

McIntire-Stennis Cooperative Forestry Research Program

FY 2010 Formula Grant Opportunity (FGO) – Final

APPLICATION DEADLINE: May 25, 2010



**U.S. Department of Agriculture
National Institute of Food and Agriculture**

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

MCINTIRE-STENNIS COOPERATIVE FORESTRY RESEARCH ACT PROGRAM

FINAL ANNOUNCEMENT

CATALOG OF FEDERAL DOMESTIC ASSISTANCE: This program is listed in the Catalog of Federal Domestic Assistance under 10.202.

DATES: Applications must be received by close of business (COB) on May 25, 2010 (5:00 p.m. Eastern Time).

EXECUTIVE SUMMARY: The National Institute of Food and Agriculture (NIFA) requests applications for the FY 2010 formula grant authorized under the McIntire-Stennis Cooperative Forestry Research Act (M/S) Program. This grant is used to assist all states in carrying out a program of state forestry research at state forestry schools and colleges and developing a trained pool of forest scientists capable of conducting needed forestry research, which should include: (1) ecological restoration; (2) forest fire and pest management; (3) valuing and trading ecological services; (4) energy conservation, biomass energy and bio-based products development; (5) forest fragmentation; (6) carbon sequestration and climate change; and (7) ways of fostering healthy forests and a globally competitive forest resources sector. Additionally, M/S funds should be allocated to the following high priority issues: 1) science of integration (ecosystem or landscape approaches including interdisciplinary multi-state projects); 2) nature-based recreation; 3) human attitudes and behaviors; 4) conflict, uncertainty, and decision-making; 5) technological advancements (biotechnology, nanotechnology and geospatial technology), productivity, and forest applications; 6) new applications for forest products; and 7) urban ecosystems. The amount available for this program in FY 2010 is \$27,389,470.

This notice identifies the objectives for M/S projects, the eligibility criteria for projects and applicants, and the application forms and associated instructions needed to apply for a FY 2010 M/S formula grant authorized under the McIntire-Stennis Cooperative Forestry Research Act. NIFA additionally requests stakeholder input from any interested party for use in the development of the next Formula Grant Opportunity (FGO) for this program. Written stakeholder input should be submitted by mail to: Policy and Oversight Branch; Office of Extramural Programs; National Institute of Food and Agriculture, USDA; STOP 2299; 1400 Independence Avenue, SW; Washington, DC 20250-2299; or via e-mail to: RFP-OEP@nifa.usda.gov. (**This e-mail address is intended only for receiving stakeholder input regarding this FGO.**) In your stakeholder input, please state that you are responding to the McIntire-Stennis Cooperative Forestry Research Program FGO.

Please send **questions or comments** to Formula Grants Section of the Office of Extramural Programs, Stop 2271, 1400 Independence Avenue, SW, Washington, D.C. 20250-2271; fax: (202) 690-3002; or e-mail: formulagrantsquestions@nifa.usda.gov.

What's New for FY 2010?

- The FY 2010 formula grant awards will be disbursed through the Automated Standard Application for Payment System (ASAP) operated by the Department of Treasury's Financial Management Service. Applicants have received information on how to access ASAP, establish an account, if necessary, and how to utilize ASAP to draw funds, create reports, etc. The information will also include instructions to inform NIFA, Formula Grant Section, Awards Management Branch (FGS/AMB) of the account number to use for the FY 2010 formula grant disbursements.
- All FY 2009 and prior formula grant awards will continue to be disbursed via the Payment Management System (PMS) operated by the Department of Health and Human Services (DHHS).
- There will be two submissions in FY 2010:
 - Initial – For an estimated amount (see Appendix A) based on the Initial FY 2009 allocation amounts.
 - Final – Based on the actual appropriated amount for FY 2010 and actual formula distribution for FY 2010.
- No Standard Form (SF) 424-A, Budget Information for Non-Construction Programs, and no Budget Narrative Attachment Form are required for either the initial or final submissions for FY 2010.
- The Application Package for the initial or final submissions will include:
 - Application for Federal Assistance, Standard Form (SF) 424-M (Mandatory) (Required)
 - NIFA Supplemental Information Form (Required)
 - Key Contacts Form (Required)
- Effective October 1, 2009, formula grantees are required to submit a SF-425, Federal Financial Report, which replaces the SF-272, Federal Cash Transaction Report and the SF-269, Financial Status Report. NIFA will be providing additional guidance on the implementation of the SF-425, Federal Financial Report, by May 31, 2010.
- On October 1, 2009, all authorities of the Cooperative State Research, Education, and Extension Service (CSREES) were transferred to the National Institute of Food and Agriculture per section 7511 of the Food, Conservation, and Energy Act of 2008 (Pub. L. 110-246).
- Effective February 1, 2010, OEP Awards Management Branch assumed responsibility for business functionality of the OEP Formula Grants Section.

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PART I—FUNDING OPPORTUNITY DESCRIPTION

A. Legislative Authority and Background

Pub. L. 87-778 (76 Stat.806, 16 U.S.C. 582a, et seq.) signed into law on October 10, 1962 is also known as the McIntire-Stennis Cooperative Forestry Research Act. This law provides the basis for Federal funding in forestry research and graduate education programs at State-certified schools of forestry in the United States. Forestry Research is defined as: reforestation and management of land for the production of crops of timber and other related products of the forest; management of forest and related watershed land to improve conditions of water flow and to protect resources against floods and erosion; management of forest and related rangeland for production of forage for domestic livestock and game and improvement of food and habitat for wildlife; management of forest lands for outdoor recreation; protection of forest land and resources against fire, insects, disease, or other destructive agents; utilization of wood and other forest products; development of sound policies for the management of forest lands and marketing of forest products; and such other studies as may be necessary to obtain the fullest and most effective use of forest resources.

