientific Instrumentation for Teaching:** This Need Area provides students with the necessary experience with suitable, up-to-date equipment to involve them in work central to understanding advances in the food and agricultural sciences and to prepare them for work or further graduate/professional training.

This program initiative will support the acquisition of instructional laboratory and classroom equipment to assure the achievement and maintenance of outstanding food and agricultural

sciences higher education programs. An application may request support for: (1) acquiring new, state-of-the-art instructional equipment; (2) upgrading existing equipment; (3) replacing non-functional or obsolete equipment; or (4) establishing equipment-sharing capabilities via consortia or centers that develop innovative opportunities such as mobile laboratories or satellite access to industry or government laboratories.

v) **Student Experiential Learning:** This Need Area encourages the development of new student learning opportunities where students are placed in team-oriented, problem-solving, decision-making situations in the context of real-world experiences. Experiential learning in laboratory research or other internships with business and industry, community organizations, federal agencies and other domains that provide knowledge and skills for graduate study should be given priority.

Projects addressing this Area 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 experiential learning opportunity for up to three years (including summers, semesters, or semester breaks). Requested grant funds may be used as stipends for students while they are working in research/field settings. Students should 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. Grant recipients are encouraged to take advantage of any related paid internship opportunities provided by state, county, federal, business and industry sources.

vi) **Student Recruitment and Retention:** This Need Area is to enhance student recruitment and retention programs in order to strengthen the Nation's scientific and professional workforce.

Examples of projects that address this Area include, but are not limited to: special outreach programs for pipelining elementary and secondary students as well as parents, counselors, and the general public to broaden awareness of the extensive nature and diversity of career opportunities for graduates in the food and agricultural sciences; developing curriculum and learning modules for state Ag in the Classroom teachers that establish more effective linkages with high school science classes and promote general agricultural literacy. Unique or innovative student recruitment activities, materials, and personnel; special retention programs to assure student progression through and completion of an educational program; development and dissemination of stimulating career information materials; use of regional or national media to promote food and agricultural sciences higher education; or provision of financial incentives to enable and encourage students to pursue and complete an undergraduate or graduate degree in an area of the food and agricultural sciences. Recruitment and retention efforts should be summarized quantitatively (i.e. numbers of students recruited against those contacted) and qualitatively (i.e. lessons learned that improve future recruitment strategies).

(b) Research

Research applications must address one or more of the following Need Areas where there is a present or anticipated need for increased science-based knowledge to address emerging state, regional, national and global issues. Applicants are encouraged to include a library enhancement component related to the Area in their applications. In addition, these projects must be related to subject matter within the broadly defined food and agricultural sciences (see Part VIII, E., Definitions).

Applications must demonstrate how their chosen Program Priority Area is addressed when selecting a Need Area.

i) **Studies and Experimentation in Food and Agricultural Sciences:** The purpose of this Need Area is to advance the body of knowledge in those basic and applied natural and social sciences that comprise the food and agricultural sciences. Projects addressing this Area are encouraged to focus on multidisciplinary and interdisciplinary research activities addressing critical issues rather than single discipline-specific research studies.

Examples of studies and experiments that address this Area include, but are not limited to: conceiving, designing, and evaluating new bio-processing techniques for eliminating undesirable constituents from or adding desirable ones to food products; development of bio-energy/fuel alternatives, conducting plant or animal breeding programs to develop higher yielding and improved quality products and improved diseases resistance; proposing and evaluating methods to enhance utilization of the capabilities and resources of food and agricultural institutions to promote rural development (e.g., exploitation of new technologies by small rural businesses); identifying control factors that influence consumer demand for agricultural products; analyzing social, economic, and physiological aspects of nutrition and health, food choices, and life-style choices, and community strategies for meeting the changing needs of different population groups; or advancing the body of knowledge in highly important scientific, food and agriculture program areas such as human nutrition, food safety, sustainable agriculture, biotechnology and genomics, newly developed research areas, such as proteomics, metabolomics, nano-technology, pharmaceutical qualities of medicinal plants, agribusiness management and marketing, natural resources and the environment, and pest management.

ii) **Centralized Research Support Systems:** The purpose of this Need Area is to establish centralized research support systems that: (1) meet national needs or serve regions or 1890 clientele that cannot otherwise afford, or do not have access to such support; or (2) provide research support more economically, thereby freeing up resources for other research uses. Applicants must demonstrate how their chosen Program Priority Area is addressed when selecting this Area. Examples of projects that address this Area include but are not limited to: storage, maintenance, characterization, evaluation and enhancement of germplasm for use by animal and plant breeders, including those using the techniques of biotechnology; establishment of computerized data banks of important scientific information (e.g., human nutrition, epidemiological, demographic, weather, economic, crop yields); or establishment of expert service centers for sophisticated and highly specialized methodologies (e.g., evaluation of

organoleptic and nutritional quality of foods, toxicology, taxonomic identifications, consumer preferences demographics, and efficacy of medicinal plants).

iii) **Technology Delivery Systems:** The purpose of this Need Area is to promote innovation and improvement in the delivery of benefits of food and agricultural sciences to producers and consumers, particularly producers and consumers in underserved communities whose share in these benefits is disproportionately low. Examples of innovations and improvements in this Need Area include but are not limited to: computer-based decision support systems to assist small-scale farmers in taking advantage of relevant technologies, programs, policies, or efficacious delivery systems for nutrition intervention information or resource management assistance for low-income families and individuals.

(c) New Faculty and Investigator Enhancement Initiative

The primary intent of this initiative is to increase the number of outstanding new faculty and investigators from the eligible institutions in food and agricultural sciences. The new faculty and investigators, who are in the beginning of their teaching and/or research careers, do not have a strong research publication record, and are in a pre-tenure position or equivalent are eligible.

The applicant PD may not have previous grant experience and must meet all other eligibility requirements as described in this RFA. An individual applicant may be involved in only one new faculty and investigator enhancement initiative application.

In FY 2008, CSREES anticipates making up to 8 awards for teaching and 4 awards for research in this need area.

Eligible Activities for the Teaching Applications:

For teaching applications that propose targeted faculty with one-time resources to undertake new and innovative initiatives that enhance their ability to provide students with opportunities in the food and agricultural sciences:

i) **Equipment and Instrumentation:** Funds under this area are intended to cover the costs of purchasing, installing and maintaining educational equipment or scientific instruments to be used to enhance classroom instruction and applied classroom related research.

ii) **Experimental Methodologies and Distance Education:** Funds under this area are intended to support new and creative ideas for classroom or out of classroom instruction and educational experiences that otherwise might not be available to new faculty. These can include but are not limited to educational software, field trips, conferences and workshops, payment for visiting faculty or experts.

iii) **Faculty or Student Strengthening:** Funds under this area are intended to support the training and educational opportunities of new faculty or students in support of CBG stated objectives. These can include but are not limited to courses or certificate

programs, stipends, travel and registration for educational opportunities outside of the home institution, mini-sabbaticals to undertake educational opportunities.

Eligible Activities for the Research Applications:

The New Investigator Enhancement Initiative will provide targeted investigators with one-time resources to undertake new and innovative initiatives that enhance their research capacity. The eligible activities for research applicants are limited to the following areas as described in details under research (Part I. 3.b):

- i) **Studies and experimentation in food and agricultural sciences; and/or**
- ii) **Technology delivery systems.**

4. CSREES Strategic Plan

All applications must support at least one of the CSREES Strategic Goals. The CSREES Strategic Plan can be viewed and downloaded at:

http://www.csrees.usda.gov/about/offices/pdfs/csrees_stratic_plan.pdf.

