

# Integrated Organic Program

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## *FY 2008 Request for Applications*

**APPLICATION DEADLINE: January 9, 2008**



**U.S. Department of Agriculture**



**Cooperative State Research, Education, and Extension Service**

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

**INTEGRATED ORGANIC PROGRAM**

**INITIAL ANNOUNCEMENT**

**CATALOG OF FEDERAL DOMESTIC ASSISTANCE:** This program is listed in the Catalog of Federal Domestic Assistance under 10.303, Integrated Research, Education, and Extension Competitive Grants Program and under 10.307, Organic Agriculture Research and Extension Initiative.

**DATES:** Applications must be received by Grants.gov by close of business (COB) on **January 9, 2008 (5:00 p.m. Eastern Time)**. 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, if applicable, and 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 Staff; 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](mailto: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 Integrated Organic Program RFA.

**\*\*\*\*\*Please Read\*\*\*\*\***

**Important Information Regarding Integrated Organic Program Policies  
and Procedures**

**\*\*\*\*\*Please Read\*\*\*\*\***

**Required CRIS Data Search:** The body of scientific information on organic agricultural systems is growing rapidly. Many of the research programs creating this information have been funded recently by the Integrated Organic Program. This information is not mature enough to appear in refereed journals and often the results are only available through the annual CRIS reports that must be filed by each Project Director. Therefore, completion of a CRIS data search is **REQUIRED** for all proposals submitted to the Integrated Organic Program. There is also a requirement that a description of the search parameters used in conducting the CRIS data search be included in the proposal and labeled Appendix A as requested in Part IV(B)(2)(c). This will allow review panel members to ascertain whether a complete search had been accomplished. Applications that do not describe and report on the CRIS data search are not likely to be ranked high enough to receive funding.

**Support of Long-Term Projects:** CSREES intends to fund up to three **New** potentially long-term projects each fiscal year (FY). Continued funding for these long-term projects will be subject to Continuation Award criteria as defined in Part VIII(E). Applicants wishing consideration as long-term projects must request initial funding periods of 48 months. Only **New**, **Renewal**, and **Resubmitted Applications** are being solicited under this RFA (see Part II., C., Project Types). Applicants who wish to be considered for potential funding as advanced, on-farm, long-term projects **MUST REQUEST 48 MONTHS OF FUNDING AND SPECIFICALLY STATE IN THE PROJECT SUMMARY AND THE INTRODUCTION PORTION OF THE PROJECT NARRATIVE THAT THE PROPOSAL IS A LONG-TERM PROJECT.** For these types of projects, continuation awards will be issued. **Applications for existing continuation awards are not being solicited under this RFA.**

**Support of Conference Grants (including workshops and symposia):** In Fiscal Year (FY) 2008, the Integrated Organic Program is requesting applications that propose to bring together successful research, education and extension teams with end-users of the information being generated. These activities can take the form of workshops or symposia but should be held in conjunction with meetings that are regularly attended by organic producers and processors. Also in FY 2008, the Integrated Organic Program is requesting applications that propose to bring together farmers and ranchers from underserved constituencies and the research, education and extension community for the purpose of developing priorities that could form the foundation for future applications. It is expected that conferences supported by this program will occur within 12 months of an award being issued. For these types of activities, standard awards will be issued.

**Project Director's Workshop:** It is the intent of the Integrated Organic Program to require successful Integrated Project applicants, or a designee, to attend at least one Project Directors' Workshop during the term of their project. These workshops may be held in conjunction with another conference where producers and processors or other researchers who may be interested in developing a program addressing organic farming issues may be in attendance. However, the Project Directors' (PD) workshops may be held separate from any other meeting. **For the purpose of budget development, applicants are required to request funds for attending at least one such workshop. The request for these funds should be clearly indicated in the budget narrative section of the application.** For example, in 2008 the Integrated Organic Program plans to hold a two day PD Workshop immediately prior to the annual [Sustainable Agriculture Research and Education \(SARE\) Conference](#) in Kansas City, MO. The dates of the PD Workshop will be from noon on Monday, March 24, 2008 until noon on Tuesday, March 25, 2008. For more details on this and other PD Workshops please consult with CSREES Agency Contact listed in see Part VII of this RFA.

**EXECUTIVE SUMMARY:** CSREES announces the availability of grant funds and requests applications for the Integrated Organic Program for fiscal year (FY) 2008 to solve critical organic agriculture issues, priorities, or problems through the integration of research, education, and extension activities in two program areas: (1) Organic Transitions Program (ORG); and (2) Organic Agriculture Research and Extension Initiative (OREI). ORG funds the development and implementation of research, extension and higher education programs to improve the competitiveness of organic producers and producers who are adopting organic practices. OREI funds research and extension programs that enhance the ability of producers and processors who have already adopted organic standards to grow and market high quality organic agricultural products. The amount available for support of this program in FY 2008 is approximately \$4.7 million.

