

Disaster Resilience for Rural Communities

FY 2009/2010 Request for Applications

APPLICATION DEADLINE: January 20, 2010



U.S. Department of Agriculture



Cooperative State Research, Education, and Extension Service



National Science Foundation

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

NATIONAL SCIENCE FOUNDATION

Disaster Resilience for Rural Communities

INITIAL ANNOUNCEMENT

CATALOG OF FEDERAL DOMESTIC ASSISTANCE: This program is listed in the Catalog of Federal Domestic Assistance under 10.310. The National Science Foundation will list the program under 47.075 and 47.041.

DATES: Applications must be received by close of business (COB) on January 20, 2010 (5:00 p.m. Eastern Time). Applications received after this deadline will normally not be considered for funding. Comments regarding this request for applications (RFA) are requested within six months from the issuance of this notice. Comments received after that date will be considered to the extent practicable.

STAKEHOLDER INPUT: The Cooperative State Research, Education, and Extension Service (CSREES) is requesting comments regarding this RFA from any interested party. These comments will be considered in the development of the next RFA for the program, if applicable, and will be used to meet the requirements of section 103(c)(2) of the Agricultural Research, Extension, and Education Reform Act of 1998 (7 U.S.C. 7613(c)(2)). This section requires the Secretary to solicit and consider input on a current RFA from persons who conduct or use agricultural research, education and extension for use in formulating future RFAs for competitive programs. Written stakeholder comments on this RFA should be submitted in accordance with the deadline set forth in the DATES portion of this Notice.

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

EXECUTIVE SUMMARY: CSREES requests applications for the **Disaster Resilience for Rural Communities (DRRC)** for fiscal years (FY) 2009/2010 to initiate new research to understand the factors and conditions which result in resiliency in communities and families. The amount available for support of this program in FY 2009/2010 is approximately \$3 million.

This notice identifies the objectives for **DRRC** projects, the eligibility criteria for projects and applicants, and the application forms and associated instructions needed to apply for a **DRRC** grant. CSREES additionally requests stakeholder input from any interested party for use in the development of the next RFA for this program.

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

The establishment of the National Institute of Food and Agriculture (Institute) at the Department of Agriculture (USDA). The establishment of the Institute is mandated in section 251(f) of the Department of Agriculture Reorganization Act of 1994 (7 U.S.C. 6971(f)) as added by section 7511(a)(4) of the Food, Conservation, and Energy Act (FCEA) of 2008 (Pub. L. 110-246). All programs and authorities currently delegated to CSREES will transfer to the Institute, no later than October 1, 2009.

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PART I—FUNDING OPPORTUNITY DESCRIPTION

A. Legislative Authority and Background

Section 7406 of the Food, Conservation, and Energy Act (FCEA) of 2008 (Pub. L. 110-246 amends subsection (b) of the Competitive, Special, and Facilities Research Grant Act (7 U.S.C. 450i(b)) to authorize the Secretary of Agriculture to establish a new competitive grant program to provide funding for fundamental and applied research, extension, and education to address food and agricultural sciences. Grants shall be awarded to address priorities in United States agriculture in the following areas:

- A) Plant health and production and plant products;
- B) Animal health and production and animal products;
- C) Food safety, nutrition, and health;
- D) Renewable energy, natural resources, and environment;
- E) Agriculture systems and technology; and
- F) Agriculture economics and rural communities.

To the maximum extent practicable, CSREES, in coordination with the Under Secretary for Research, Education, and Economics (REE), will make grants for high priority research, education, and extension, taking into consideration, when available, the determinations made by the National Agricultural Research, Extension, Education, and Economics Advisory Board (NAREEEAB) pursuant to section 2(b)(10) of the Competitive, Special, and Facilities Research Grant Act (7 U.S.C. 450i(b)(10), as amended. The authority to carry out this program has been delegated to CSREES through the Undersecretary for REE.

NSF's legal authority is the National Science Foundation Act of 1950 as amended, 42 USC 1861 Et Seq.

Background

Communities and their residents in the United States experience droughts, earthquakes, floods, hurricanes, tornadoes, tsunamis and volcanic eruptions as well as accidents at facilities that handle dangerous materials such as explosive chemicals. These phenomena will continue, but their consequences need not be disastrous if communities and people reduce their vulnerabilities and increase their resilience. There is much research on vulnerability and resilience in urban communities, but much less about how rural communities and their residents are responding to natural and man-made hazards. The long term goal of this program is to advance basic research in engineering and in the social, behavioral, and economic sciences on enhancing disaster resilience in rural communities.

B. Purpose and Priorities

The CSREES Competitive Programs Unit administers the Agriculture and Food Research Initiative (AFRI). The purpose of AFRI is to support research, education, and extension grants and integrated research, extension, and education grants that address key problems of National,

regional, and multi-state importance in sustaining all components of agriculture, including farm efficiency and profitability, ranching, renewable energy, forestry (both urban and agroforestry), aquaculture, rural communities and entrepreneurship, human nutrition, food safety, biotechnology, and conventional breeding. Providing this support requires that AFRI advances fundamental sciences in support of agriculture and coordinates opportunities to build on these discoveries. This will necessitate efforts in education and extension that deliver science-based knowledge to people, allowing them to make informed practical decisions. NSF funds research and education in most fields of science and engineering. It does this through grants and cooperative agreements to more than 2,000 colleges, universities, K-12 school systems, businesses, informal science organizations and other research organizations throughout the US. More information about the purpose and priorities of NSF funding programs is available at: <http://www.nsf.gov/funding/aboutfunding.jsp>. Through this supplemental RFA, CSREES and NSF are jointly soliciting multidisciplinary and fundamental or applied research applications for the Disaster Resilience for Rural Communities (DRRC) program,

The programs, described herein, were developed within the context of the authorized purposes of USDA research, extension, and education and within the framework of the CSREES Strategic Plan. In addition, AFRI obtains input from Congress, the National Agricultural Research, Extension, Education, and Economics Advisory Board, as well as many university, scientific, and agricultural committees and organizations. CSREES developed a stakeholder's Web page (<http://www.csrees.usda.gov/business/reporting/stakeholder.html>) to document stakeholder resources that are considered when developing and updating program descriptions and priorities each year.