- Goal 1 Enhance International Competitiveness of American Agriculture
- Goal 2 Enhance Competitiveness and Sustainability of Rural and Farm Economies
- Goal 3 Support Increased Economic Opportunities and Improved Quality of Life in Rural America
- Goal 4 Enhance Protection and Safety of the Nation’s Agriculture and Food Supply
- Goal 5 Improve the Nation’s Nutrition and Health
- Goal 6 Protect and Enhance the Nation’s Natural Resource Base and Environment

5. Discipline Codes for 1890 Capacity Building Grants Program

Eligible institutions may, within the Teaching Project and Research Project Need Areas identified for support, propose projects in any Discipline(s) or subject matter area(s) of the food and agricultural sciences noted below:

Code	Discipline – For Teaching Proposals Only	Code	Discipline – For Research Proposals Only
EP.M	Agribusiness Management & Marketing	EQ.L	Agribusiness Management & Marketing
EP.E	Agricultural Engineering	EQ.E	Agricultural Engineering
EP.A	Animal Sciences	EQ.Q	Agricultural Social Sciences
EP.Q	Aquaculture	EQ.A	Animal Sciences
EP.T	Entomology	EQ.P	Aquaculture
EP.C	Environmental Science & Natural	EQ.C	Conservation and Renewable Natural

	Resource Conservation		Resources
EP.F	Food Science/Technology	EQ.W	Entomology-Animal
EP.G	General Agricultural Science	EQ.S	Entomology-Plant
EP.H	Home Economics	EQ.J	Environmental Sciences/Management
EP.N	Human Nutrition	EQ.F	Food Science/Technology
EP.I	International Education	EQ.G	General Food and Agricultural Sciences
EP.P	Plant Sciences	EQ.M	Human Nutrition
EP.B	Related Biological Sciences	EQ.I	International Education/Research
EP.R	Rural Development / Social Science	EQ.N	Plant Sciences
EP.V	Veterinary Science	EQ.B	Related Biological Sciences
		EQ.O	Soil Sciences
		EQ.T	Veterinary Medicine/Science
		EQ.V1	Water Science

It is important that applicants indicate in the Project Summary which of the CSREES Strategic Goals by code their proposed project addresses. In the keywords portion of the application package, applicants should include keywords that clearly designate which of the Goals, Program Priority Areas, Need Area, and Discipline(s) are addressed in the application.

PART II-AWARD INFORMATION

A. Available Funding

There is no commitment by USDA to fund any particular application or to make a specific number of awards. CSREES anticipates approximately \$12.3 million will be available to fund applications in FY 2008. CSREES plans to divide CBG Program funds equally between Teaching and Research awards.

1. Allocation of Funding

CSREES plans to allocate available grant funds among the four Program Priority Areas as follows:

1. Approximately 20 percent of total CBG funds for Program Priority Area #1 - Human health and obesity as it relates to nutrition, bio-energy/fuel, food safety, water quality or agricultural bio-security;
2. Approximately 30 percent of total CBG funds for Program Priority Area #2 – Joint Project Proposals;
3. Approximately 40 percent of total CBG funds for Program Priority Area #3 – General Food and Agricultural Science Issues Projects; and
4. Approximately 10 percent of total CBG funds for program Priority Area #4 – New Faculty and Investigator Enhancement Initiative.

Applicants may use the above allocation plan in determining the type of application(s) submitted. Nevertheless, the final allocation of funds among Program Priority Areas is dependent upon the number, type and merit of applications received. CSREES reserves the right to adjust the final allocation accordingly.

2. Funding and Award Restrictions

- a) Each application must be limited to be either a Teaching Project or a Research Project;
- b) Eligible institutions may submit up to 8 applications per institution;
- c) Eligible institutions will not receive more than four (4) new awards per institution in FY 2008;
- d) Eligible institutions may receive both Teaching and Research awards up to a maximum of 10 percent of FY 2008 appropriated 1890 CBG funds. For each institution, a single award in Program Priority Areas #1, #2 and #4 will not be counted against the institutional maximum of 10 percent. In the case of multiple

awards in these areas, CSREES will determine which awards will be exempt from the 10 percent maximum; and

- e) Eligible institutions may be awarded no more than one teaching and one research award for the New Faculty and Investigator Enhancement Initiative.

B. Types of Applications

In FY 2008, applications may be submitted to the CBG Program as one of the following two types of requests:

1. New application: A project application not previously submitted to the CBG Program. All new applications will be reviewed competitively using the selection process and evaluation criteria described in Part V. B., Evaluation Criteria.

2. Resubmitted application: This is an application that had previously been submitted to the CBG Program but not funded. Project Directors (PDs) must respond to the previous review panel summary (see Response to Previous Review, Part IV, B.2.c.). Resubmitted applications must be received by the relevant due dates, will be evaluated in competition with other pending and new applications in the appropriate area to which they are assigned, and will be reviewed according to the same evaluation criteria as new applications.

C. Project Types

Each application must be self-designated as either Teaching or Research in the Project Summary (see Part IV, B2a)). Applications that are not so designated with the codes below will be assigned to either category by CSREES.

- **Program Code: EP (Teaching)**
- **Program Code: EQ (Research)**

Project periods will be up to 36 months in duration. The New Faculty and Investigator Enhancement Initiative awards will be up to 24 months in duration.

CSREES has limited the amount of funding for which Single and Joint Project Proposals may apply.

Applicants may submit either:

1. Single Institution (Part VIII, E. Definitions):

- a) Teaching applications may request up to a total of \$200,000
- b) Research applications may request up to a total of \$300,000 (except for New Faculty and Investigator Enhancement Initiative)

In a Single Institution application, grant funds are limited to the applicant institution except for sub-contracts. A Project Director may receive only one new award as the lead individual in a Need Area that focuses on a single subject or discipline. Funds **do not** have to be divided equally among project years.

2. Joint Project Proposals (Part VIII, E. Definitions):

- a) Teaching applications may request up to a total of \$300,000
- b) Research applications may request up to a total of \$500,000

In a Joint Project Proposals, the applicant institution will transfer at least half of the awarded funds to the other institutions participating in the project.

Note: Joint Project Proposals must include a separate sub-award budget for each of the identified eligible project partners. (Part IV, B.6)

Either Single Institution or Joint Project applications may have Partnering Entities who will be involved in conducting the proposed work. CSREES encourages partnerships and collaborative efforts with Partnering Entities (State government, federal agencies/offices, and private sector organizations), in addition to eligible joint project proposal partners. However, the intent of the CBG is to enhance the research and teaching capabilities of 1890s for advancing student learning and scientific expertise development. Consequently, the award of grant funds is limited to the eligible applicant institutions and, for joint project proposals and collaborating institutions. While Partnering Entities may have a substantive role in a project, they may only receive reimbursement for non-salary minor expenses such as materials and supplies. (Part VIII, E. Partnering Entity)

3. New Funding Category: New Faculty and Investigator Enhancement Initiative, Part II. C. 3(c).

- a) Teaching applications for new faculty addressing Program Priority Area # 4 may request up to a total of \$50,000
- b) Research applications for new investigators addressing Program Priority Area # 4 may request up to a total of \$100,000

PART III-ELIGIBILITY INFORMATION

A. Eligible Applicants

Applications may only be submitted by 1890 Land-Grant Institutions, including Tuskegee University and West Virginia State University. The eligible institutions are:

Alabama A&M University	University of Arkansas-Pine Bluff
Delaware State University	Florida A&M University
Fort Valley State University	Kentucky State University
Alcorn State University	Southern University and A&M College
University of Maryland-Eastern Shore	Lincoln University (MO)
North Carolina A&T State University	Langston University
South Carolina State University	Tennessee State University
Prairie View A&M University	Virginia State University
Tuskegee University	West Virginia State University

An institution eligible to receive an award under this program includes a research foundation maintained by an eligible institution.

Faculty and students receiving support for developmental activities or educational costs must be eligible participants, as defined in Part VIII, E., (Definitions). Students must be enrolled at institutions that are eligible to receive CBG awards (see above paragraphs). Where student or faculty eligibility is claimed under 8 U.S.C. 1101(a)(22), documentary evidence from the Immigration and Naturalization Service as to such eligibility must be made available to CSREES upon request.

Applicants who are already serving as Project Directors (PDs) on two or more active CBGs are not eligible to apply for FY 2008 CBG.

Award recipients may subcontract to organizations not eligible to apply provided such organizations are necessary to conduct a successful project. The subcontract must advance capacity building at the 1890 institution in the area of the submitted application.

B. Cost Sharing or Matching

CSREES does not require matching support for this program.