This notice identifies the objectives for Integrated Organic Program projects, the eligibility criteria for projects and applicants, and the application forms and associated instructions needed to apply for an Integrated Organic Program grant. CSREES additionally requests stakeholder input from any interested party for use in the development of the next RFA for this program. **Please note: This program does not fund start up businesses.**

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

### **A. Legislative Authority and Background**

The Organic Transitions Program (ORG) is authorized by Section 406 of the Agricultural Research, Extension, and Education Reform Act of 1998 (AREERA) (7 U.S.C. 7626) which allows the Secretary of Agriculture to establish a competitive grants program that provides funding for integrated, multifunctional agricultural research, extension, and education activities. Subject to the availability of appropriations to carry out this program, the Secretary may award grants to colleges and universities (as defined by section 1404 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (NARETPA) (7 U.S.C. 3103)) on a competitive basis for projects that address priorities in United States agriculture and involve integrated research, education, and extension activities, as determined by the Secretary in consultation with the National Agricultural Research, Extension, Education, and Economics Advisory Board (NAREEEAB). Section 7206 of the Farm Security and Rural Investment Act of 2002 (FSRIA) amended section 406(b) of AREERA to add the 1994 Land-Grant Institutions as eligible to apply for grants under this authority.

The Organic Agriculture Research and Extension Initiative (OREI) is authorized by Section 7218 of the FSRIA which amended Section 1672B of the Food, Agriculture, Conservation, and Trade Act of 1990 (7 U.S.C. 5925b) allowing the Secretary of Agriculture, in consultation with the NAREEEAB, to make competitive grants to support research and extension activities regarding organically grown and processed agricultural commodities for six purposes (see Part I, B.).

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

The Integrated Organic Program seeks to solve critical organic agriculture issues, priorities, or problems through the integration of research, education, and extension activities in two program areas: (1) the Organic Transitions Program (ORG); and (2) the Organic Agriculture Research and Extension Initiative (OREI). Applicants need not designate the program area to which they are applying. As eligibility and objectives permit, each application will be considered for funding under each program area.

#### **Organic Transitions (ORG)**

The purpose of this program area is to fund the development and implementation of research, extension and higher education programs to improve the competitiveness of organic livestock and crop producers, as well as those who are adopting organic practices. Projects should plan to deliver applied production information to producers and students. Fieldwork must be done on certified organic land or on land in transition to organic certification, as appropriate to project goals and objectives. Refer to the USDA National Organic Program (<http://www.ams.usda.gov/nop>) for organic production standards.

## **Organic Agriculture Research & Extension Initiative (OREI)**

The purpose of this program area is to fund research and extension programs that will enhance the ability of producers and processors who have already adopted organic standards to grow and market high quality organic agricultural products. These funds shall be allocated for high priority aspects of organic agricultural systems research and extension. Priority concerns include biological, physical, and social sciences, including economics.

OREI has six legislatively-defined goals.

1. Facilitating the development of organic agriculture production, breeding, and processing methods;
2. Evaluating the potential economic benefits to producers and processors who use organic methods;
3. Exploring international trade opportunities for organically grown and processed organic commodities;
4. Determining desirable traits for organic commodities;
5. Identifying marketing and policy constraints on the expansion of organic agriculture;
6. Conducting advanced on-farm research and development that emphasizes observation of, experimentation with, and innovation for working organic farms, including research relating to production and marketing and to socioeconomic conditions.

In FY 2008, applications that address goals 1, 2, 3 or 6 will be given highest priority (see Funding Priorities below). The Integrated Organic Program strongly encourages applicants to develop partnerships that include collaboration with: (1) small- or mid-sized, accredited colleges and universities; and/or (2) 1890 Land-Grant Institutions, 1994 Land-Grant Institutions, Hispanic-serving institutions, and/or other institutions that serve high-risk, under-served, or hard-to-reach audiences or international partnerships, linkages, and exchanges that contribute to solving critical organic agriculture issues, priorities, or problems in the U.S.

The Integrated Organic Program is particularly interested in proposed projects that emphasize research and outreach that assist farmers and ranchers with whole farm planning and ecosystem integration. Projects should plan to deliver applied production information to producers. Fieldwork for both program areas must be done on certified organic land or on land in transition to organic certification, as appropriate to project goals and objectives. Refer to the USDA National Organic Program (<http://www.ams.usda.gov/nop>) for organic production standards.

Clinical trials investigating animal health issues need not be done in a certified organic setting. However, where animal management can play a pivotal role in the response of the animal to the proposed intervention (as might be the case when considering pasture-raised animals versus

those in contained animal feeding operations (CAFO)) animals that have been raised under organic standards should be used in the trials.