Section 7412 of the Food, Conservation, and Energy Act of 2008 amended section 2 of the McIntire-Stennis Cooperative Forestry Act (16 U.S.C. 582a-1) to include the 1890 Land-grant Institutions and made this change effective October 1, 2008. In December 2008, USDA contacted the Governor of each state in which an eligible 1890 Land-grant Institution is located about the legislative change and requested that they indicate by mid-February 2009 the State-certified Institutions for FY 2009 and thereafter and their associated share of these funds. Appendix A of this FGO reflects the results of these actions.

Funding is provided to the States through a formula-based allocation process which depends on several factors. First, a base amount (approximately \$25,000) is allocated to each State; however, this base amount is excluded from the formula. The balance of funding to each State is determined through a ranking process and dependent upon the following three factors: 1) forty percent of the remaining balance is allocated based on the area of non-Federal commercial forest land; 2) forty percent is allocated based upon the volume of timber cut annually from stock; and 3) twenty percent is allocated based on the total expenditures for forestry research from non-Federal sources. Funds are then distributed to the eligible State-certified Institutions within the State as determined by the Governor's designee.

In FY 2007, the former CSREES conducted a Grants.gov pilot for the solicitation of one of the NIFA Formula Programs, the McIntire-Stennis Cooperative Forestry Research Program. Under this pilot the institutions were required to submit a SF-424M Application (Cover Page Form), NIFA Supplemental Form, and Key Contacts Form through Grants.gov. Please note that this application package replaced the forms/information solicited each year by the NIFA Office of Extramural Programs and did not duplicate the information being collected under the Current Research Information System (CRIS). NIFA implemented this process for all NIFA Formula Programs in FYs 2008 and 2009 and thereafter due to the mandated reporting requirements of the Federal Funding Accountability and Transparency Act (FFATA). Under this law, the U.S. Office of Management and Budget (OMB) was required to develop and maintain a public

searchable data base for all Federal financial assistance awards, and Federal agencies are required to report specific data elements which will be collected via these applications (e.g., Dun and Bradstreet data Universal Numbering (D-U-N-S®) numbers, legal names of institution, legal addresses, congressional districts). OMB makes this information available at <http://www.usaspending.gov>.

Please note that the submission of this application package does not change the following:

- Delegated authorities of the Authorized-Technical Representative;
- How funds are managed at your institution; and
- Indirect costs and tuition remission are unallowable costs.

Guidelines for the administration of this program are published as the Administrative Manual for McIntire-Stennis Cooperative Forestry Program (March 2000 version) and are available at http://www.nifa.usda.gov/business/awards/formula/mcintire_stennis.html#regulations. Please note that any instructions in this FGO supersede policies and procedures identified in this manual. In 2011, NIFA will revise this manual and promulgate administrative provisions for this program through rulemaking which includes a public comment period.

B. Purpose and Priorities

The purpose of this funding is to increase forestry research in the production, utilization, and protection of forestland; to train future forestry scientists; and to involve other disciplines in forestry research. FY 2010 funding should also address the high priority issues described in the current M/S Strategic Plan: “Sustaining Healthy and Productive Forests: An Investment in America’s Competitive Position in the Global Marketplace”: 1) science of integration; 2) forest ecosystem services; 3) human attitudes and behaviors; 4) conflict, uncertainty, and decision-making; 5) technological advancements, productivity, and forest applications; 6) nature-based recreation; and 7) urban ecosystems.

PART II—AWARD INFORMATION

A. Available Funding

The Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2010 (Pub. L. 111-80) provides \$27,389,470 in FY 2010 for this program. Funds will be distributed to the institutions on a quarterly basis.

M/S funds are expected to be fully expended in the fiscal year of appropriation; however, funds may be carried over for up to one year after the end of the fiscal year for whatever year they were appropriated. No prior approval is required to carry over funds for one additional year.

B. Types of Submission

In FY 2010, pre-award form submissions must be submitted to the M/S Program as a “new” application on the www.grants.gov website. As noted previously, these application packages complement, rather than duplicate, the information collected via the Current Research Information System (CRIS), and together satisfy all legislative and regulatory pre-award requirements.

Specific project details and pertinent information should be entered in the Current Research Information System (CRIS) as in prior years. CRIS is the U.S. Department of Agriculture's documentation and reporting system for ongoing agricultural, food and nutrition, and forestry research and education. CRIS contains over 30,000 descriptions of current, publicly-supported research and education activities. This work is sponsored or conducted by the USDA research agencies, the State Agricultural Experiment Stations, the State Land-Grant Institutions and universities, State schools of forestry, cooperating schools of veterinary medicine, and USDA grant recipients. See Part VI.C. for specific CRIS requirements.

C. Project Types

Applicants should request funding in the amounts listed in Appendix A to this announcement. NIFA will fund the M/S program in FY 2010 for authorized activities. Funds may be expended only on approved M/S Program projects.