PART IV-APPLICATION AND SUBMISSION INFORMATION

A. Electronic Application Package

Only electronic applications may be submitted via Grants.gov to CSREES in response to this RFA.

Prior to preparing an application, it is suggested that the PD 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 Grant.gov. If the organization is not prepared, the AR should see http://www.grants.gov/applicants/get_registered.jsp for steps for preparing to submit applications through Grants.gov.

The steps to access application materials are as follows:

1. Download and install PureEdge Viewer, a small, free program that provides access to the grant application. See http://www.grants.gov/resources/download_software.jsp#pureedge.
2. The application package must be obtained via Grants.gov, go to <http://www.grants.gov>, click on “Apply for Grants” in the left-hand column, click on “**Step 1: Download a Grant Application Package and Instructions**,” enter the funding opportunity number USDA-CSREES-CBGP-001192 in the appropriate box and click “Download Package.” From the search results, click “Download” to access the application package.

Contained within the application package is the “[CSREES Grants.gov Application Guide: A Guide for Preparation and Submission of CSREES Applications via Grants.gov](#).” 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 assistance is needed to access the application package (e.g., downloading or navigating PureEdge forms, using PureEdge with a Macintosh computer) refer to resources available on the Grants.gov Web site first (<http://grants.gov/>). Grants.gov assistance is also available as follows:

Grants.gov customer support
Toll Free: 1-800-518-4726
Business Hours: M-F 7:00 am – 9 pm Eastern Standard Time
Email: support@grants.gov

See <http://www.csrees.usda.gov/funding/electronic.html> for additional resources for applying electronically.

B. Content and Form of Application Submission

Electronic applications should be prepared following Part V and VI of the document entitled “[A Guide for Preparation and Submission of CSREES Applications via Grants.gov](#).” This guide is part of the corresponding application package (see Section A. of this Part). **The following**

emphasizes the submission requirements of the Guide, and provides additional information needed in order 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: Some forms will contain a field with instructions to attach additional information in a separate file. All such attachments must be in PDF file format. **Note the attachment requirements (e.g., portable document format) in Part III section 3. of the Guide. ANY PROPOSALS CONTAINING NON-PDF DOCUMENTS WILL BE AT RISK OF BEING EXCLUDED FROM CSREES REVIEW. Partial applications will be excluded from CSREES review. With documented prior approval, resubmitted applications will be accepted until close of business on the closing date in the RFA.**

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 CSREES Grants.gov Application Guide.

2. R&R Other Project Information Form

Information related to the questions on this form is dealt with in detail in Part V, 3. of the CSREES Grants.gov Application Guide.

a. Field 6. Project Summary/Abstract. The summary **must** include:

- Relevant CSREES Strategic Goal;
- Program Priority Area(s) (See Part I, C.2.);
- Degree level addressed for Teaching applications (See Part I, C.1.);
- Need Area addressed (See Part I, C.3);
- Discipline and **Discipline Code** (See Part I, C. 5) ;
- Anticipated impact on the food and agricultural sciences higher education system.

The summary should not exceed **250 words**. It must succinctly describe the objectives to be achieved and the activities to be undertaken in the project. It should also designate which matter Discipline(s) is supported by the project. If the applicant incorrectly designates a project within a funding allocation category or no designation is made, CSREES reserves the right to assign a discipline code.

b) Field 7. Project Narrative.

PLEASE NOTE: The Project Narrative must be submitted as an attached PDF file. With the exception of narratives for the New Faculty and Investigator Enhancement Initiative, the Project Narrative shall not exceed 18 pages of written text and up to five additional pages for figures and tables. This maximum (23 pages) has been established to ensure fair and equitable competition. Please see page 25 for requirements related to the New Faculty and Investigators Enhancement Initiative proposals. Prepare the application using standard size (8 1/2" x 11") paper, one-inch margins, no type smaller than 12 point font, and 1.5 line spacing. Use an easily readable font face (e.g., Arial, Times New Roman). To facilitate application review and evaluation, the applicant is advised to include the following underlined wording as headings in the Project

Narrative, followed by the applicant's response for each item. Note: The Project Narrative should be written with the Evaluation Criteria (section V.B.) in mind.

The Project Narrative for Teaching or Research projects must include all of the following:

(1) Potential for Advancing the Quality of Education; Significance of the Problem and Opportunity:

- (a) **Institutional Long-range Goals:** Demonstrate how the institution attributes a high merit to the project, discuss how the project will contribute to the achievement of the institution's long-term (five-to-ten-year) goals or strategic plan or Plan of Work; explain how the project will help satisfy the institution's objectives that are of the most importance or Research Foci in the Plan of Work. Also, explain how the project supports one or more of the CSREES Strategic Goals. (Part I, C.4)
- (b) **Identification of Educational or Research Problem and Project Impact:** Clearly identify and explain how the proposed project will address one of the chosen Program Priority Areas and at least one of the Need Areas described in Part I, C.3. Briefly explain the project's anticipated overall impact on improving the quality of food and agricultural sciences teaching or research.
- (c) **Project Justification:** Clearly state the specific instructional or research problem or opportunity to be addressed and the connection(s) with the institutional goals or strategic plan or Plan of Work. 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 funding was received under this program or other funding programs.
- (d) **Innovation:**
 - Teaching applications** should clearly identify the discipline to be addressed, the core competencies that students will attain through new knowledge gained, the application's creative approach to improving the quality of food and agricultural sciences education, solving an education problem, or advancing educational equity.
 - Research applications** should describe the approach to improving the quality of food and agricultural sciences research, solving a scientific problem, or advancing a field of science, that address objective(s) that are of high importance at the 1890 institution, and identify potential results in institutional capacity building.
- (e) **Multidisciplinary and/or Problem-based Focus:** Indicate how the teaching project is relevant to multiple disciplines in the food and agricultural sciences,

or with other academic curricula. Indicate how the research project is multidisciplinary and interdisciplinary, and/or involves integrated (teaching AND research) activities. Identify the field of science and the objective(s) that are of high importance at the 1890 institution to be addressed, where partners are included in the proposal. Provide a concise plan on how they will be managed and coordinated. Clearly identify potential results in 1890 institutional capacity building. Also, discuss whether the project may be adapted by, or serve as a model for other institutions.

(2) Proposed Approach and Cooperative Linkages:

- (a) **Objectives:** Cite and discuss the specific project objectives to be accomplished.
- (b) **Plan of Operation and Methodology:** Describe procedures for accomplishing the objectives of the project. Describe plans for management of the project to ensure its proper and efficient administration. Clearly identify and describe the metrics for evaluating successful project management. Describe the way in which resources and personnel will be used to conduct the project. Discuss extent to which students from the 1890s will be involved in the teaching or research project. Identify responsibilities for key project personnel.
- (c) **Timetable:** Provide a timetable for conducting the project. Identify all important project milestones and dates as they relate to project start-up, execution, evaluation, dissemination, and closeout. Identify limitations that may impact the timetable and provide strategies to avoid or compensate for the limitations. For joint project proposals, include the responsibilities of all partners in the Project Timetable.
- (d) **Products, Results and Measurable Outcomes:** Explain, including metrics, the expected products and results, outcome, and their potential impact on strengthening food and agricultural sciences education and research in the United States. Metrics to assess products, outputs and outcomes are to be clearly delineated in the proposal, include clear identification of the role of the federal cooperator(s), other partners and the outcomes for the 1890 institution. Describe the economic, environmental or social gains resulting from the project. Describe the significant benefits gained. (See Definitions, 'Outcomes' Part VIII, E).
- (e) **Evaluation Plans:** Provide a methodology and implementation plan for evaluating the accomplishment of stated objectives, results and measurable outcomes during the project and clearly identify the performance measure(s) by which the project success will be assessed. In the evaluation plan, 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. Indicate how the evaluation will determine whether and to what degree the project had an impact on education and research capacity.