### **Funding Priorities for FY 2008:**

Applications are being solicited for the Integrated Organic Program under the following areas.

1. Evaluate the potential economic benefits from a production, marketing channel and/or sales revenue perspective to animal and crop producers and processors who use organic methods;
2. Explore international trade opportunities and marketing channel structure or performance issues for organically grown and processed agricultural commodities;
3. Conduct advanced on-farm research and development that emphasizes observation of, experimentation with, and innovation for working organic farms, including research relating to animal and crop production and marketing and to socioeconomic conditions.
4. Develop and improve programs to address pest and pest-related problems to strengthen the livestock and crop systems approach of organic agriculture, including the effects of soil biology, cover crops, crop rotations, and crop/livestock integration on crop and livestock health and productivity and animal nutrient programs;
5. Identify the relationship of applied organic fertility management to crop health and the resistance of crops to pests and diseases as well as on livestock health and nutrition;
6. Develop and demonstrate education and information training systems designed as education tools for county Cooperative Extension personnel and other agricultural professionals who advise producers regarding organic practices. This could include sharing or developing information on a national or regional level regarding pest mitigation, soil fertility building, best organic cultural practices, production and risk budgeting and planning; best marketing practices; livestock management, and cataloguing animal health problems for various species and listing approved health care options and allowed medications. Applications that propose to bring end-users together with research, education and extension teams that have been funded by the Integrated Organic Program will be considered.

**Please note: This program does not fund start up businesses.**

### **C. Program Area Description**

There is no minimum or maximum annual project budget for integrated project proposals (See Part II., C., Project Types). With respect to Funding Priority #3 (see Part I., B.). CSREES intends to fund up to three **New** potentially long-term projects each FY. Continued funding for these long-term projects will be subject to Continuation Award criteria as defined in Part VIII(E). Applicants wishing consideration as long-term projects must request initial funding periods of 48



months. Only New, Renewal, and Resubmitted Applications are being solicited under this RFA (see Part II., C., Project Types). Applications for existing continuation awards are not being solicited under this RFA. For these types of projects, continuation awards will be issued.

Conference proposals are limited to a maximum budget of \$50,000 (see Part II(C), Project Types). It is expected that conferences supported by this program will occur within 12 months of an award being issued. For these types of activities, standard awards will be issued.

The Integrated Organic Program encourages projects that develop content suitable for delivery through eXtension

([http://about.extension.org/mediawiki/files/5/51/EXECUTIVE\\_SUMMARY -  
\\_March\\_14%2C\\_2006\\_-\\_YEAR\\_2.pdf](http://about.extension.org/mediawiki/files/5/51/EXECUTIVE_SUMMARY_-_March_14%2C_2006_-_YEAR_2.pdf)). This content is for end users, as opposed to staff development, and must align with the eXtension Implementation Plan (available at <http://about.extension.org/wiki/Planning>). Since the eOrganic Community of Practice already exists, applicants wishing to develop content on organic agriculture for eXtension must demonstrate coordination of effort with eOrganic. For information about the eOrganic Community of Practice, applicants interested in developing content concerning organic agriculture for eXtension should contact Dr. Alexandra Stone.

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## **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. Approximately \$4.7 million will be available to fund applications in the Integrated Organic Program (\$1.8 from the Organic Transitions program area and \$2.9 million from the Organic Agriculture Research and Extension Initiative program area).

### **B. Types of Applications**

In FY 2008, applications may be submitted to the Integrated Organic Program as one of the following three types of requests:

**(1) New application.** This is a project application that has not been previously submitted to the Integrated Organic Program. All new applications will be reviewed competitively using the selection process and evaluation criteria described in Part V—Application Review Requirements.

**(2) Renewal application.** This is a project application that requests additional funding for a project beyond the period that was approved in an original or amended award. Applications for renewed funding must contain the same information as required for new applications, and additionally must contain a Progress Report (see Project Narrative, Part IV(B)(2)(b)). Renewal applications must be received by the relevant due dates, will be evaluated in competition with other pending applications in appropriate area to which they are assigned, and will be reviewed according to the same evaluation criteria as new applications.

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

### **C. Project Types**

**(1) Integrated Project Proposals:** Integrated project applications may involve any combination of research, education, and extension activities, with the provision that every project must include at least two of the three stated components (i.e. research, education, and extension) required for integrated as defined in Part VIII, E.

**(2) Conference Proposals:** Meetings that bring together scientists and others, including end-users, to identify research, education, or extension needs, update information, or advance understanding of organic issues and problems. Conference awards are not expected to exceed \$50,000, and are not renewable. It is expected that conferences supported by this program will occur within 12 months of an award being issued. These activities can take the form of

workshops or symposia. Conferences intended to provide current information to farmers and ranchers should be held in conjunction with meetings that are regularly attended by organic producers and processors.

