


# The Hatch Act of 1887 (Multistate Research Fund)

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**FY 2010 Formula Grant Opportunity (FGO) - Final**

**APPLICATION DEADLINE: April 14, 2010**

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

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

**THE HATCH ACT OF 1887 (MULTISTATE RESEARCH FUND)**

**FINAL ANNOUNCEMENT**

**CATALOG OF FEDERAL DOMESTIC ASSISTANCE:** This program is listed in the Catalog of Federal Domestic Assistance under 10.203.

**DATES:** Applications must be received by close of business (COB) on April 14, 2010 at 5:00 p.m. Eastern Time.

**EXECUTIVE SUMMARY:** The National Institute of Food and Agriculture (NIFA) requests applications for the FY 2010 formula grants authorized under the Hatch Act of 1887 for the Multistate Research Fund (MRF). This act authorizes research by institutions within a State and by institutions in multiple States to solve problems that concern more than one State.

This grant is used to support continuing agricultural research at colleges eligible to receive funds under the Act approved July 2, 1862 (12 Stat. 503, as amended) (“1862 Land-Grant Institutions”), as well as State agricultural experiment stations. Funds appropriated under this section shall be used to conduct original and other researches, investigations, and experiments bearing directly on and contributing to the establishment and maintenance of a permanent and effective agricultural industry of the United States, including researches basic to the problems of agriculture in its broadest aspects, and such investigations as have for their purpose the development and improvement of the rural home and rural life and the maximum contribution by agriculture to the welfare of the consumer, as may be deemed advisable, having due regard to the varying conditions and needs of the respective States. Further, funds may be used printing and disseminating the results of such research, retirement of employees subject to the provisions of an Act approved March 4, 1940 (54 Stat. 39), administrative planning and direction, and for the purchase and rental of land and the construction, acquisition, alteration, or repair of buildings necessary for conducting research. Finally, these funds must be used for cooperative research employing multidisciplinary approaches in which a State agricultural experiment station, working with another State agricultural experiment station, the Agricultural Research Service, or a college or university, cooperates to solve problems that concern more than one State. The amount available for this program in FY 2010 is \$48,275,997 (**minus the \$15,000 for Hatch MRF Award**). These funds are known as the Hatch Multistate Research Fund (MRF) which leaves a balance of \$48,260,997 for Distribution to States.

This notice identifies the objectives for Hatch MRF projects, the eligibility criteria for the Hatch MRF projects and applicants, and the application forms and associated instructions needed to apply for a FY 2010 Hatch MRF formula allocation. 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 2271; 1400 Independence Avenue, SW; Washington, DC 20250-2271; or via e-mail to: [RFA-OEP@nifa.usda.gov](mailto:RFA-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 Hatch Act of 1887 (Multistate Research Fund) 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. 20250-2298; fax: (202) 690-3002; or e-mail: [formulagrantsquestions@nifa.usda.gov](mailto: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 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 were 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 mid-March 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 (NIFA) 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**

The Hatch Act of 1887 provides the basis for Federal funding for agricultural research activities at the State Agricultural Experiment Stations in the 50 States, the District of Columbia, and the Insular Areas.

Not less than 25 percent of the total Hatch Act of 1887 funding is allotted to the States for cooperative research employing multidisciplinary approaches in which a State agricultural experiment station, working with another State agricultural experiment station, the Agricultural Research Service, or a college or university, cooperates to solve problems that concern more than one State. These funds are designated as the “Multistate Research Fund, State Agricultural Experiment Stations.” Funds are allocated on a prorata basis and allocations are adjusted to support national and regional projects. These projects and their associated budgets are reviewed and approved annually.

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 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. 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 institutions, legal addresses, congressional districts.). OMB makes this information available at <http://www.usaspending.gov>.

In FY 2010, NIFA requires both an initial submission (based on estimated amounts per the 2009 Omnibus Appropriation) followed by a final submission (based on the actual appropriated amount for FY 2010 and the actual formula distribution for FY 2010). The initial submission took place, and NIFA now requests the final submission via this FGO. NIFA will not require the following forms for FY 2010 for the final submission:

- Standard Form (SF) 424-A, Budget Information for Non-Construction Programs
- Budget Narrative Attachment Form

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

- Delegated authorities of the Director of the State Agricultural Experiment Station;
- How funds are managed at your institution;
- Indirect costs and tuition remission are unallowable costs; and
- Matching waiver authority of NIFA for Hatch Act funds for 1862 Land-Grant Institutions in the Insular Areas.