- (f) **Dissemination Plans:** The proposal must document how project accomplishments (products, results and impacts, etc.) will be published or otherwise disseminated to the broadest extent throughout the academic or scientific community and to policy makers and the public. Discuss the institution's commitment to disseminate project results and products. Identify target audiences and explain methods of communication.
- (g) **Partnerships and Collaborative Efforts:** Explain how the project will maximize partnership and collaborative efforts to strengthen food and agricultural sciences education (e.g., involvement of faculty in related disciplines at the same institution, joint projects with other educational institutions, or expand cooperative activities with business or industry) at the 1890 institution. **Provide evidence, via letters from the parties involved in the partnership or collaborative arrangement indicating the roles, responsibilities and anticipated outcomes from each member of the partnership.** As appropriate, describe the collaborative management plan to assure successful outcomes towards project goals.

Summarize cooperative arrangement(s) between the applicant and a USDA collaborator. Clearly identify the role of the USDA collaborator and the expected outcome(s) for the 1890 institution. **(Part IV, 2.c.).**

(3) Institutional Capability and Capacity Building:

- (a) **Institutional Capability:** Discuss the institution's commitment to the project. Explain how the project will help satisfy the institution's objectives that are of high importance and how the project is linked to and supported by the institution's goals.
- (b) **Institutional Resources:** Document that 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, when combined with the support requested from USDA, will be adequate to carry out the activities of the project.
- (c) **Academic and/or Research Enhancement:** Discuss how this project will improve and strengthen teaching and/or research at the institution (including any partner institutions). Discuss how the project will impact scientific and technical resources, research environment, curriculum, student experiential learning, scientific instrumentation, library resources, faculty and student recruitment and retention programs. Keep in mind that some of these criteria are common between research and teaching and others are specific to either research or teaching (see Part I, C., 3).
- (d) **Continuation Plans:** Describe the likelihood of, or specific plans for, continuation or expansion of the project beyond the period of USDA support.

Continuation Plans must indicate if the institution's long-range budget and academic plan or research foci provide for the realistic continuation or expansion of the initiative undertaken by this project after the end of the grant period. Must also indicate if eventual self-support is built into the project and if plans are being made to institutionalize the program if it meets with success. Also indicate any other non-federal sources of support.

(4) Key personnel:

In addition to completing an R&R Senior/Key Person Profile (Expanded) for each of the key individuals, clearly identify the roles and project responsibilities of each key person and outcomes for each member, describes the management plan to assure successful project outcomes 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. **The biographical sketch for Key Personnel must be submitted as an attached PDF file. Each vita may not exceed two (2) pages. Applicant must attach the Current and Pending Support and Conflict of Interest Information as PDF files.** The biographical sketch and the Current and Pending Support Information are attachments to the Research & Related Senior/Key Person Profile (Expanded) Form (addressed in Part IV, B., 3).

The Project Narrative for the New Faculty & Investigator Enhancement Initiative must include all of the following as formatted below and may not exceed eight pages in length.

Please adhere to the guidelines listed below when you are preparing your narrative section. If the number of pages exceeds the maximum of 8 extra pages will not be reviewed.

New Faculty Enhancement Initiative - Teaching

(1) **Rationale and Opportunity Statement:** (up to 1 page) Summarize the context and background of the present opportunity and the specific rationale for the work proposed. Indicate how this award will support University strategic goals and add to the capacity of the institution to deliver better educational programs in the food and agricultural sciences.

(2) **Specific Activities:** (up to 4 pages) Describe the specific activities to be undertaken in sufficient detail that gives a clear picture of how the funds will be used. Identify anticipated problems or issues and plans to overcome or circumvent difficulties that may arise. If collaboration is integral to the success of the project, describe how this will be achieved.

(3) **Timeframe, Personnel and Target Groups:** (up to 2 pages) Provide a clear timeframe for accomplishing these activities in both narrative and table format. Indicate the personnel involved, their responsibilities and milestone completion dates. Indicate who will be served by this award and how institutional capacity will be enhanced by this activity.

(4) **Career Development Plan:** (up to 1 page): Describe the PD's plan for developing a successful career in food and agricultural sciences. State the key goals that will define success. Indicate how this award will enhance the PD's ability to compete more successfully in full CBG or other USDA or Federal grant programs.

2. New Investigator Enhancement Initiative - Research

- a) **Rationale and Significance:** (up to 1 page) Summarize the context and background of the present application and the specific rationale for the work proposed. Evaluate existing knowledge and specifically identify the gaps that the project is intended to fill. State how the proposed research meets CSREES strategic goals and state how this information will contribute to building research and teaching capacity of the department and school.
- b) **Specific objectives:** (up to 1 page) Explain the objectives and the goal of the specific research proposed, e.g., to test a stated hypothesis, create a novel design, solve a specific problem, challenge an existing paradigm or practice, address a critical barrier to progress in the food , or develop new technology. Identify and enumerate each specific objective of the proposal in a concise and step-wise fashion, and describe how each objective will lead to the broad goal of this research.
- c) **Research Design and Methods:** (up to 4 pages) Describe concisely, but in sufficient detail to permit evaluation of the merit of the research, the experimental design, methods and techniques to be employed to achieve the objectives specified in the proposal. Identify anticipated pitfalls, and plans to overcome or circumvent difficulties that may arise. Describe the methods of analysis of results, including criteria for success of the proposed studies. If collaboration is integral to the success of the project, describe how this will be achieved. Provide a realistic timetable for completing each proposed specific objectives of the project within the 36 months; where appropriate, provide specific milestones for evaluating the achievement of each specific objective.
- d) **Preliminary Results and Feasibility and References:** (up to 2 pages) Provide some preliminary data to support the concepts, hypotheses and/or approaches proposed in the application. Provide any information that will help to establish the experience and competence of the investigator to pursue the proposed project. List references used in the body of the proposal. Limit number of references to those essential to proposed research.
- e) **Career Development Plan:** (no page limitation) Describe the PD's plan for developing a successful career in food and agricultural sciences. State the key goals that will define success, the milestones that must be reached, and potential obstacles to overcome. How will this award help the PD achieve these goals? The career development plan must justify the need for a two-year period of sustained research funding, and must be tailored to the individual needs of the candidate.

c) Field 11 Other Attachments (PDF Attachment)

- Response to Previous Review. This requirement only applies to "Resubmitted Applications" (Part II, B.2.), Applicants must respond to the previous review panel summary (one page only) titled "RESPONSE TO PREVIOUS REVIEW."
- Cooperative Arrangement Letter(s). All FY 2008 CBG applications must demonstrate collaboration with at least one USDA agency. Documentation of USDA - 1890 Institution collaboration must be provided in the application (Part IV, B.2.b. (2) (g), Partnership and Collaborative Efforts. The collaboration should advance capacity building at the 1890 institution in the area of the submitted application. Provide a letter (PDF format) from the USDA cooperating office and **signed by the USDA Unit Director and the USDA collaborator** that clearly identifies the role and expected outcomes of their participation. Identify the person(s) at each agency or office who will serve as liaison or technical (i.e., scientists, educator, etc.) contact for the project and provide their phone number and email address.
- Institution/School/Department Goals and Objectives. Include a summary of goals and objectives from your institution, school or department as they relate to the proposed project (not more than 1 page in PDF format).
- Collaborative Arrangements. If it is necessary to enter into formal consulting or collaborative arrangements with others, such arrangements should be fully explained and justified. If the consultant(s) or collaborator(s) are known at the time of the application, a vitae or resume should be provided. In addition, evidence (e.g., letter of support) should be provided that the collaborators involved have agreed to render these services. The applicant also will be required to provide additional information on consultants and collaborators in the budget portion of the application. (PDF Attachment. No Page Limit.)

3. R&R Senior/Key Personal Profile (Expanded)

Information related to the questions on this form is dealt with in detail in Part V, 4. of the CSREES Grants.gov Application Guide.

Also, **you must attach** 'Current and Pending Support' information (see CSREES Grants.gov Application Guide p. 30 & 31, item 4.3, for guidelines and information format) for each senior/key person identified above. **Note: Even if no other funding is currently reported under the 'Active' section of this attachment, you must still list information for this grant application under the 'Pending' section of this attachment for each senior/key person identified above.**

4. R&R Personal Data As noted in Part V, 5. of the CSREES Grants.gov Application Guide, the submission of this information is voluntary and is not a precondition of award. If completing the information, **do not enter any data in the field requesting the social security number.**

5. R&R Budget

Information related to the questions on this form is dealt with in detail in Part V, 6. of the CSREES Grants.gov Application Guide.