CSREES expects that applicants will consult with organic producers and/or processors before developing project applications. Producers and/or processors should play an important role in developing project goals and objectives; in implementing the experimental or extension plan; and in evaluating and disseminating project results and outcomes. Farmers and others with little training or experience in developing and implementing research and outreach projects should consult with appropriate specialists. These specialists might include university scientists and Extension personnel or production consultants with scientific training. Projects must involve work that is necessary, both in terms of stakeholder preferences and the magnitude of the problem. There is an expectation that a local and/or regional advisory panel will inform the program throughout its life, including the identification and prioritization of research, education and/or extension objectives. An outcome-oriented plan for disseminating information derived from project work must be an integral part of the project.

While it is desirable that extension materials be developed for organic systems, it has not been demonstrated that traditional extension methods suit the needs of organic producers and processors. Projects with the goal of developing extension information for organic agriculture should consider testing a number of delivery systems and methods as appropriate for the information. Applicants who wish to develop formal courses on organic agriculture should consider the possibility of packaging portions of the formal course into extension materials. Additionally, since it has not been demonstrated that traditional classroom instruction is appropriate for the delivery of information on organic agriculture, applicants should consider testing hypotheses to determine the most appropriate delivery method for formal coursework.

The following websites may serve as useful information resources in developing Integrated Organic Program applications:

- National Organic Program (<http://www.ams.usda.gov/nop/>);
- Organic Farming Research Foundation (<http://www.ofrf.org/scoar/overview.html>);
- National Organic Standards Board (<http://www.ams.usda.gov/nosb/index.htm>); and
- CSREES Organic Agriculture page <http://www.csrees.usda.gov/organicagriculture>.

## **PART III—ELIGIBILITY INFORMATION**

### **A. Eligible Applicants**

For ORG, applications may be submitted by colleges and universities (as defined in Section 1404 of NARETPA) (7 U.S.C. 3103). For purposes of the ORG, the terms “college” and “university” mean an educational institution in any State that (1) admits as regular students only persons having a certificate of graduation, or the recognized equivalent of such a certificate, from a school providing secondary education; (2) is legally authorized within such State to provide a program of education beyond secondary education; (3) provides an educational program for which a bachelor’s 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. Applications also may be submitted by 1994 Land-Grant Institutions (as defined in Part VIII, E.). A research foundation maintained by a college or university is not eligible to receive an award under this program.

For OREI, applications may be submitted by State agricultural experiment stations, all colleges and universities, other research institutions and organizations, Federal agencies, national laboratories, private organizations or corporations, and individuals.

Award recipients may subcontract to organizations not eligible to apply provided such organizations are necessary for the conduct of the project. An applicant’s failure to meet an eligibility criterion by the time of an application deadline will result in CSREES not accepting the application, or even though an application may be reviewed, will preclude CSREES from making an award.

### **B. Cost Sharing or Matching**

#### **(1) General Requirement**

If a grant provides a particular benefit to a specific agricultural commodity, the grant recipient is required to provide funds or in-kind support to match the amount of the grant funds provided. See section (a) on Matching Funds under Part IV(B)(5), for more details.

#### **(2) Waiver**

CSREES may waive the matching funds requirement specified in the above paragraph for a grant if CSREES determines that (a) the results of the project, while of particular benefit to a specific agricultural commodity, are likely to be applicable to agricultural commodities generally; or (b) the project involves a minor commodity, the project deals with scientifically important research, and the grant recipient is unable to satisfy the matching funds requirement.

## 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/PI first contact an Authorized Representative (AR) 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](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](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-ICGP-001150** 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](mailto: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 is **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 the attachment requirements (eg., portable document format) in Part III section 3. of the CSREES Grants.gov Application Guide available with the Application Package at Grants.gov. **ANY PROPOSALS CONTAINING NON-PDF DOCUMENTS WILL BE AT RISK OF BEING EXCLUDED FROM CSREES REVIEW.** Partial applications will be excluded from consideration. With documented prior approval, resubmitted applications will be accepted until COB on the closing date in the RFA.

If you do not own PDF generating software, Grants.gov provides online tools to assist applicants. Users will find a link to “[PDF Conversion Programs](#)” on ([http://www.grants.gov/resources/download\\_software.jsp#pdf\\_conversion\\_programs](http://www.grants.gov/resources/download_software.jsp#pdf_conversion_programs)).

### **Integrated Project Proposals**

#### **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 Project Summary is limited to **250 words**. The summary should also include the relevance of the project to the goals of the Integrated Organic Program. The importance of a concise, informative Project Summary cannot be overemphasized. Applicants who wish to be considered for funding as advanced, on-farm, long-term projects should specifically state in the project summary and the project narrative that the proposal is a long term project.