Guidelines for the administration of this program are published as The Administrative Manual for the Administrative Manual for the Hatch (Experiment Station) Act as Amended, which may be accessed at <http://www.nifa.usda.gov/business/awards/formula/manuals/hatch.pdf>. Please note that any instructions in this FGO supersede policies and procedures identified in this manual. NIFA will revise this manual and promulgate administrative provisions for this program through rulemaking which includes a public comment period in early 2011.

## **B. Purpose and Priorities**

The purpose of this funding is to conduct agricultural research programs at State Agricultural Experiment Stations in the 50 States, the District of Columbia, and the Insular Areas.

## **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 \$48,275,997, in FY 2010 for this program.

Hatch MRF 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 year for which they were appropriated. No prior approval is required to carry over funds for one additional year; however, no additional carryover requests may be considered or approved, as no legislative authority to do so is provided.

### **B. Types of Submission**

In FY 2010, pre-award form submissions must be submitted to the Hatch MRF as a “new” application on the [www.grants.gov](http://www.grants.gov) website. As noted previously, these application packages complement, rather than duplicate, the information collected via the Plan of Work (POW) system and the Current Research Information System (CRIS), and together satisfy all legislative and regulatory pre-award requirements.

Section 202 of the Agricultural Research, Extension, and Education Reform Act of 1998 (AREERA) amended the Smith-Lever Act and the Hatch Act to require approved plans of work for agricultural extension and research activities at 1862 Land-Grant Institutions in order to receive Federal funding. Therefore, each 1862 Land-Grant Institution must submit both a 5-Year Plan of Work Update for FY 2010-2014 (i.e., submitted each year as an update) and an Annual Report of Accomplishments and Results. Both reports were due by April 1, 2009.

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 at amounts listed in Appendix A to this announcement. NIFA will fund the Hatch MRF Program in FY 2010 for approved Hatch MRF projects.

## **PART III—ELIGIBILITY INFORMATION**

### **A. Eligible Applicants**

Applications may be submitted by the State Agricultural Experiment Stations located in the 50 States, American Samoa, District of Columbia, Guam, Puerto Rico, and the Virgin Islands that conduct agricultural research in accordance with the multistate research fund provisions of the Hatch Act of 1887.

Award recipients may subcontract to organizations not eligible to apply for funding provided that such arrangements are necessary to complete the project.

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

Section 3(d)(1) of the Hatch Act of 1887 (7 U.S.C. 361c(d)(1)) states, with regard to institutions in the 50 states, “no allotment shall be made to a State under subsection (b) or (c), and no payments from the allotment shall be made to a State, in excess of the amount that the State makes available out of non-Federal funds for agricultural research and for the establishment and maintenance of facilities for the performance of the research.” However, section 3(d)(4) of the Hatch Act of 1887 (7 U.S.C. 361c(d)(4)) provides that “Effective beginning for fiscal year 2003, in lieu of the matching funds requirement of paragraph (1), the insular areas of American Samoa, the Commonwealth of Puerto Rico, Guam, Micronesia, Northern Mariana Islands, and the Virgin Islands of the United States shall provide matching funds from non-Federal sources in an amount equal to not less than 50 percent of the formula funds distributed by the Secretary to each of the insular areas, respectively, under this section. ... The Secretary may waive the matching fund requirement [of 50 percent] for any fiscal year if the Secretary determines that the government of the insular area will be unlikely to meet the matching requirement for the fiscal year.”

Section 7403 of the Food, Conservation, and Energy Act of 2008 amended section 3(d)(4) of the Hatch Act to subject the District of Columbia to the same matching requirements as the insular 1862 Land-Grant Institutions upon enactment (May 22, 2008).



## 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 Director of the State Agricultural Experiment Station (“Director”), 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](http://www.grants.gov/applicants/get_registered.jsp) for steps for preparing to submit applications through Grants.gov.