Budget Narrative: The Budget Narrative (no more than 5 pages) must be attached as PDF file to the R&R Budget Form.

The Narrative must contain two parts and **must be labeled as subheadings:**

- **Justification** of budget line-items
- **Cost-effectiveness** of overall budget

Justification: Discuss how the budget specifically supports the proposed project activities. Explain how budget line-items such as professional or technical staff time, salary, travel, equipment, etc., are necessary and reasonable to achieve project objectives. All expenditures for the applicant and each collaborator must be itemized and justified to indicate relevant capacity building at the 1890 institution(s). If the proposal addresses more than one Need Area (see Part I, C. 2.), applicants should include estimates of the proportion of the funds requested from USDA that will support each area. A justification is required for all travel related to the proposed project. **All costs must be fully explained and justified.**

Cost-effectiveness: Discuss 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. For example, discuss how the acquisition of diagnostic equipment will be cheaper in the long run than paying a company to run the samples or how an initiative has the potential to generate a critical mass of expertise and activity focused on a Need Area, or to promote coalition building that could lead to future ventures.

6. SF 424 (R&R) Subaward Budget Attachment (Only required if submitting a Joint Project Proposal)

Joint Project Proposals must include separate subcontract budgets (R&R Sub-award Budget Attachment Form), budget narratives, and a signed letters of support for each of the identified project partners.

7. CSREES Supplemental Information Forms

Information related to the questions on this form is dealt with in detail in Part VI, 1. of the CSREES Grants.gov Application Guide.

a. Field 2. Program Code (**Only Program Codes must be in ALL UPPER CASE**): Program Code Name **“1890 CBG Program”** and Research Program Code = **“EQ”** or Teaching Program Code = **“EP”**

b. Field 8. Conflict of Interest List. A conflict of interest list is required under this program.

Application Submission Checklist.

The following checklist contains suggested guidelines to verify prior to application submission:

- Have all attachments been submitted in the portable document format (PDF)?** Only PDF attachments will be accepted. See Part III of the CSREES Application Guide.
 - Do all submitted PDF documents have one-inch margins and are typed or word processed using no type smaller than 12 point regardless of line spacing? Are all PDF documents numbered sequentially on each page of the attachment? Are all page limitations for a given attachment followed? Submitted applications that do not meet these requirements for PDF attachments will be returned without review.
- Have all five components of the SF 424 Research and Related (R&R) Application Package been completed? Did you use the “Check Package for Errors” feature of the PureEdge viewer (see section 1.8 of the CSREES Application Guide)?**
 - SF 424 R&R Cover Sheet
 - SF 424 R&R Other Project Information
 - SF 424 R&R Senior/Key Person Profile (Expanded)
 - SF 424 R&R Personal Data (Optional)
 - SF 424 R&R Budget
 - SF 424 R&R Subaward Budget Attachment (Only if submitting a Joint Project Proposal)
 - Supplemental Information Form
- ◆ **SF 424 R&R Cover Sheet**
 - Have all required fields been completed? Field 5 must contain the name of the eligible institution.
- ◆ **SF 424 R&R Other Project Information**
 - Have the fields describing project potential or actual environmental impact been properly completed?
 - Project Summary/Abstract**
 - Has the Project Summary PDF been attached to this form in Field 6?
 - Does this section adhere to the format?
 - Project Narrative**
 - Has the Project Narrative PDF been attached to this form in Field 7?
 - Does this section adhere to the format and page limitations?
 - Response to Previous Review (for resubmitted applications)**
 - Has the Response to Previous Review PDF been attached to this form in Field 11?
 - Has the application been clearly and meaningfully revised and are the revisions briefly described?
 - Are comments from the previous review addressed?
 - Collaborative Arrangements**
 - Has the Collaborative Arrangements PDF been attached to this form in Field 11?
 - Institution/School/Department Goals and Objectives**
 - Has summary of the goals and objectives PDF been attached to this form in Field 11?

◆ **SF 424 R&R Senior/Key Person Profile**

Biographical Sketch

- Has the biographical sketch (vitae) PDF for the PD, senior associate, and other professional personnel been attached?

Current and Pending Support

- Has the current and pending support PDF for all PD(s) been attached?
- Have all current and pending projects been listed and summarized, including this application?

◆ **SF 424 R&R Personal Data (Optional) DO NOT PROVIDE THE SOCIAL SECURITY NUMBER OF THE PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR.**

- Have all fields been completed except for the social security number?

◆ **SF 424 R&R Budget**

- Have all fields been completed?

Budget Justification

- Has the Budget Justification PDF been attached to this form in Field K?
- Are budget items individually justified?
- For joint project proposals, has a budget justification been included for each institution involved?

◆ **Supplemental Information Form**

- Does Field 2 indicate the Program Code Name and Program Code to which you are applying?
- Have you included the required Conflict of Interest List (PDF) attachment? (See format in CSREES Grants.gov Application Guide, Section VI, 1.8, p.46, for instructions.) Include this one-page attachment even if your responses to the questions are "N.A."

C. Submission Dates and Times

Instructions for submitting an application are included in Part IV, Section 1.9 of the CSREES Grants.gov Application Guide.

Applications must be received by Grants.gov by COB on February 15, 2008 (5:00 pm Eastern Time). Applications received after this deadline will normally not be accepted for review.

The receipt of all applications will be acknowledged by e-mail. Therefore, applicants are strongly encouraged to provide accurate e-mail addresses, where designated, on the SF-424 R&R Application for Federal Assistance.

If the AR has not received a confirmation message from CSREES within 30 days of submission of the application, please contact the Program Contact identified in Part VII of this RFA. **Failure to do so may result in the application not being reviewed by the peer panel. Once the application has been assigned a proposal number, this number should be cited on all future correspondence.**

D. Funding Restrictions

With prior approval, in accordance with the cost principles set forth in OMB Circular No. A-21, some grant funds may be used for minor alterations, 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 alterations, or repairs are incidental to the major purpose for which a grant is issued.

For FY 2007, sections 101 (a) and (c) of the Revised Continuing Appropriation Resolutions, 2007 (Pub. L. 110-5), limited indirect costs to 20 percent of the total Federal funds provided under each award. CSREES anticipates that the FY 2008 Appropriations Act will include a similar limitation. Therefore, when preparing budgets, applicants should limit their requests for recovery of indirect costs to the lesser of their institution's official negotiated indirect cost rate or the equivalent of 20 percent of total Federal funds awarded. Another method of calculating the maximum allowable is 25 percent of the total direct costs. This same indirect cost limitation applies to subcontracts. Please note that if the 2008 Appropriations Act contains a different indirect cost limitation, CSREES will contact each successful applicant to apply the correct rate prior to the award of a grant.

E. Other Submission Requirements

The applicant should follow the submission requirements noted in the document entitled "A Guide for Preparation and Submission of CSREES Applications via Grants.gov."

PART V-APPLICATION REVIEW REQUIREMENTS

A. General

Each application will be evaluated in a 2-part process. First, each application will be screened to ensure that it meets the administrative requirements as set forth in this RFA. Second, applications that meet these requirements will be technically evaluated by a review panel.

Reviewers will be selected based upon training and experience in relevant scientific, research or extension, or education fields, taking into account the following factors: (a) the need to include experts from various areas of specialization within relevant scientific, education, or extension fields as well as the extent to which experts are engaged in relevant research, education, or extension activities; (b) the need to include other experts (e.g., producers, range or forest managers/operators, and consumers) who can assess relevance of the applications to targeted audiences and to program needs; (c) the need to include experts from a variety of organizational types (e.g., colleges, universities, industry, state and Federal agencies, private profit and non-profit organizations) and geographic locations; (d) the need to maintain a diverse composition of reviewers; and (e) the need to include reviewers who can judge the usefulness to producers and the general public of each application.