**b. Field 7 - Project Narrative.** PLEASE NOTE: For integrated project proposals, the Project Narrative section may not exceed a total of 21 single- or double-spaced pages, including figures and tables. The Introduction may not exceed 6 pages, and the rest of the Project Narrative may not exceed 15 pages. **These page limitations apply regardless of whether figures or tables are included. All pages, including those with figures and tables, should be numbered sequentially. Applications exceeding the applicable page limitation will be returned without review. These maximums have been established to ensure fair and equitable competition.**

**The Project Narrative must include all of the following:**

**(i) Introduction.**

List the following:

(1) Integrated Organic Program Staff – include name, title, address, and e-mail for:

(a) PD(s), CoPD(s) and Key Personnel

(2) Project/Performance Site Locations:

For the Primary site provide the following:

(b) Site Description: Brief description of the site and basic information about the project work to be done on-site (*for example – 450 acres cropland: (5) 70 acre test plots, remainder buffer zone*).

For additional sites provide the following:

(a) Location(s)

(b) Site Description: Brief description of the site and basic information about the project work to be done on-site (*for example – 450 acres cropland: (5) 70 acre test plots, remainder buffer zone*).

Provide a clear statement of the long-term goal(s) and supporting objectives or research questions of the proposed project should be included. Summarize the body of knowledge or other past activities that substantiate the need for the proposed project. Describe ongoing or recently completed significant activities related to the proposed project including the work of key project personnel. Preliminary data/information pertinent to the proposed work should be included in this section. All works cited should be referenced and attached at Field 8. on the Form, Bibliography & Reference Cited. Refer to Part V, 3.8 of the CSREES Grants.gov Application Guide.

Applicants who wish to be considered for funding as advanced, on-farm, long-term projects should submit a budget for 48 months of funding and specifically state in the introduction that the proposal is a long term project.

**(ii) Progress Report.** If the application is a renewal of an existing project supported under this program (or its predecessor), include a clearly marked progress report describing results to date from the previous award. In addition, the progress report must be contained within the 21-page limit and should contain the following information:

- A comparison of actual accomplishments with the objectives established for the previous award;
- The reasons established objectives were not met, if applicable; and
- A listing of any publications resulting from the award.

Copies of no more than 2 preprints or reprints may be appended to the application. They should be attached at Field 11. Other Attachments, on the R&R Other Project Information form. Appendices are not counted toward the 21-page Project Narrative limit.

**(iii) Rationale and Significance.** Concisely present the rationale behind the proposed research, extension, or education. The specific relationship of the project's objectives to one or more of the program priorities should be shown clearly. These purposes are described under Part I, B,

Purpose and Priorities. Any novel ideas or contributions that the proposed project offers should also be discussed in this section.

**(iv) Approach.** The activities proposed or problems being addressed must be clearly stated and the approaches being applied clearly described. Specifically, this section must include:

- A description of the activities proposed and the sequence in which the activities are to be performed;
- Methods to be used in carrying out the proposed project, including the feasibility of the methods;
- Expected outcomes;
- Means by which results will be analyzed, assessed, or interpreted;
- How results or products will be used;
- Outreach Plan;
- Pitfalls that may be encountered;
- Limitations to proposed procedures; and
- A full explanation of any materials, procedures, situations, or activities related to the project that may be hazardous to personnel, along with an outline or precautions to be exercised to avoid or mitigate the effects of such hazards.

**c. Field 11 - Other Attachments.**

- (i) **Required CRIS Data Search.** Provide results of CRIS data search and the search parameters used in conducting the CRIS data search. Title and save the attachment file as “Appendix A”.
- (ii) **Response to Previous Review.** This requirement only applies to “Resubmitted Applications”. PD must respond to the previous review panel summary. Title and save the attachment file as “Response to Previous Review”.

**3. R&R Senior/Key Person 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.

**4. R&R Personal Data** – As noted in Part V, 5., the submission of this information is voluntary and is not a precondition of award. PLEASE DO NOT PROVIDE THE SOCIAL SECURITY NUMBER OF PROJECT DIRECTOR / PRINCIPAL INVESTIGATOR.

**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. Applicants who wish to be considered for funding as advanced, on-farm, long-term projects should submit a budget for 48 months of funding and specifically state in the project summary and narrative that the proposal is a long term project.

**(a) Matching.** For integrated projects, if an applicant concludes that matching funds are not required (as specified under Part III, B), a justification should be included in the Budget Narrative. CSREES will consider this justification when ascertaining final matching



requirements. CSREES retains the right to make final determinations regarding matching requirements.

For those integrated projects where matching funds are required (as specified under Part III, B.), applications should include written verification of commitments of matching support (including both cash and in-kind contributions) from third parties (non-federal sources). Written verification means:

For any third party cash contributions, a separate pledge agreement for each donation, signed by the authorized representative of the donor organization and the applicant organization, which must include: (1) the name, address, and telephone number of the donor; (2) the name of the applicant organization; (3) the title of the project for which the donation is made; (4) the dollar amount of the cash donation; and (5) a statement that the donor will pay the cash contribution during the grant period.