PART III—ELIGIBILITY INFORMATION

A. Eligible Applicants

Applications may be submitted by State-certified Schools of Forestry as stipulated in accordance with Section 2 of Pub.L. 87-788 McIntire-Stennis Act: Auburn University; Alabama A&M University; Tuskegee University; University of Alaska; American Samoa Community College; Northern Arizona University; University of Arizona; University of Arkansas; California Polytechnic State University; California State University; University of California; Colorado State University; Connecticut Agricultural Experiment Station (New Haven); University of Connecticut; University of Delaware; Delaware State University; University of Florida; Florida A&M; University of Georgia; Fort Valley State University; University of Guam; University of Hawaii; University of Idaho; Southern Illinois University; University of Illinois; Purdue University; Iowa State University; Kansas State University; University of Kentucky; Kentucky State University; Louisiana State University; Louisiana Tech University; Southern University and A&M College; University of Maine; University of Maryland (College Park); University of Massachusetts; Michigan State University; Michigan Technological University; University of Michigan; University of Minnesota; Mississippi State University; Alcorn State University; University of Missouri; Lincoln University; University of Montana; University of Nebraska; University of Nevada; University of New Hampshire; Rutgers State University; New Mexico State University; Cornell University; State University of New York; North Carolina State University; North Dakota State University; Ohio Agricultural Research and Development Center; Oklahoma State University; Oregon State University; Pennsylvania State University;

University of Puerto Rico; University of Rhode Island; Clemson University; South Dakota State University; University of Tennessee; Tennessee State University; Stephen F. Austin State University; Texas A&M University; Utah State Agricultural Experiment Station; University of Vermont; College of the Virgin Islands; Virginia Polytechnic Institute and State University; Virginia State University; Washington State University; University of Washington; West Virginia University; West Virginia State University; University of Wisconsin; University of Wyoming.

Institutions may subcontract to organizations not eligible to apply for funding provided that such arrangements are necessary to complete the project or activity.

B. Cost Sharing or Matching

Formula grant recipients are to provide matching (see Part VIII.A.6), either cash or in-kind, on a dollar-for-dollar basis on all Federal funds allotted. Eligible institutions located in insular areas (i.e., American Samoa, Guam, Micronesia, Northern Marianas, Puerto Rico, and the Virgin Islands) are not required to match if the allocation is at or below \$200,000.

PART IV—SUBMISSION INFORMATION

A. Address to Request Formula Grants Opportunity Package

Only electronic applications may be submitted via Grants.gov to NIFA in response to this FGO.

Prior to preparing an application, it is suggested that the Administrative Technical Representative (A-TR), or his or her designee, first contact an Authorized Representative (AR) to determine if the organization is prepared to submit electronic applications through Grants.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 A-TR, or his or her designee, also must contact the institution's AR in order to be granted permission for the submission of applications through Grants.gov. Once that permission is granted, the A-TR, or his or her designee, can obtain a login and password.

The steps to access application materials are as follows:

1. In order to access, complete and submit applications, applicants must download and install a version of Adobe Reader compatible with Grants.gov. This software is essential to apply for NIFA Federal assistance awards. For basic system requirements and download instructions, please see http://www.grants.gov/help/download_software.jsp. To verify that you have a compatible version of Adobe Reader, Grants.gov established a test package that will assist you in making that determination. Grants.gov Adobe Versioning Test Package: <http://www.grants.gov/applicants/AdobeVersioningTestOnly.jsp>.

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-NIFA-MSCFR-002936**” in the appropriate box and click “Download Package.” From the search results, click “Download” to access the application package.

If assistance is needed to access the application page (e.g., downloading or navigating PDF forms, using Adobe with a Macintosh computer), refer to the 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: 24 hours a day, 7 days a week. Closed on [Federal Holidays](#)
Email: support@grants.gov

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

B. Content and Form of Formula Funds Opportunity Package Submission

General

Each grant application must contain an “Application for Federal Assistance,” Form SF-424 Mandatory; NIFA Supplemental Information Form; and Key Contacts Form SF-424 Key Contacts. These forms should be completed in accordance with the instructions accompanying the form on the grants.gov website. The following are the government-wide instructions followed by *agency specific guidelines*, if any, for each data element for each form:

Grant Application Package

Verify that the information shown corresponds to the grant for which the applicant wishes to apply. Grants.gov will auto-populate the following information:

- Opportunity Title
- Offering Agency
- Catalog of Federal Domestic Assistance (CFDA) Number
- CFDA Description
- Opportunity Number
- Competition ID
- Opportunity Open Date
- Opportunity Close Date
- Agency Contact

Enter a name for the application in the * ***Application Filing Name*** field. This field is required. This name is for use solely by the applicant for you to track through the Grants.gov submission process. It is not used by the receiving agency.

Open and complete all of the documents listed in the “Mandatory Documents” box. Complete the SF-424 first. Data entered on the SF-424 will populate other mandatory and optional forms where possible.

To access a form or document, click the form/document name to select it, and then click the => button. This will move the form/document to the “Mandatory Documents for Submission” box. To open an item to complete it, simply click on it to select the item and then click on the “Open Form” button. To remove a form/document from the “Mandatory Documents for Submission” box, click the form/document name to select it, and then click the <= button. This will return the form/document to the “Mandatory Documents” or “Optional Documents” box.

1. Application for Federal Assistance (Standard Form (SF)-424 M (Mandatory))

- 1a. **Type of Submission:** Select one Type of Submission with agency instructions. *Select “Application”.*
- 1b. **Frequency:** Select applicable frequency for the Type of Submission in 1.a. *Select “Annual”.*
- 1c. **Consolidated Application/Plan/Funding Request?** Indicate if the submission is a consolidated application/plan/funding request. *Select “No”.*
- 1d. **Version:** Select the applicable version for the Type of Submission in 1.a:

Initial: Select “Initial” in response to this FGO. Use it to submit your institution’s final submission application package, including the actual formula distribution amount for FY 2010 per Appendix A available and matching funds.