B. Evaluation Criteria

The evaluation criteria below will be used in reviewing applications submitted in response to this RFA. The maximum score a teaching or research proposal can receive is 150 points. The scores are distributed between 6 categories identified in the administrative regulation of the program. Further details can be found on the Code of Federal Regulations website:

http://www.access.gpo.gov/nara/cfr/waisidx_05/7cfr3406_05.html.

1. Potential for Advancing Quality of Education/Significance of the Problem (50 points).

This criterion is used to assess the likelihood that the project will have an impact upon and advance the quality of food and agricultural sciences by strengthening institutional capacities to meet clearly delineated needs in the 1890 institutional objectives of high importance, or the strategic goals or the Plan of Work. Elements considered include institutional long-range goals, CSREES/USDA's Strategic Goals and/or Objectives, identification of a problem or opportunity to be addressed as one of the Program Priority Areas, justification for the project, innovation, advancing educational equity, multidisciplinary and/or problem-based focus, and potential for adoption by other institutions. The points will be distributed as follow:

Impact - 15, Continuation plans - 10, Innovations - 10, Products and results - 15.

2. Overall Approach and Cooperative Linkages (40 points).

This criterion relates to the soundness of the proposed approach including: objectives that show a clear connection to the institutional goals or strategic plan or Plan of Work; methodology, plan of operation, timetable that describe limitations and strategies to avoid or compensate for

identified limitations; for joint project proposals a timetable that includes the responsibilities of all partners in the project timetable; expected products and results; an evaluation plan that includes performance measures to assess project success; and dissemination plans. For Teaching and Research proposals, emphasis is placed on the identified core competencies that students will attain through new knowledge, 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 clearly identifying the key personnel responsibilities for products, outputs, outcomes and potential impacts. Metrics to assess products, outputs and outcomes are to be clearly delineated in the proposal, include clear identification of the role of the federal cooperator(s), other partners and the outcomes for the 1890 institution. The points will be distributed as follow:

Teaching: Proposed approach - 15, Evaluation - 5, Dissemination - 5, Partnership and collaborative efforts - 15.

Research: Proposed approach - 5, Evaluation - 5, Dissemination - 5, Partnership and collaborative efforts - 15.

3. Institutional Capacity Building (30 points).

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. Explains how the project is linked to the institution's objectives that are of high importance and indicates the expected capability and capacity building at the 1890 institution that will result. 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. The points will be distributed as follow:

Institutional enhancement - 15, Institutional commitment - 15.

4. Personnel Resources (10 points).

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 manage the successful attainment of the identified, proposed outcomes, provide for the assessment of project results and impacts and dissemination of these findings. Clearly identifies the role of all key personnel, responsibilities and outcomes for each member, describes the management plan to assure successful project outcomes.

5. Budget and Cost-Effectiveness (15 points).

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, leverages additional funds, and focuses expertise and activity on high-priority Educational or Research Need Areas based on the 1890 institutional objectives or strategic plan or Plan of Work. The points will be distributed as follow:

Budget (including justification), Cost Effectiveness - 10.

6. Overall Quality of the Proposal (5 points).

This criterion relates to the degree to which the proposal complies with the application guidelines and is of high quality. The proposal is enhanced by its adherence to instructions (table of contents, organization, pagination, margin and font size, the specified page limitation, appendices, etc.); accuracy of forms; clarity of budget narrative; well prepared vitae for all key personnel associated with the project; and presentation. How effectively ideas are presented, clearly articulated, and thoroughly explained, etc.

Please keep these evaluation criteria in mind throughout the process of preparing your application. In many cases, the difference between the funded and the unfunded grant is a couple of points.

C. Conflicts of Interest and Confidentiality

During the peer evaluation process, extreme care will be taken to prevent any actual or perceived conflicts of interest that may impact review or evaluation. For the purpose of determining conflicts of interest, the academic and administrative autonomy of an institution shall be determined by reference to the current Higher Education Directory, published by Higher Education Publications, Inc., 6400 Arlington Boulevard, Suite 648, Falls Church, Virginia 22042. Phone: (703) 532-2300. Web site: <http://www.hepinc.com>.

Names of submitting institutions and individuals, as well as application content and peer evaluations, will be kept confidential, except to those involved in the review process, to the extent permitted by law. In addition, the identities of peer reviewers will remain confidential throughout the entire review process. Therefore, the names of the reviewers will not be released to applicants.

D. Organizational Management Information

Specific management information relating to an applicant shall be submitted on a one time basis, with updates on an as needed basis, as part of the responsibility determination prior to the award of a grant identified under this RFA, if such information has not been provided previously under this or another CSREES program. CSREES will provide 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 which 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).

PART VI—AWARD ADMINISTRATION

A. General

Within the limit of funds available for such purpose, the awarding official of CSREES 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 awarding official of CSREES 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. It should be noted that 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 CSREES under this RFA shall be expended solely for the purpose for which the funds are granted in accordance with the approved application and budget, the regulations, the terms and conditions of the award, the applicable Federal cost principles, and the Department's assistance regulations (parts 3015 and 3019 of 7 CFR).

B. Award Notice

The award document will provide pertinent instructions and information including, at a minimum, the following:

1. Legal name and address of performing organization or institution to whom the Administrator has issued an award under the terms of this request for applications;
2. Title of project;
3. Name(s) and institution(s) of PDs chosen to direct and control approved activities;
4. Identifying award number assigned by the Department;
5. Project period, specifying the amount of time the Department intends to support the project without requiring re-competition for funds;
6. Total amount of Departmental financial assistance approved by the Administrator during the project period;
7. Legal authority under which the award is issued;
8. Appropriate Catalog of Federal Domestic Assistance (CFDA) number;
9. Applicable award terms and conditions (see Terms and Conditions - A <http://www.csrees.usda.gov/business/awards/awardterms.html> to view CSREES award terms and conditions);

10. Approved budget plan for categorizing allocable project funds to accomplish the stated purpose of the award; and

11. Other information or provisions deemed necessary by CSREES to carry out its respective awarding activities or to accomplish the purpose of a particular award.

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 include, but are not limited to:

7 CFR Part 1, subpart A—USDA implementation of the Freedom of Information Act.

7 CFR Part 3—USDA implementation of OMB Circular No. A-129 regarding debt collection.

7 CFR Part 15, subpart A—USDA implementation of Title VI of the Civil Rights Act of 1964, as amended.

7 CFR Part 331 and 9 CFR Part 121—USDA implementation of the Agricultural Bioterrorism Protection Act of 2002.

7 CFR Part 3015—USDA Uniform Federal Assistance Regulations, implementing OMB directives (i.e., OMB Circular Nos. A-21 and A-122, now codified at 2 CFR Parts 220 and 230) and incorporating provisions of 31 U.S.C. 6301-6308 (formerly the Federal Grant and Cooperative Agreement Act of 1977, Pub. L. No. 95-224), as well as general policy requirements applicable to recipients of Departmental financial assistance.

7 CFR Part 3017—USDA implementation of Governmentwide Debarment and Suspension (Nonprocurement) and 7 CFR Part 3021—Governmentwide Requirements for Drug Free Workplace (Grants).

7 CFR Part 3018—USDA implementation of Restrictions on Lobbying. Imposes prohibitions and requirements for disclosure and certification related to lobbying on recipients of Federal contracts, grants, cooperative agreements, and loans.

7 CFR Part 3019—USDA implementation of OMB Circular A-110, Uniform Administrative Requirements for Grants and Other Agreements With Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations.

7 CFR Part 3052—USDA implementation of OMB Circular No. A-133, Audits of States, Local Governments, and Non profit Organizations.

7 CFR Part 3407—CSREES procedures to implement the National Environmental Policy Act of 1969, as amended.

29 U.S.C. 794 (section 504, Rehabilitation Act of 1973) and 7 CFR Part 15b (USDA implementation of statute) — prohibiting discrimination based upon physical or mental handicap in federally assisted programs.

35 U.S.C. 200 et seq. —Bayh Dole Act, controlling allocation of rights to inventions made by employees of small business firms and domestic nonprofit organizations, including universities, in Federally assisted programs (implementing regulations are contained in 37 CFR Part 401).