The sources and the amount of all matching support from outside the applicant organization should be summarized on a separate page and placed in the application immediately following the Budget Narrative. All pledge agreements must be placed in the application immediately following the summary of matching support.

The value of applicant contributions to the project shall be established in accordance with the applicable cost principles. Applicants should refer to OMB Circulars A-21, Cost Principles for Educational Institutions, A-87, Cost Principles for State, Local, and Tribal Governments, A-122, Cost Principles for Non-Profit Organizations, and the cost principles in the Federal Acquisition Regulation at 48 CFR 31.2 for further guidance and other requirements relating to matching and allowable costs.

**(b) Project Director’s Workshop.** It is the intent of the Integrated Organic Program to require successful applicants to attend at least one Project Directors’ Workshop during the term of their project. For the purposes of budget development, applicants are required to request funds for attending at least one such workshop. The request for these funds should be clearly indicated in the budget narrative section of the application.

#### **6. Supplemental Information Form**

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.** Enter the program code name “**Integrated Organic Program**” and the program code “**113**”.

## Conference Proposals

Potential applicants are strongly advised to consult the appropriate Agency Contact (see Part VII) before preparing their conference application. **To submit a Conference application, follow the guidelines for Integrated Project Applications (Part IV, B., 1-7., above), noting the following differences in sections (2) and (5) for conference proposals:**

### **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.** State the objectives of the conference, symposium, or workshop, as well as the proposed location and probable inclusive date(s) of the conference.
- b. **Field 7 - Project Narrative.** Describe the conference proposed, including:
  - (a) A justification for the meeting;
  - (b) Recent meetings on the same subject with dates and locations;
  - (c) Names and organizational affiliations of the chair and other members of the organizing committee;
  - (d) A proposed program (or agenda) for the conference, including a listing of scheduled participants and their institutional affiliations; and
  - (e) The method of announcement or invitation that will be used.

### **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.

The budget for the conference may include an appropriate amount for transportation and subsistence costs for participants and for other conference-related costs. Conference awards are not expected to exceed \$50,000 and are not renewable. Include an itemized breakdown of all support requested in the Budget Justification (Field K. of the R&R Budget).

### 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 **January 9, 2008 (5:00 p.m. Eastern Time)**. Applications received after this deadline will normally not be considered for funding.

Correspondence regarding submitted applications will be sent using 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 correspondence **from CSREES** regarding a submitted application within 30 days of submission of the application, please contact the Program Contact identified in Part VII of this RFA and request the proposal number assigned to the application. **Failure to do so may result in the application not being considered for funding by the peer review panel. Once the application has been assigned a proposal number, this number should be cited on all future correspondence.**

### D. Funding Restrictions

CSREES has determined that grant funds awarded under this authority may not be used for the renovation or refurbishment of research, education, or extension space; the purchase or installation of fixed equipment in such space; or the planning, repair, rehabilitation, acquisition, or construction of buildings or facilities.

The FY 2007 Revised Continuing Appropriations Resolution (Public Law 110-05) 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.

For the OREI program area, pursuant to Section 1462 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (7 U.S.C. 3310), CSREES must limit the recovery of indirect costs to 19 percent of total Federal funds provided under the award. Therefore, the recovery of indirect costs on awards made by CSREES under this program area may not exceed the lesser of the institution's official negotiated indirect cost rate or the equivalent of 19 percent of total Federal funds awarded.

All applicants should prepare their budgets based on the 20 percent indirect cost limitation described above for the ORG program area. CSREES will contact applicants whose projects are recommended for funding in the OREI program area, and request budgets that have been revised accordingly.

### **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, extension, or education fields, taking into account the following factors: (a) The level of relevant formal scientific, technical education, or extension experience of the individual, as well as the extent to which an individual is engaged in relevant research, education, or extension activities; (b) the need to include as reviewers experts from various areas of specialization within relevant scientific, education, or extension fields; (c) the need to include as reviewers 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; (d) the need to include as reviewers 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; (e) the need to maintain a balanced composition of reviewers with regard to minority and female representation and an equitable age distribution; and (f) the need to include reviewers who can judge the effective 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:

#### **1. Proposal Relevance (50 points):**

- (a)** Documented need (15 points). Application includes documentation substantiating that project is directed to current and likely future potential problems/challenges in organic agriculture;
- (b)** Stakeholder involvement (10 points). Application includes information on how stakeholders were selected and how their input was solicited and incorporated. There is an expectation that a local and/or regional advisory panel will inform the program throughout its life;
- (c)** Outreach plan (10 points). Application includes a detailed outreach plan that includes deliverables and a description of how impacts will be measured;
- (d)** Potential for project to contribute to long-term profitability and sustainability of organic production or marketing systems (10 points); and
- (e)** Importance of the commodity or production system or importance of marketing constraints and resulting impacts on the production system, Potential for project to make a difference (5 points).