2. **Date Received:** Federal use only.
3. **Applicant Identifier:** Applicant use only. *Use or leave blank.*
- 4a. **Federal Entity Identifier:** Enter Federal entity identifier, if any, as specified in agency instructions. *Leave blank.*
- 4b. **Federal Award Identifier:** Enter Federal award identifier assigned by agency (if applicable). *Enter “USDA-NIFA-MSCFR-002936”.*
5. **Date Received by State:** State use only. *Use or leave blank.*
6. **State Application Identifier:** State use only. *Use or leave blank.* This field is for use when an institution has its own system for tracking applications. This field allows the applicant to enter its application identifier on the application.
- 7a. **Legal Name:** Enter the following: Legal name of applicant. *Enter the name of the institution.*

- 7b. **Employer/Taxpayer Identification Number (EIN/TIN):** Enter: Employer/Taxpayer Identification Number (EIN/TIN) as assigned by the Internal Revenue Service.
- 7c. **Organizational DUNS:** Enter: Organization’s D-U-N-S® number (received from D&B) or the D-U-N-S +4® number (if available).
- 7d. **Address:** Enter: Complete address of applicant. *Enter the institution’s mailing address.*
- 7e. **Organizational Unit:** Enter: Name of primary organizational unit (and department/division, if applicable), which will undertake the assistance activity. *Enter the office where the A-TR, or his or her designee, is located.*
- 7f. **Name and contact information of person to be contacted on matters involving this application:** For the person to contact on matters related to this submission: name, organizational affiliation (if affiliated with an organization other than the applicant organization, e-mail address, phone number, and fax number. *Enter the contact information for the person performing this electronic submission.*
- 8a. **Type of Applicant:** Select the appropriate code letter and enter in the space provided. Code letters O, P, Q, R, S, T, U, V, and W are not applicable.
- A. State Government
 - B. County Government
 - C. City or Township Government
 - D. Special District Government
 - E. Regional Organization
 - F. U.S. Territory
 - G. Independent School District
 - H. Public/State Controlled Institution of Higher Education
 - I. Indian/Native American Tribal Government (Federally Recognized)
 - J. Indian/Native American Tribal Government (Other than Federally Recognized)
 - K. Indian/Native American Tribally Designated Organization
 - L. Public/Indian Housing Authority
 - M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)
 - N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)
 - X. Other (specify in accordance with agency instructions)

Please enter the applicable code letter for your Institution.

9. **Name of Federal agency:** Enter name of Federal agency from which assistance is being requested. *No entry required. This field is pre-populated from the opportunity package.*
10. **Catalog of Federal Domestic Assistance Number:** Enter the Catalog of Federal Domestic Assistance (CFDA) number and title of the program under which assistance is requested. Use the continuation sheet to enter multiple CFDA numbers and titles. *No entry required. This field is pre-populated from the opportunity package.*

11. **Areas Affected by Funding (Cities, Counties, States, etc. Use continuation sheet on page 5 if necessary):** List areas or entities affected using categories specified in agency instructions. Use the continuation sheet to enter multiple entities beyond the space provided. *Enter cities, counties, states, etc. anticipated to be affected by the FY 2010 allocation you will receive.*
- 12a. **Congressional Districts of (Use continuation sheet on page 5 if necessary), Applicant:** Applicant-Enter the applicant's congressional district. Enter the congressional district. *Enter the Congressional district where the main campus is located.*
- 12b. **Congressional Districts of (Use continuation sheet on page 5 if necessary), Program/Project:** Program/Project-Enter the congressional district(s) affected by the program or project. If all congressional districts are included for a State, use "all", e.g., all congressional districts in Maryland would show as MD-all). Use the continuation sheet to enter multiple congressional districts that represent less than all congressional districts in a State or congressional districts in multiple States. *(Note: If this application is being completed by someone other than the A-TR, or his or her designee, the A-TR, or his or her designee, may need to be consulted on this question.)*
- 13a. **Funding Period, Start Date:** Enter the start date of the funding period for this submission. *Enter "10/01/2009".*
- 13b. **Funding Period, End Date:** Enter the end date of the funding period for this submission. *Enter "09/30/2010".*
- 14a. **Estimated Funding, Federal:** Federal-Enter the amount requested from the Federal agency. If the agency has specified an amount, enter that amount. *Enter your institution's actual FY 2010 allocation as listed in Appendix A to this announcement.*
- 14b. **Estimated Funding, Match:** Match-Enter the amount of funds from all other sources. *Enter the amount your institution will match. Institutions in insular areas which are not required to match should enter "0".*
15. **Is Submission Subject to Review By State Under Executive Order 12732 Process?** *Select "c. Program is not covered by E.O. 12372".*
16. **Is the Applicant Delinquent On Any Federal Debt?** Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans, and taxes. This question applies to the applicant (institution) organization.
17. **By signing this application, I certify (1) to the statements contained in this list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances and agree to comply with any resulting terms (as identified under Part VI, B) if I accept an**

award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001) To be signed by the A-TR, or his or her designee, of the applicant organization. Enter the name, title, phone number, e-mail address, and fax number of the A-TR, or his or her designee. *The required assurances designated here includes the institutions compliance with all Federal laws and regulations associated with receipt of Federal Domestic Assistance for this program, including the matching certification and certification regarding lobbying activities. By hitting the submit button of the application, the A-TR, or his or her designee, certifies to the above.*