The Director, 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 Director, 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](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-HATCH-002997**” 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](mailto:support@grants.gov)

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

## B. Content and Form of Formula Grants 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 and if applicable, a “Matching Waiver Request” (as a PDF file). 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 and available 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-HATCH-002997”.*
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 Identification Number (EIN) or Taxpayer Identification Number (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 Director 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 letter and enter in the space provided. 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 select the appropriate code 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 2009 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 Director, or his or her designee, the Director, 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 Hatch MRF 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. See the required matching amounts in Appendix A to this announcement.*
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 Director, or his or her designee, of the applicant organization. Enter the name, title, phone number, e-mail address, and fax number of the Director, 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 Director, 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 “Hatch Multistate Formula Program”.*  
**Program Code:** *Enter “HMFP”.*
3. **Type of Applicant:** *No entry required. This will be pre-populated from your entry on the application cover sheet.*
4. **Additional Applicant Types:** *Select “1862 Land-Grant University” from the drop down menu in this block.*
5. **Supplemental Applicant Types:** *Please check all that apply.*
6. **HHS Account Information:** *If the legal applicant has a HHS account select yes. If it does not select no. This field is required. 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 Director.*

**Contact 2 Project Role:** *Enter the contact information for the Director’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 drawdowns.*

## 4. Matching Funds Waiver Request (Optional)

This form may only be applicable to State Agricultural Experiment Stations in Insular Areas and the District of Columbia.

If your institution is applying for a matching funds waiver, please prepare a request in PDF format. Please include the following elements in the request:

- (a) A request for the waiver by grant,
- (b) A statement of the fiscal year(s) for which the waiver is requested,
- (c) A statement of the amount of waiver being requested by fiscal year and how the amount was computed (by matching fund category),
- (d) A statement of why the waiver is required,
- (e) Documentation supporting the need for a waiver and
- (f) The university's efforts to meet future matching needs.

The documentation should include the university's approved budget for the program for both the current and previous budget cycles. It may also submit items such as a statement from the State asserting what portion of the required match amount the State contribution to the institution will cover, a schedule of projected cash flows showing what portion of the matching funds the university will have available or other documents such as letters from State or institution budget personnel or newspaper articles. In requesting the waiver, the institution must consider the availability of all permissible forms of matching in detail.

Please attach the matching waiver request to the "Form SF-424 Mandatory". To attach the waiver request to the form, go to "Attach supporting documents as specified in agency instructions," click on "Add Attachment," and follow the instructions.

### **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 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](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 Part 3021, regarding Drug-Free Workplace and compliance with the provisions of The Administrative Manual for the Administrative Manual for the Hatch (Experiment Station) Act as Amended, 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 (now codified at 2 CFR Part 215). 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

Applicants should submit the Form SF-424 Mandatory, NIFA Supplemental Information Form and SF-424 Key Contacts online at the [www.grants.gov](http://www.grants.gov) website no later than April 14, 2010 at 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 Key Contacts Form on the [www.grants.gov](http://www.grants.gov) website.

**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.

CRIS forms should be submitted online at the web address: <http://cwf.uvm.edu/cris> The Project Outline should be submitted in a Word or PDF file to: [cdeckers@nifa.usda.gov](mailto:cdeckers@nifa.usda.gov). The 5-Year Plan of Work Update for FY 2010-2014 and Annual Report of Accomplishments and Results should be submitted online at the web address: <http://pow.nifa.usda.gov> and both were due April 1, 2009.

## **E. Funding Restrictions**

### **(1) Approved NIFA Hatch MRF Projects**

Hatch MRF Federal funding must be used on approved Hatch MRF projects.

### **(2) Matching**

Section 3(d)(1) of the Hatch Act of 1887 (7 U.S.C. 361c(d)(1)) states, with regard to institutions in the 50 states, “no allotment shall be made to a State under subsection (b) or (c), and no payments from the allotment shall be made to a State, in excess of the amount that the State makes available out of non-Federal funds for agricultural research and for the establishment and maintenance of facilities for the performance of the research.” However, section 3(d)(4) of the Hatch Act of 1887 (7 U.S.C. 361c(d)(4)) provides that “Effective beginning for fiscal year 2003, in lieu of the matching funds requirement of paragraph (1), the insular areas of American Samoa, the Commonwealth of Puerto Rico, Guam, Micronesia, Northern Mariana Islands, and the Virgin Islands of the United States shall provide matching funds from non-Federal sources in an amount equal to not less than 50 percent of the formula funds distributed by the Secretary to each of the insular areas, respectively, under this section..... The Secretary may waive the matching fund requirement [of 50 percent] for any fiscal year if the Secretary determines that the government of the insular area will be unlikely to meet the matching requirement for the fiscal year.”