## **2. Proposal Quality (50 points):**

- (a) Conceptual adequacy (10 points). Application clearly states objectives which are potentially attainable within project time, scope and budget;
- (b) Design (15 points). The application's methodology and analytical approach are appropriate to project objectives;
- (c) Involvement of appropriate, relevant expertise (5 points);
- (d) Experience of key project personnel (5 points);
- (e) Appropriateness of budget (5 points);
- (f) Feasibility, probability of success (5 points); and
- (g) Adherence to guidelines (5 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 preaward 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 recompetition for funds;
- (6) Total amount of Departmental financial assistance approved by the Administrator during the project period;
- (7) Legal authority(ies) under which the award is issued;
- (8) Appropriate Catalog of Federal Domestic Assistance (CFDA) number;
- (9) Applicable award terms and conditions (see <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**

Grantees must submit Annual Progress Reports to CSREES that detail progress toward achieving goals and objectives of the project and a Final Performance Report that includes a brief project impact statement written in lay language. These reports should be succinct and no longer than five (5) pages, single-spaced, using 12-point font. They should include the following information about the project: (1) basic information (i.e., project title, name(s) of PD(s), award number, and reporting period); (2) a description of the stakeholder needs identified, problems addressed, and results of the project (including publications); and (3) plans for the upcoming year. Any students who work on a project should be listed in the project reports (i.e., report graduate degrees awarded and undergraduates trained, as applicable). A budget summary should be attached to each report to provide an overview of all monies spent during the reporting period.

Grantees also are required to submit annual and summary progress reports via CSREES' Current Research Information System (CRIS). CRIS is an electronic, Web-based inventory system that facilitates both grantee submissions of project outcomes and public access to information on Federally-funded projects.

## **PART VII—AGENCY CONTACT**

Applicants and other interested parties are encouraged to contact Tom Bewick; National Program Leader; Plant and Animal Systems; Cooperative State Research Education, and Extension Service; USDA; STOP 2220; 1400 Independence Avenue, SW, Washington, DC 20250-2220; telephone: (202) 401-3356; fax: (202) 401-4888; e-mail: [tbewick@csrees.usda.gov](mailto:tbewick@csrees.usda.gov).

## **PART VIII—OTHER INFORMATION**

### **A. Access to Review Information**

Copies of reviews, not including the identity of reviewers, 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 awardee 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. 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: Unless stated otherwise in the terms and conditions of award, 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 awarding grants under this program, the following definitions are applicable:

1890 Land-Grant Institution means one of those institutions eligible to receive funds under the Act of August 30, 1890 (26 Stat. 419, chapter 841, 7 U.S.C. 321 et seq.) including Tuskegee University and West Virginia State University.

1994 Land-Grant Institution means one of those institutions as defined in section 532 of the Equity in Education Land-Grant Act of 1994 (7 U.S.C. 301 note) as amended. These institutions are commonly referred to as Tribal Colleges or Tribal Universities.

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 means the Secretary or any employee of the Department who has the authority to issue or modify grant instruments on behalf of the Secretary.

Authorized representative means the president, director, or chief executive officer or other designated official 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.

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

Continuation award is an award instrument by which the Department agrees to support a specified level of effort for a predetermined project period with a statement of intention to provide additional support at a future date, provided that performance has been satisfactory, funds are available for this purpose, and continued support would be in the best interest of the Federal government and the public. CSREES is under no obligation to award a continuation grant and should CSREES decide to make such an award, the Authorized Departmental Officer (ADO) must make an affirmative decision to do so.

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.

Extension activity means an act or process that delivers science-based knowledge and informal educational programs to people, enabling them to make practical decisions.

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

Hispanic-serving Institution means an institution of higher education that: (1) is an eligible “college” or “university” (as defined in Part III, A.); and (2) at the time of application, has an enrollment of undergraduate full-time equivalent students that is at least 25 percent Hispanic students.

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

Matching means that portion of allowable project costs not borne by the Federal Government, including the value of in-kind contributions.

Peer review means an evaluation of a proposed project for scientific or technical quality and relevance performed by experts with the scientific knowledge and technical skills to conduct the

proposed work or to give expert advice on the merits of a proposal.

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

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

Project director means the single individual designated in the grant application and approved by the Secretary who is responsible for the direction and management of the project.

Project period means the period, as stated in the award document, during which Federal sponsorship begins and ends.

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

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

Standard award is an award instrument by which the Department agrees to support a specified level of effort for a predetermined project period without any statement of intention to provide additional support at a future date.

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 benefitting and specifically identifiable to a funded project or program.