2. NIFA Supplemental Information Form (Required)

1. **Funding Opportunity Name:** *No entry required. This is pre-populated from the opportunity package.*
Funding Opportunity Number: *No entry required. This is pre-populated the opportunity package.*
2. **Program Code Name:** *Enter "McIntire-Stennis Cooperative Forestry Research".*
Program Code: *Enter "MSCFR".*
3. **Type of Applicant:** *No entry required. This will be pre-populated from your entry on the application cover sheet.*
4. **Additional Applicant Types:** *If you are a Land-Grant Institution, select the appropriate institution type from the drop down menu in this block. If you are NOT a Land-Grant Institution, skip this block.*
5. **Supplemental Applicant Types:** *Please check all that apply.*
6. **HHS Account Information:** *This information will no longer be utilized as payments will be made via the Automated Standard Application System (ASAP) operated by the Department of Treasury's Financial Management Service.*
7. **Key Words:** *Enter "Not applicable".*
8. **Conflict of Interest List:** *Leave blank.*

3. Key Contacts Form (Required)

Applicant Organization Name: Enter the complete legal name of the institution.

Contact 1 Project Role: *Enter the contact information for the A-TR.*

Contact 2 Project Role: *Enter the contact information for the A-TR's designee, if applicable.*

Contact 3 Project Role: *Enter the contact information for the Business Office Manager/Administrator for this program.*

Contact 4 Project Role: *Enter the contact information for the person responsible for Draw downs.*

Saving the Application

The application package can only be saved from the Grant Application Package screen. It is recommended that after the applicant completes each form/document that they click on the “Close Form” button to close the form and then save the application package by clicking on the “Save” button at the top of the Grant Application Package Screen. It is important to note that the application package will be saved to the last active directory on the applicant’s computer. Therefore, the applicant should save the application package to their hard drive where it can be easily accessed. The applicant may save their application package at any time and should save the application package with the same file name each time. An error message will occur each time that the applicant saves the form before completing all of the mandatory fields on the mandatory forms or the optional forms are moved to the Optional Completed Documents for Submission column on the application package. The applicant may ignore this warning. This warning will not appear when all of the mandatory fields have been completed on all of the forms/documents in the application package.

Check Package for Errors

To initiate the Grants.gov edit check process, simply click on the “Check Package for Errors” button at the top of the screen. This process will identify all mandatory fields that have not been completed by the applicant. These errors will be displayed one at a time.

No checks against NIFA business rules will take place at this time.

Submitting the Application

The AR must open the browser, open the application and then press the Submit button. To submit the application:

1. Close all open browser(s) and running applications.
2. Open the internet browser.
3. Navigate to the physical location where the application file is located. Select the application to open.
4. The internet browser will open the application. This may take a few moments. Please be patient.
5. Once the application is completely open, click the **Save and Submit** button. (The Save and Submit button will not become active until all mandatory documents have been properly completed and the application has been saved.) You are required to save the application again at this point in order to begin the application submission process.
6. Click **Save and Submit**.
7. A dialog box will appear and you will need to, enter your Grants.gov username and password.

8. Lastly, click **Login**.

Only the AR has the authority and user rights to **Save and Submit** an application to Grants.gov. Additional submission tips may be found at the Grants.gov website.

Grants.gov Submission Tips: http://www.grants.gov/help/submit_application_faqs.jsp

C. Certifications

Important Note: By signing Form SF-424-M, the applicant is providing the certifications required by 7 CFR Part 3017, regarding Debarment and Suspension, 7 CFR Part 3018, regarding Lobbying, 7 CFR 3021, regarding Drug-Free Workplace, and compliance with the provisions of NIFA Administrative Manual for Cooperative Forestry Research, as well as 7 CFR 3015, Uniform Federal Assistance Regulations; 7 CFR 3019, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-profit Organizations; 7 CFR 3016, Uniform Administration Requirements for Grants and Cooperative Agreements to States and Local Governments; and OMB Circulars A-21, Cost Principles for Educational Institutions (now codified at 2 CFR Part 220), and A-110, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-profit Organizations. If the project will involve a subcontractor or consultant, the subcontractor and/or consultant should submit a Form AD-1048, Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions, to the grantee organization for retention in their records. This form should not be submitted to USDA.

D. Submission Dates and Times

An e “Application for Federal Assistance,” Form SF-424 Mandatory; NIFA Supplemental Information Form; and Key Contacts Form should be submitted online via the www.grants.gov website by COB May 25, 2010 (5:00 pm Eastern time).

The receipt of all applications will be acknowledged by e-mail. Therefore, applicants are strongly encouraged to provide accurate e-mail addresses on the Application for Federal Assistance SF-424 – Mandatory Form. **If an applicant has not received an acknowledgment within 60 days of the submission, the applicant must contact the Agency contact (see Part VII) immediately and ask for the application number assigned to the application. Failure to do so may result in the application not being processed and funding being held.** Once the application has been assigned an application number, this number should be cited on all future correspondence.

E. Funding Restrictions

(1) Approved NIFA M/S Projects

NIFA will fund the M/S Program in FY 2010 for authorized activities. Funds must be expended on approved M/S projects.

(2) Matching

Matching funds are mandated in Section 4 of the McIntire-Stennis Act (16 U.S.C. 582a-3). 7 CFR 3015.50-56 prescribes the standards applicable to determining the allowability of cash and in-kind contributions for matching funds. Matching funds also must be expended on approved M/S projects.

(3) Indirect Costs and Tuition Remission

In accordance with section 1473 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (7 U.S.C. 3319), indirect costs and tuition remission are unallowable as an M/S formula grant or matching expenditure.