D. Expected Program Outputs and Reporting Requirements

1. Project Directors Conference

During the tenure of a grant, Project Directors must attend at least one National Project Directors' meeting, if offered or indicated by CSREES. The purpose of the meeting will be to discuss project and grant management, opportunities for collaborative efforts, future directions for research and education reform, and opportunities to enhance dissemination of exemplary end products/results. Reasonable travel expenses to attend this meeting may be included in the application's budget under travel expenses.

2. Annual Performance Report

An Annual Performance Report must be submitted to the USDA program contact person within 90 days after the completion of the first year of the project, and annually thereafter during the life of the grant. Generally, the Annual Performance Reports should include **a clear and concise impact statement**, a summary of the overall progress toward project objectives, current problems or unusual developments, the next year's activities, and any other information that is pertinent to the ongoing project or which may be specified in the terms and conditions of the award. Annual Performance Reports are to be submitted through the CRIS system described in Section 4, below.

3. Final Performance Report

A Final Performance Report must be submitted to the USDA program contact person within 90 days after the expiration date of the project. The expiration date is specified in the award documents and modifications thereto, if any. Generally, the Final Performance Report should be a summary of the completed project, including: a review of project objectives and accomplishments; a description of any products and outcomes resulting from the project; activities undertaken to disseminate products and outcomes; partnerships and collaborative ventures that resulted from the project; future initiatives that are planned as a result of the project; the impact of the project on the Project Director(s), students, the departments, the institution, and the food and agricultural sciences higher education system; and data on project personnel and beneficiaries. The report must document how project accomplishments (products, results and impacts, etc.) have been published or otherwise disseminated to the broadest extent throughout the academic and scientific community. **The Final Performance Report is to be submitted through the CRIS system described in Section 4, below. However, some of the products such as CD, publication reprints, pamphlet, books or book chapters, should be mailed directly to the Agency Contact in Part VII of this RFA.**

4. Current Research Information System (CRIS) Reports

Grantees are required to submit initial project information and annual and summary reports to CSREES' Current Research Information System (CRIS). The CRIS database contains narrative project information, progress/impact statements, and final technical reports that are made available to the public. For applications recommended for funding, instructions on preparing and submission of project documentation will be provided to the applicant by the agency contact.

Documentation must be submitted to CRIS before CSREES funds will be released. Project reports will be requested by the CRIS office when required. For more information about CRIS, visit <http://cris.csrees.usda.gov>.

5. Other Reports

Grantees should be aware that CSREES may, as a part of its own program evaluation activities, carry out in-depth evaluations of assisted activities. Thus, grantees should be prepared to cooperate with CSREES personnel, or persons retained by CSREES, in evaluating the institutional context and the impact of any supported project. Grantees may be asked to provide general information on any students and faculty supported, in whole or in part, by a grant awarded under this program; information that may be requested includes, but is not limited to, standardized academic achievement test scores, grade point average, academic standing, career patterns, age, race/ethnicity, gender, citizenship, and disability.

PART VII-AGENCY CONTACT

Applicants and other interested parties are encouraged to contact:

Teaching:

Tim Grosser; National Program Leader; Multicultural Alliances Unit; Cooperative State Research, Education, and Extension Service; U.S. Department of Agriculture; Waterfront Centre; Room 3310; 800 9th Street, SW; Washington, DC 20024; telephone: 202-690-0402; fax: 202-720-3945; e-mail: tgrosser@csrees.usda.gov.

Research:

Ali Mohamed; National Program Leader; Multicultural Alliances Unit; Cooperative State Research, Education, and Extension Service; U.S. Department of Agriculture; Waterfront Centre; Room 3310; 800 9th Street, SW; Washington, DC 20024; telephone: 202-720-5229; fax: 202-720-3945; e-mail: amohamed@csrees.usda.gov.

PART VIII-OTHER INFORMATION

A. Access to Review Information

Copies of reviews, excluding the identity of reviewers and final score, and a summary of the panel comments will be sent to the applicant PD after the review process has been completed.

B. Use of Funds; Changes

1. Delegation of Fiscal Responsibility

Unless the terms and conditions of the award state otherwise, the 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 Project Plans

a) The permissible changes by the awardee, PD(s), or other key project personnel in the approved project shall be limited to changes in methodology, techniques, or other similar aspects of the project to expedite achievement of the project's approved goals. If the awardee or the PD(s) is uncertain as to whether a change complies with this provision, the question must be referred to the Authorized Departmental Officer (ADO) for a final determination. The ADO is the signatory of the award document, not the program contact.

b) Changes in approved goals or objectives shall be requested by the awardee and approved in writing by the ADO prior to effecting such changes. In no event shall requests for such changes be approved which are outside the scope of the original approved project.

c) Changes in approved project leadership or the replacement or reassignment of other key project personnel shall be requested by the awardee and approved in writing by the ADO prior to effecting such changes.

d) Transfers of actual performance of the substantive programmatic work in whole or in part and provisions for payment of funds, whether or not Federal funds are involved, shall be requested by the awardee and approved in writing by the ADO prior to effecting such transfers, unless prescribed otherwise in the terms and conditions of the award.

e) Changes in Project Period: The project period may be extended by CSREES without additional financial support, for such additional period(s) as the ADO determines may be necessary to complete or fulfill the purposes of an approved project, but in no case shall the total project period exceed five years. Any extension of time shall be conditioned upon prior request by the awardee and approval in writing by the ADO, unless prescribed otherwise in the terms and conditions of award.

f) Changes in Approved Budget: Changes in an approved budget must be requested by the awardee and approved in writing by the ADO prior to instituting such changes if the revision will

involve transfers or expenditures of amounts requiring prior approval as set forth in the applicable Federal cost principles, Departmental regulations, or award.

C. Confidential Aspects of Applications and Awards

When an application results in an award, it becomes a part of the record of CSREES transactions, available to the public upon specific request. Information that the Secretary 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. The original copy of an application that does not result in an award will be retained by the Agency for a period of three years. Other copies will be destroyed. 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.

D. Regulatory Information

For the reasons set forth in the final Rule related Notice to 7 CFR part 3015, subpart V (48 FR 29114, June 24, 1983), this program is excluded from the scope of the Executive Order 12372 which requires intergovernmental consultation with State and local officials. Under the provisions of the Paperwork Reduction Act of 1995 (44 U.S.C. chapter 35), the collection of information requirements contained in this Notice have been approved under OMB Document No. 0524-0039.

E. Definitions

For the purpose of this program, the following definitions are applicable:

1890 Institution or 1890 land-grant institution or 1890 colleges and universities means one of those institutions eligible to receive funds under the Act of August 30, 1890, (26 Stat. 417-419, as amended; 7 U.S.C. 321-326 and 328), including Tuskegee University and West Virginia State University.

Administrator means the Administrator of the Cooperative State Research, Education, and Extension Service (CSREES) and any other officer or employee of the Department to whom the authority involved is delegated.

Authorized departmental officer (ADO) means the Secretary or any employee of the Department with delegated authority to issue or modify grant instruments on behalf of the Secretary.

Authorized representative (AR) means the president or chief executive officer of the applicant organization or the official, designated by the president or chief executive officer of the applicant organization, who has the authority to commit the resources of the organization.

Budget period means the interval of time (usually 12 months) into which the project period is divided for budgetary and reporting purposes.

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 faculty or students at the graduate and post-doctorate levels.

Cash contributions means the applicant's cash outlay, including the outlay of money contributed to the applicant by non-Federal third parties.

Citizen or national of the United States means: (1) a citizen or native resident of a State, the District of Columbia, or any Insular Area; or, (2) a person defined in the Immigration and Nationality Act, 8 U.S.C. 1101(a)(22), who, though not a citizen of the United States, owes permanent allegiance to the United States. Where eligibility is claimed solely on the basis of permanent allegiance, documentary evidence from the Immigration and Naturalization Service as to such eligibility must be made available to CSREES upon request.