Section 7403 of the Food, Conservation, and Energy Act of 2008 amended section 3(d)(4) of the Hatch Act to subject the District of Columbia to the same matching requirements as the insular 1862 Land-Grant Institutions upon enactment (May 22, 2008).

NIFA may consider and approve matching waivers submitted by State Agricultural Experiment Stations in the Insular Areas and the District of Columbia.

See the required matching amounts in Appendix A to this announcement.

### **(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 Hatch MRF formula grant expenditures.

### **F. Other Submission Requirements**

Project information for the Hatch MRF projects should be submitted to the CRIS unit as in previous years. See the website at: <http://cwf.uvm.edu/cris>. Required submissions include:

- 1) Program of Research
- 2) Project Listing\*
- 3) Work Unit Description (AD-416)\*
- 4) Project Classification (AD-417)\*
- 5) Assurance Form (CSREES-2008)\*
- 6) Accomplishments Report (AD-421)
- 7) Financial and Staff Support Report (AD-419)

\*Submitted at project initiation.

Plan of Work reporting requirements should be submitted to the Office of Planning and Accountability through the website established for this purpose (<http://pow.nifa.usda.gov>). Required submissions include the 5-Year Plan of Work Update for FY 2010-2014 and the Annual Report of Accomplishments and Results. These reports were due April 1, 2009.

Form NIFA-REPT (Revised) Supplement to Annual Report of Accomplishments and Results, Multistate Extension Activities and Integrated Activities, must be submitted to the Formula Grants Section. These reports were due by April 1, 2009 for fiscal year 2008.

## **PART V—SUBMISSION REVIEW REQUIREMENTS**

The Office of Planning and Accountability 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 Office of Planning and Accountability and CRIS Office will notify the OEP Formula Grants Section regarding each institution's compliance with the Plan of Work reporting requirements (i.e., 5-Year Plan of Work Update and an Annual Report of Accomplishments and Results). If all current 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.

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 Nonprofit 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 Hatch MRF 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 Hatch MRF 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, Funding 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 mid-March 2010.

### **PART VII—AGENCY CONTACT**

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

For questions relating to CRIS forms and submissions, please contact Current Research Information System Office, USDA/NIFA, Stop 2214, 1400 Independence Avenue, SW, Washington, DC 20250-2270; Telephone: (202) 690-0009; Fax: (202) 690-0634; E-mail: [cris@nifa.usda.gov](mailto:cris@nifa.usda.gov).

For questions relating to the 5-Year Plan of Work Update for FY 2010-2014 or the Annual Report of Accomplishments and Results, please contact Bart Hewitt, Office of Planning and Accountability, USDA/NIFA, Stop 2214, 1400 Independence Avenue, SW, Washington, DC 20250-2214; Telephone: (202) 720-0747; Fax: (202) 720-4730; E-mail: [bhewitt@nifa.usda.gov](mailto:bhewitt@nifa.usda.gov).

For questions regarding Hatch MRF projects and the Hatch MRF Program, please contact: Dr. H.J. Rick Meyer, National Program Leader, Plant and Animal Systems, Stop 2220, 1400 Independence Avenue, SW, Washington, DC 20250-2220; Telephone: (202) 401 - 4891; Fax: (202) 401 - 4888; E-mail: [hmeyer@nifa.usda.gov](mailto:hmeyer@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](mailto: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 PMO

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

**FY 2010 – Distribution of Funds to the State Agricultural Experiment Stations  
Authorized under the Hatch Act, as amended August 11, 1955  
(Award #2010-31200 (Multistate))  
Appendix A**