F. Other Submission Requirements

1. CRIS Forms

Project information for the M/S Program should be submitted to the CRIS office as in previous years. See the website at: <http://cwf.uvm.edu/cris>. Required submissions include:

- 1) Program of Research (due August 15 of each year)
- 2) Project Proposal*
- 3) Work Unit Description (AD-416)*
- 4) Project Classification (AD-417)*
- 5) Assurance Form (CSREES-2008)*
- 6) Accomplishments Report (AD-421)
- 7) Funding and Staff Support Report (AD-419)

*Submitted at project initiation.

PART V—SUBMISSION REVIEW REQUIREMENTS

A. General

The National Program Leader and the OEP Formula Grants Section will be reviewing submitted documents to determine if all program, financial, and administrative requirements have been met and are current.

PART VI—AWARD ADMINISTRATION

A. General

The National Program Leader (NPL) (see Part VII) will notify the OEP Formula Grants Section regarding each institution's compliance with the Program of Research. Once all program and administrative requirements have been met by the eligible institution, funding will continue to be

released on a quarterly basis. The OEP Formula Grants Section will notify the institutions when all requirements have been met or approved.

B. 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).

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 (now codified at 2 CFR 215).

7 CFR Part 3021—USDA Implementation of Governmentwide Requirements for Drug-Free Workplace (Financial Assistance).

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—NIFA 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).

C. Expected Program Outputs and Reporting Requirements

Institutions are expected to submit an annual Program of Research, a listing of all approved McIntire-Stennis projects for said institution. Institutions must submit a Form AD-416, Work Unit Description; Form AD-417, Project Classification; NIFA-2008, Assurance Form; and Project Proposal through the Current Research Information System prior to the initiation of each M/S project. The project must undergo a review process and be approved before it is incorporated into the Program of Research. Each institution shall submit a CRIS Form AD-421, Accomplishments Report, annually for each eligible project. Reports from institutions reporting on a calendar year shall be submitted by April 1, 2011 for the preceding calendar year. Reports from institutions reporting on a fiscal year shall be submitted by February 1, 2011 for the preceding fiscal year.

An Accomplishments Report, CRIS Form AD-421, shall be submitted to NIFA for each completed or terminated project. Such reports shall be submitted at the same time as are progress reports on active projects and should include a brief summary of accomplishments for the entire life of the project.

A CRIS Form AD-419, Financial and Staff Support Report, shall be submitted to NIFA annually for all projects. CRIS Form AD-419 reports are also required for expenditures on all State projects that are to be included in the non-Federal funds and matching funds computation. Reports shall be made on a fiscal year basis and are to be submitted by February 1, 2011.

Guidance on the submission of the SF-425, Federal Financial Report, for FY 2010 formula grant awards will be provided by May 31, 2010.

PART VII—AGENCY CONTACT

For questions regarding M/S projects and the M/S Program, please contact: Dr. Catalino Blanche, National Program Leader, Natural Resources and Environment, Stop 2210, 1400 Independence Avenue, SW, Washington, DC 20250-2210; Telephone: (202) 401-4190; Fax: (202) 401-1706; E-mail: cblanche@nifa.usda.gov.

For questions relating to the completion of the grants.gov forms and funding release, please contact: Patricia Myers, Office of Extramural Programs, Stop 2271, 1400 Independence Avenue, SW, Washington, DC 20250-2271; Telephone: (202) 205-0453; Fax: (202) 690-3002; E-mail: formulagrantsquestions@nifa.usda.gov.

For questions relating to CRIS forms and submissions, please contact The Current Research Information System Office, USDA/NIFA, Stop 2270, 1400 Independence Avenue, SW, Washington, DC 20250-2270; Telephone: (202) 690-0009; Fax: (202) 690-0634; E-mail: cris@nifa.usda.gov.

If help is needed with the Grants.gov registration process for the applicant organization, downloading or navigating PDF forms, using Adobe Reader with a Macintosh computer or with the technical aspects of submitting to the Grants.gov system, check the 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: 24 hours a day, 7 days a week. Closed on [Federal Holidays](#)
Email: support@grants.gov

If the Authorized Representative (AR) has not received a confirmation message from Grants.gov within 48 hours of submission of an application, please contact Grants.gov Customer Support.

When Grants.gov is contacted, a ticket number is issued to track the response. The applicant should maintain the ticket number as documentation of electronic issues associated with the application.

Grants.gov Help Desk Operations Process is described below:

Tier 1: Grants.gov Contact Center Operator

- Handles the initial contact and attempts to resolve the call.
- If not, files a research request (escalation).

Tier 2: Research Analyst

- Escalations go to the research analyst who does further research on the issue.
- Unable to resolve, issue escalated to Grants.gov Program management Office.

Tier 3: Grants.gov Program Management Office (PMO)

- Research Analyst works with PMO to resolve the issue.
- Typical escalations: Policy questions/System bugs/Training or Meeting Requests.