College or University means an educational institution in any State which: (1) admits as regular students only persons having a certificate of graduation from a school providing secondary education, or the recognized equivalent of such a certificate; (2) is legally authorized within such State to provide a program of education beyond secondary education; (3) provides an educational program for which a baccalaureate degree or any other higher degree is awarded; (4) is a public or other nonprofit institution; and (5) is accredited by a nationally recognized accrediting agency or association, or if not so accredited, is an institution that has been granted pre-accreditation status by such an agency or association that has been recognized by the Secretary of Education for the granting of pre-accreditation status, and the Secretary of Education has determined that there is satisfactory assurance that the institution will meet the accreditation standards of such an agency or association within a reasonable time.

Department or USDA means the United States Department of Agriculture.

Education activity means formal classroom instruction, laboratory instruction, and practicum experience in the food and agricultural sciences and other related matters such as faculty development, student recruitment and services, curriculum development, instructional materials and equipment, and innovative teaching methodologies.

Educational Need Area (also see Teaching project grant) means the specific area(s) of educational focus identified in the annual Request for Applications and addressed by the applicant's proposal. This is a grant in support of a project that addresses one or more of the identified educational need areas or specific subject matter/emphasis areas derived from statutory language authorizing the grants program related to strengthening teaching programs including, but not limited to, such initiatives as: curricula design and materials development, faculty preparation and enhancement for teaching, instruction delivery systems, scientific instrumentation for teaching, student experiential learning, and student recruitment and retention.

Eligible applicant. See 1890 Institution.

Eligible participant means, for purposes the Program Need Areas “Faculty Preparation and Enhancement for Teaching”, “Student Recruitment and Retention” and “New Faculty and Investigator Enhancement Initiative”, an individual who is a citizen or national of the United States as defined in this section.

Food and agricultural sciences means basic, applied, and developmental research, extension, and teaching activities in the food and fiber, agricultural, renewable natural resources, forestry, and physical and social sciences, in the broadest sense of these terms, including but not limited to, activities relating to the production, processing, marketing, distribution, conservation, utilization, consumption, research, and development of food and agriculturally related products and services, and inclusive of programs in agriculture, natural resources, aquaculture, forestry, veterinary medicine, home economics, rural human ecology, rural economic, community, or business development, and closely allied disciplines.

Grant means the award by the Secretary of funds to an eligible organization or individual to assist in meeting the costs of conducting, for the benefit of the public, an identified project which is intended and designed to accomplish the purpose of the program as identified in these guidelines.

Grantee means the organization designated in the grant award document as the responsible legal entity to which a grant is awarded.

Insular Area means the Commonwealth of Puerto Rico, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, the Federated States of Micronesia, the Republic of the Marshall Islands, the Republic of Palau, and the Virgin Islands of the United States.

Integrated means to bring the three components of the agricultural knowledge system (research, education, and extension) together around a problem area or activity.

Joint project application means a proposal for a project, which will involve the applicant 1890 Institution and two or more other colleges, universities, community colleges, junior colleges, or other institutions, each of which will assume a major role in the conduct of the proposed project, and for which the applicant institution will transfer at least one-half of the awarded funds to the other institutions participating in the project. Only the applicant institution must meet the definition of “1890 Institution” as specified in this section; the other institutions participating in a joint project proposal are not required to meet the definition of “1890 Institution” as specified in this section, nor required to meet the definition of “college” or “university” as specified in this section.

Outcomes means specific, measurable project results and benefits that, when assessed and reported; indicate the project’s plan of operation has been achieved.

Measurable outcomes include:

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”;

Products may be actual items or services acquired with funds, e.g., “...mechanisms and content to transition existing course(s) or elements of course(s) for Web-based access” or “created new and innovative prevention and intervention initiatives”; and

Impacts are a measure of the results by comparing what might have happened in the absence of the funded project.

Partnering entity means a unit of State government, federal agency/office, or private sector organization that may only receive reimbursement for non-salary minor expenses such as materials and supplies but is nevertheless partnered with, and committed to, assisting an eligible institution in building capacity in teaching or research at the applicant 1890 institution.

Peer reviewers means experts or consultants qualified by training and experience to give expert advice on the scientific and technical merit of grant applications or the relevance of those applications to one or more of the application evaluation criteria. Peer reviewers may be ad hoc or convened as a panel.

Plan of Operation means a detailed, step-by-step description of how the applicant intends to accomplish the project’s outcomes. At a minimum, the plan should include a timetable indicating how outcomes are achieved, a description of resources to be used or acquired, and the responsibilities expected of all project personnel.

Prior approval means written approval evidencing prior consent by an authorized departmental officer.

Project means the particular activity within the scope of the program supported by a grant award.

Project Director (PD) means the single individual designated by the grantee in the grant application and approved by the Authorized Departmental Officer who is responsible for the direction and management of the project [also known as a principal investigator for research activities].

Project period means the total length of time, as stated in the award document and modifications thereto, if any, during which Federal sponsorship begins and ends.

Regular project application means an application for a project: (1) where the applicant institution will be the sole entity involved in the execution of the project; or (2) which may involve the applicant institution and one or more other Partnering Entities, but where the involvement of the Partnering Entity(ies) does not meet the requirements for a joint application as defined in this section.

Research means any systematic study directed toward new or fuller knowledge and understanding of the subject studied.

Research activity means a scientific investigation or inquiry that results in the generation of knowledge.

Research capacity means the quality and depth of an institution's research infrastructure as evidenced by its: faculty expertise in the natural or social sciences, scientific and technical resources, research environment, library resources, and organizational structures and reward systems for attracting and retaining first-rate research faculty or students at the graduate and post-doctorate levels.

Research project grant means a grant in support of a project that addresses one or more of the Research Need Areas or specific subject matter/emphasis areas identified in the annual Request for Applications related to strengthening research programs including, but not limited to, such initiatives as: studies and experimentation in food and agricultural sciences, centralized research support systems, technology delivery systems, and other creative projects designed to provide needed enhancement of the Nation's food and agricultural research system.

Secretary means the Secretary of Agriculture and any other officer or employee of the Department to whom the authority involved may be delegated.

Single Institution any application with a single budget with no Subaward budget attachment.

State means any one of the fifty States, the Commonwealth of Puerto Rico, Guam, American Samoa, the Commonwealth of the Northern Marianas, the Virgin Islands of the United States, and the District of Columbia.

Teaching means formal classroom instruction, laboratory instruction, and practicum experience in the food and agricultural sciences and matters related 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.

Teaching capacity means the quality and depth of an institution's academic programs infrastructure as evidenced by its: curriculum, teaching faculty, instructional delivery systems, student experiential learning opportunities, scientific instrumentation for teaching, library resources, academic standing and racial, ethnic, or gender diversity of its faculty and student body as well as faculty and student recruitment and retention programs provided by a college or university in order to achieve maximum results in the development of scientific and professional expertise for the Nation's food and agricultural system.

Teaching project grant (also see Educational Need Area) means a grant in support of a project that addresses one or more of the Educational Need Areas or specific subject matter/emphasis areas identified in the annual Request for Applications and addressed by the applicant's proposal. The areas are derived from statutory language authorizing the grants program related to

strengthening teaching programs including, but not limited to, such initiatives as: curricula design and materials development, faculty preparation and enhancement for teaching, instruction delivery systems, scientific instrumentation for teaching, student experiential learning, and student recruitment and retention.

Third party in-kind contributions means non-cash contributions of property or services provided by non-Federal third parties, including real property, equipment, supplies and other expendable property, directly benefiting and specifically identifiable to a funded project or program.

USDA agency cooperator means any agency or office of the Department which has reviewed and endorsed an applicant's request for support, and indicates a willingness to make available non-monetary resources or technical assistance throughout the life of a project to ensure the accomplishment of the objectives of a grant awarded under this program.

United States means the several States, the territories and possessions of the United States, the Commonwealth of Puerto Rico, Guam, American Samoa, the Commonwealth of the Northern Marianas, the Virgin Islands of the United States, and the District of Columbia.

USDA and CSREES Strategic Plans: Go to http://www.csrees.usda.gov/about/offices/pdfs/csrees_stratic_plan.pdf to view the CSREES Strategic Plan. Go to <http://www.ocfo.usda.gov/usdasp/usdasp.htm> to view the USDA Strategic Plan.