Total integrated, multifunctional research, education, and extension approach means that the combination of grants (although the individual grants may involve only research, education, or extension activities or a combination thereof) awarded under the fiscal year's program components will work together to address the priorities in United States agriculture as determined by the Secretary of Agriculture in consultation with the Advisory Board, that involve integrated research, extension, and education activities.

## Electronic Application Checklist

Only electronic applications may be submitted to CSREES via Grants.gov unless indicated otherwise in the specific program Request for Applications (RFA). All applications submitted to CSREES must contain the applicable elements outlined in these guidelines. The following checklist has been prepared to assist in ensuring that the application is complete prior to submission:

- ◆ **Have you followed the guidelines for filling out your electronic application provided in the CSREES Grants.gov Application Guide, which is posted along with the electronic SF 424 R&R application package on Grants.gov?** Electronic applications should be prepared according to this guide and the specific program RFA. This guide is part of the corresponding electronic application package for the specific program to which you are applying.
- ◆ **Has your institution properly registered with Grants.gov to enable you to submit an application?** Those who wish to submit an application to CSREES should first contact their Authorized Representative (AR) to determine if the organization is prepared to submit applications through Grants.gov. See <http://www.grants.gov/GetStarted> for steps for preparing to submit applications through Grants.gov.
- ◆ **Have all attachments been submitted in the portable document format (PDF)?** CSREES will only accept PDF attachments. See Part III of the CSREES Grants.gov 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 proposals that do not meet these requirements for PDF attachments will not be accepted.
- ◆ **Did you use the “Check Package for Errors” feature (see section 1.8 of the CSREES Grants.gov Application Guide)?**
- ◆ **Have all required components of the SF 424 Research and Related (R&R) Application Package posted under the funding opportunity on Grants.gov been completed?**



◆ **SF 424 R&R Cover Sheet**

- Have all required fields (highlighted in yellow) been completed?

◆ **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?
- Are the names and affiliated organizations of all Project Directors listed at the top of the page in addition to the title of the project?
- Does this section adhere to the format and page limitations?
- Did you use the suggested Project Summary/Abstract Template found at:  
[www.csrees.usda.gov/home/faq\\_apply.html#abstract](http://www.csrees.usda.gov/home/faq_apply.html#abstract)?

Project Narrative

- Has the Project Narrative PDF been attached to this form in Field 7?
- Is the project fully described?
- For Integrated Projects: Does this section adhere to the format and page limitations?

Bibliography & References Cited

- Has the Bibliography & References Cited PDF been attached to this form in Field 8?
- Are all references cited and are all citations referenced?
- Do all citations contain a title, the names of all authors, and are they in accepted journal format?

Facilities & Other Resources

- Has the Facilities & Other Resources PDF been attached to this form in Field 9?
- Has a description of your facilities, sufficient to indicate that you will be able to carry out this project, been given?

Equipment

- Has the Equipment PDF been attached to this form in Field 10?
- Is the description of your equipment sufficient to indicate that you will be able to carry out this project?

Response to Previous Review (for resubmitted applications only)

- Has the Response to Previous Review PDF been included as indicated in the RFA?
- Has the application been clearly and meaningfully revised and are the revisions briefly described?
- Are comments from the previous review addressed?

◆ **R&R Senior/Key Person Profile**

Biographical Sketch

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

Current and Pending Support

- Has the current and pending support PDF for key personnel been attached?
- Have all current and pending projects been listed and summarized, **including this proposal**?
- Did you use the suggested Current and Pending Support Template found at: [www.csrees.usda.gov/home/faq\\_apply.html#current?](http://www.csrees.usda.gov/home/faq_apply.html#current?)

◆ **R&R Personal Data (Optional)**

- Have all fields been completed (except Social Security Number Field)?

◆ **R&R Budget**

- Have all fields been completed for each PD and co-PD(s)?
- Are annual and summary budgets included? For multi-institution applications, has a subaward budget been included for each institution involved?

Budget Justification

- Has the Budget Justification PDF been attached to this form in Field K?
- Are budget items individually justified?
- For multi-institutional applications, has a subaward budget justification been included for each institution involved?
- Have any matching requirements been addressed, if applicable?

❖ **CSREES Supplemental Information Form**

- Has Field 1 been pre-populated?
- Does Field 2 indicate the Program Code Name and Program Code to which you are applying?

Conflict of Interest List

- Has the Conflict of Interest List PDF been attached to this form in Field 8?
- Has a Conflict of Interest List been provided for all individuals who have submitted a Biographical Sketch?
- Does the Conflict of Interest list include the four categories as appropriate?
- Did you use the suggested Conflict of Interest Template found at:  
[www.csrees.usda.gov/home/faq\\_apply.html#coi?](http://www.csrees.usda.gov/home/faq_apply.html#coi?)