PART VIII—OTHER INFORMATION

A. Definitions

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

1. Administrative-Technical Representative (A-TR) means the official responsible for forestry research under the McIntire-Stennis Act at each State-certified institution eligible to participate in the McIntire-Stennis program. The A-TR is appointed by the highest executive officer of the participating institution and is not a Federal employee.
2. Approved Project means a research project or administrative project for which documentation has been submitted to and approved by the National Institute of Food and Agriculture for the expenditure of M/S funds.
3. Eligible Institution and State-Certified Institution mean institutions in each State which have been certified as eligible to receive M/S formula funds by the Governor's Designee. Eligibility is available to three types of institutions under the provisions of the Act:
 - a. "Land-Grant Institutions or agricultural experiment stations established under the Morrill Act of July 2, 1862 (7 U.S.C. 301 et seq.), as amended, and the Hatch Act of March 2, 1887 (7 U.S.C. 361a-i), as amended",
 - b. "other State-supported colleges and universities offering graduate training in the sciences basic to forestry and having a forestry school", and
 1. "forestry school" is defined as an academic unit offering a state-approved graduate curriculum leading, at a minimum, to a Master of Science in forestry, or a Master of Forestry. Existing Eligible Institutions (effective December 1985) need not be reviewed for adherence to the definition.
 - c. "1890 Institutions (as defined in section 2 of the Agricultural Research, Extension, and Education Reform Act of 1998 (7 U.S.C. 7601))".
4. Fiscal Year means the period of 12 months from October 1 of each year through September 30 of the following year.
5. Governor's Designee means a person in the State designated by the State's Governor. The Governor's designee shall, in any agreement drawn up with the Secretary of Agriculture for the purposes of the M/S Program, certify those Eligible Institutions of the State which will qualify for assistance and shall determine the proportionate amount of available M/S funds which will be granted such eligible institutions.

6. Matching Funds means those Non-Federal funds (and the value of qualified in-kind contributions) made available by a State-certified institution for forestry research which are used to meet the matching requirements specified in Section 4 of the McIntire-Stennis Act (16 U.S.C. 582a-3)

7. Non-Federal Funds means those funds from other than Federal sources; and may include “in-kind” resources as well as money. As used in this context, the term is generally referred to as Non-Federal Funds Expended for Forestry Research. These are “Non-Federal Funds” expended on research projects, in CRIS, adjusted by the forestry percentage on CRIS Form AD-417.

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

Appendix A
FY 2010 Distribution of Funds to Eligible State Institutions or
Institutional Units Authorized Under the Cooperative Forestry Research
(McIntire-Stennis) Act, October 10, 1962
(Award # 2010-32100)

FINAL

State	Location and Recipient	Grant Number	Amount	Matching
AL	ALABAMA, Auburn - Auburn University	2010-32100-06001	\$643,894	\$643,894
AL	ALABAMA, Normal - Alabama A&M University	2010-32100-08901	137,977	137,977
AL	ALABAMA, Tuskegee - Tuskegee University	2010-32100-08902	137,977	137,977
AK	ALASKA, Fairbanks - University of Alaska	2010-32100-06002	638,905	638,905
AS	AMERICAN SAMOA - American Samoa Community College	2010-32100-06003	59,459	
AZ	ARIZONA, Flagstaff - Northern Arizona University	2010-32100-06014	231,658	231,658
AZ	ARIZONA, Tucson - University of Arizona	2010-32100-06004	231,657	231,657
AR	ARKANSAS, Fayetteville - Agricultural Experiment Station, University of Arkansas	2010-32100-06005	814,495	814,495
CA	CALIFORNIA - San Luis Obispo - California Polytechnic State University	2010-32100-06283	119,540	119,540
CA	CALIFORNIA, Arcata - California State University, Humboldt	2010-32100-06282	119,540	119,540
CA	CALIFORNIA, Berkeley - University of California	2010-32100-06006	557,854	557,854
CO	COLORADO, Fort Collins - Colorado State University	2010-32100-06008	393,079	393,079
CT	CONNECTICUT, New Haven - Connecticut Agricultural Experiment Station	2010-32100-07609	202,624	202,624
CT	CONNECTICUT, Storrs - Storrs Agricultural Experiment Station, University of Connecticut	2010-32100-06009	67,542	67,542
DE	DELAWARE, Newark - University of Delaware, Agricultural Experiment Station	2010-32100-06010	100,923	100,923
DE	DELAWARE, - Delaware State University	2010-32100-08904	11,214	11,214
FL	FLORIDA, Gainesville - Agricultural Experiment Station, University of Florida	2010-32100-06012	685,636	685,636
FL	FLORIDA, Florida A&M University	2010-32100-08905	76,182	76,182
GA	GEORGIA, Athens - School of Forest Resources, University of Georgia	2010-32100-06013	875,273	875,273
GA	GEORGIA - Fort Valley State University	2010-32100-08906	97,253	97,253
GU	GUAM, Agana - University of Guam	2010-32100-06057	59,459	
HI	HAWAII, Honolulu - University of Hawaii Systems	2010-32100-06015	217,490	217,490
ID	IDAHO, Moscow - University of Idaho	2010-32100-06016	586,227	586,227
IL	ILLINOIS, Carbondale - Southern Illinois University	2010-32100-06043	214,099	214,099
IL	ILLINOIS, Urbana - University of Illinois	2010-32100-06017	214,098	214,098
IN	INDIANA, Lafayette - Purdue University	2010-32100-06018	480,874	480,874
IA	IOWA, Ames - Agriculture and Home Economics Experiment Station, Iowa State University	2010-32100-06019	375,520	375,520
KS	KANSAS, Manhattan - Kansas State University	2010-32100-06020	287,726	287,726