<b>State</b>	<b>Grant Number</b>	<b>Hatch Multistate Allocation</b>	<b>Required Hatch Multistate Match</b>
Auburn University	2010-31200-06001	\$ 1,034,041	\$ 1,030,959
University of Alaska	2010-31200-06002	166,518	180,048
American Samoa Community College	2010-31200-06003	25,279	27,333
University of Arizona	2010-31200-06004	880,455	951,997
University of Arkansas	2010-31200-06005	849,272	903,536
University of California	2010-31200-06006	1,842,557	1,921,996
Colorado State University	2010-31200-06008	1,178,191	1,165,802
University of Connecticut-New Haven	2010-31200-07609	159,609	169,297
University of Connecticut-Storrs	2010-31200-06009	416,605	441,890
University of Delaware	2010-31200-06010	431,034	457,194
University of the District of Columbia	2010-31200-06011	124,443	131,995
University of Florida	2010-31200-06012	770,333	819,554
University of Georgia	2010-31200-06013	1,487,479	1,138,108
University of Guam	2010-31200-06057	142,580	154,166
University of Hawaii	2010-31200-06015	446,471	482,750
University of Idaho	2010-31200-06016	694,166	750,570
University of Illinois	2010-31200-06017	1,231,777	1,275,516
Purdue University	2010-31200-06018	996,001	1,075,005
Iowa State University	2010-31200-06019	1,962,455	1,364,774
Kansas State University	2010-31200-06020	915,696	988,330
University of Kentucky	2010-31200-06021	1,035,400	1,032,404
Louisiana State University	2010-31200-06022	801,634	852,855
University of Maine	2010-31200-06023	600,563	637,012
University of Maryland	2010-31200-06024	755,660	801,523
University of Massachusetts	2010-31200-06025	737,627	782,396
Michigan State University	2010-31200-06026	1,137,735	1,131,922
University of Minnesota	2010-31200-06027	1,045,142	1,128,044
Mississippi State University	2010-31200-06028	979,929	1,042,541
University of Missouri	2010-31200-06029	933,677	1,007,737
Montana State University	2010-31200-06030	777,421	840,592
University of Nebraska	2010-31200-06031	1,059,524	1,143,567
University of Nevada	2010-31200-06032	425,659	460,246
University of New Hampshire	2010-31200-06033	431,934	458,149
Rutgers University	2010-31200-06034	1,354,071	925,867
New Mexico State University	2010-31200-06035	468,327	506,382
Cornell University	2010-31200-06036	1,162,349	1,232,895
Cornell University-Geneva	2010-31200-03619	657,065	476,320
North Carolina State University	2010-31200-06037	1,714,595	1,478,384
North Dakota State University	2010-31200-06038	703,553	759,360
Ohio State University	2010-31200-06039	1,132,636	1,222,479
Oklahoma State University	2010-31200-06040	696,840	741,364
Oregon State University	2010-31200-06041	1,101,089	1,190,559
Pennsylvania State University	2010-31200-06042	1,461,035	1,506,446
University of Puerto Rico	2010-31200-06093	862,880	918,015
University of Rhode Island	2010-31200-06044	447,263	474,409
Clemson University	2010-31200-06045	800,278	851,411
South Dakota State University	2010-31200-06046	709,546	765,828
University of Tennessee	2010-31200-06047	992,178	1,055,573
Texas A&M University	2010-31200-06048	1,411,368	1,501,548
Utah State University	2010-31200-06049	867,398	867,598
University of Vermont	2010-31200-06050	378,733	401,719

University of the Virgin Islands	2010-31200-06058	138,823	147,693
Virginia Polytechnic Inst. & State U.	2010-31200-06051	907,795	965,799
Washington State University	2010-31200-06053	1,421,817	1,109,539
West Virginia University	2010-31200-06054	629,415	667,616
University of Wisconsin	2010-31200-06055	1,144,804	1,073,712
University of Wyoming	2010-31200-06056	620,272	670,673
Payment to States		\$ 48,260,997	\$ 48,260,997
<b>Approved Excellence in Multistate Research Award Funds</b>		15,000	
<b>CRIS/Peer Panel Costs</b>		307,950	
Biotech Risk Assessment		271,886	
<b>Subtotal</b>		<b>48,855,833</b>	
<b>Small Business Admin</b>		1,252,714	
<b>Fed Admin.</b>		1,491,453	
<b>Subtotal</b>		<b>2,744,167</b>	
<b>Appropriation</b>		<b>\$ 51,600,000</b>	