KY	KENTUCKY, Lexington - Agricultural Experiment Station, University of Kentucky	2010-32100-06021	513,218	513,218
KY	KENTUCKY, Frankfort - Kentucky State University	2010-32100-08907	90,568	90,568
LA	LOUISIANA, Baton Rouge - Louisiana State University, School of Forestry	2010-32100-06022	538,754	538,754
LA	LOUISIANA, Ruston - School of Forestry, Louisiana Tech University	2010-32100-06052	230,895	230,895
LA	LOUISIANA - Southern University and A&M College	2010-32100-08908	62,404	62,404
ME	MAINE, Orono - University of Maine	2010-32100-06023	744,258	744,258
MD	MARYLAND, College Park - University of Maryland	2010-32100-06024	322,843	322,843
MA	MASSACHUSETTS, Amherst - University of Massachusetts	2010-32100-06025	340,403	340,403
MI	MICHIGAN, East Lansing - Michigan State University	2010-32100-06026	271,498	271,498
MI	MICHIGAN, Houghton - Michigan Technological University	2010-32100-06098	271,498	271,498
MI	MICHIGAN, Ann Arbor - University of Michigan	2010-32100-06099	271,498	271,498
MN	MINNESOTA, St. Paul - Regents of the University of Minnesota	2010-32100-06027	674,022	674,022
MS	MISSISSIPPI, Mississippi State - Mississippi State University	2010-32100-06028	721,832	721,832
MS	MISSISSIPPI - Alcorn State University	2010-32100-08910	180,458	180,458
MO	MISSOURI, Columbia - School of Forestry, The curatores of the University of Missouri	2010-32100-06029	543,407	543,407
MO	MISSOURI - Lincoln University	2010-32100-08911	60,379	60,379
MT	MONTANA, Missoula - University of Montana System, Forestry and Conservation Experiment Station	2010-32100-06100	551,110	551,110
NE	NEBRASKA, Lincoln - University of Nebraska	2010-32100-06031	270,166	270,166
NV	NEVADA, Reno - University of Nevada, Mac C. Fleischmann College of Agriculture	2010-32100-06032	147,255	147,255
NH	NEW HAMPSHIRE, Durham - University System of New Hampshire	2010-32100-06033	428,197	428,197
NJ	NEW JERSEY, New Brunswick - Rutgers, the State University of New Jersey, Agricultural Experiment Station	2010-32100-06034	252,608	252,608
NM	NEW MEXICO, Las Cruces - New Mexico State University	2010-32100-06035	340,403	340,403
NY	NEW YORK, Ithaca - New York State College of Agriculture and Life Sciences, Cornell University	2010-32100-06036	194,844	194,844
NY	NEW YORK, Syracuse - The Research Foundation of the State University of New York	2010-32100-06102	584,532	584,532
NC	NORTH CAROLINA, Raleigh - North Carolina State University	2010-32100-06037	937,406	937,406
ND	NORTH DAKOTA, Fargo - North Dakota State University of Agriculture and Applied Sciences	2010-32100-06038	164,813	164,813
OH	OHIO, Wooster - Ohio Agricultural Research and Development Center	2010-32100-06039	498,433	498,433
OK	OKLAHOMA, Stillwater - Oklahoma State University	2010-32100-06040	515,992	515,992
OR	OREGON, Corvallis - Oregon State University	2010-32100-04128	919,846	919,846

PA	PENNSYLVANIA, University Park - Agricultural Experiment Station, Pennsylvania State University			
		2010-32100-06042	638,904	638,904
PR	PUERTO RICO, Rio Piedras - University of Puerto Rico Estacion Experimental Agricola	2010-32100-06093	94,578	
RI	RHODE ISLAND, Kingston - University of Rhode Island	2010-32100-06044	112,136	112,136
SC	SOUTH CAROLINA, Clemson - College of Forestry and Recreation Resources, Clemson University	2010-32100-06045	726,699	726,699
SD	SOUTH DAKOTA, Brookings - South Dakota State University	2010-32100-06046	182,372	182,372
TN	TENNESSEE, Knoxville - University of Tennessee	2010-32100-06047	590,817	590,817
	TENNESSEE, Tennessee State University	2010-32100-08915	65,646	65,646
TX	TEXAS, Nacogdoches - Austin, Stephen F. State University	2010-32100-06101	407,247	407,247
TX	TEXAS, College Station - Texas Agricultural Experiment Station, Texas AgriLife Research	2010-32100-06048	407,247	407,247
UT	UTAH, Logan - Utah State Agricultural Experiment Station	2010-32100-06049	287,726	287,726
VT	VERMONT, Burlington - University of Vermont	2010-32100-06050	393,079	393,079
VI	VIRGIN ISLANDS, St. Thomas - The College of the Virgin Islands	2010-32100-06058	59,459	
VA	VIRGINIA, Blacksburg - Virginia Polytechnic Institute and State University	2010-32100-06051	717,241	717,241
	VIRGINIA, Petersburg - Virginia State University	2010-32100-08917	79,693	79,693
WA	WASHINGTON, Pullman - Washington State University	2010-32100-06053	398,129	398,129
WA	WASHINGTON, Seattle - University of Washington	2010-32100-06092	486,601	486,601
WV	WEST VIRGINIA, Morgantown - West Virginia University	2010-32100-06054	495,999	495,999
	WEST VIRGINIA, West Virginia State University	2010-32100-08919	55,111	55,111
WI	WISCONSIN, Madison - Agricultural Experiment Station, University of Wisconsin System	2010-32100-06055	674,022	674,022
WY	WYOMING, Laramie - University of Wyoming	2010-32100-06056	235,049	235,049
	Total Payments to States		\$27,389,470	\$27,116,515
	Federal Administration		870,000	
	Small Business Set-Aside		703,250	
	Biotech Risk Assessment		37,280	
	TOTAL APPROPRIATION		\$29,000,000	