FY 2009/2010 Priorities for Research Projects:

Applicants must address at least one of the following topics, or a combination, in terms of the vulnerabilities and resilience of rural communities to natural hazards or risks from accidents at facilities such as chemical plants (**This competition will not support terrorism research.**):

- (1) Hazard mitigation practices of rural communities;
- (2) Hazard preparedness and emergency response in rural communities; or
- (3) Disaster recovery in rural communities.

Although applications on any of the topics identified above will be considered, the following are a few examples of potential emphases for research in rural communities:

- Measuring vulnerability and resilience, their causes and consequences;
- The role of markets, especially agricultural and labor, in understanding vulnerability and resilience;
- Vulnerability and resilience at the individual, group, and community scales;

- The role of culture, complexity, and social networks in vulnerability and resilience;
- Intergovernmental relations in hazard and disaster mitigation, preparedness, response, and recovery;
- Role of forces and organizations from outside rural communities in the vulnerability and resilience of rural communities;
- Risk perceptions and behavioral reactions to communications from official and other sources; and
- Land-use and housing decisions.

Comparative research across cultural and national boundaries will be considered for funding. Multi-institutional and multidisciplinary proposals are encouraged.

C. Program Area Description

For additional information regarding CSREES and NSF programs, visit the respective program websites at

<http://www.csrees.usda.gov/fo/funding.cfm>

<http://www.nsf.gov/funding/>

PART II—AWARD INFORMATION

A. Available Funding

There is no commitment by USDA or the NSF to fund any particular application or to make a specific number of awards. Depending on budget appropriation and the number of applications recommended for funding by the peer review panel, NSF will make available approximately \$1 million and CSREES will make available approximately \$2 million to fund applications in FY 2009/2010 for a total approximate amount of \$3 million. The applications will be received by CSREES and the peer review panel will be selected and managed jointly by CSREES and the NSF. Based on the peer review panel recommendations, applications will be selected by CSREES and the NSF to be funded separately.

B. Types of Applications

In FY 2009/2010, applications may be submitted to the DRRC Program as:

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

C. Project Types

In FY 2009/2010, applications may be submitted to the DRRC program as any of the following project types:

Research Grants:

Research will be supported that is **fundamental** or **applied** and that is conducted by **individual** investigators, co-investigators within the same discipline, or **multidisciplinary** teams. Individual applicants (i.e., those whose do not apply through an organization) are required to be U.S. citizens, nationals, or permanent residents of this country.

Proposed Budget Requests

- Proposed research project budget requests must not exceed \$400,000 for project period of 1-3 years (including indirect costs). \$400,000 is the total cost of the project, not the annual cost.
- Requests exceeding the budgetary guidelines above will be at risk for being excluded from CSREES review.

PART III—ELIGIBILITY INFORMATION

A. Eligible Applicants

Non-Integrated Programs. Eligible applicants for the grant program implemented under this subpart include: (1) State agricultural experiment stations; (2) colleges and universities (including junior colleges offering associate degrees or higher); (3) university research foundations; (4) other research institutions and organizations; (5) Federal agencies, (6) national laboratories; (7) private organizations or corporations; (8) individuals who are U.S. citizens, nationals, or permanent residents; and (9) any group consisting of 2 or more entities identified in (1) through (8). Eligible institutions do not include foreign and international organizations, unless otherwise provided in this RFA.

Awards recommended for funding through the NSF must meet the NSF requirements for Categories of Proposers, see http://www.nsf.gov/publications/pub_summ.jsp?ods_key=gpg. These include: Universities and Colleges, non-profit, non academic organizations, for profit organizations, state and local governments, unaffiliated individuals, and other federal agencies. NSF rarely provides support to foreign organizations. NSF will consider proposals for cooperative projects involving US and foreign organizations, provided support is requested only for the US portion of the collaborative effort.

Award recipients may subcontract to organizations not eligible to apply provided such organizations are necessary for the conduct of the project. An applicant's failure to meet an eligibility criterion by the time of an application deadline will preclude CSREES from reviewing the application and making an award.

B. Cost Sharing or Matching

For *applied research* projects (as defined in Part VIII, E.), if a grant funded for research is commodity-specific and not of national scope, the grant recipient is required to match the USDA funds awarded on a dollar-for-dollar basis from non-Federal sources with cash and/or in-kind contributions.

PART IV—APPLICATION AND SUBMISSION INFORMATION

A. Electronic Application Package

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

Prior to preparing an application, it is suggested that the PD/PI first contact an Authorized Representative (AR)(also referred to as Authorized Organizational Representative or AOR) 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 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 CSREES 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-CSREES-AFRI-002564** in the appropriate box and click “Download Package.” From the search results, click “Download” to access the application package.

Contained within the application package is the “[CSREES Grants.gov Application Guide: A Guide for Preparation and Submission of CSREES Applications via Grants.gov](#).” This Guide contains an introduction and general Grants.gov instructions, information about how to use a Grant Application Package in Grants.gov, and instructions on how to complete the application forms.

If assistance is needed to access the application package (e.g., downloading or navigating Adobe forms), refer to resources available on the Grants.gov Web site first (<http://grants.gov/>). Grants.gov assistance is also available as follows:

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

B. Content and Form of Application Submission

Electronic applications should be prepared according to the document entitled “[CSREES Grants.gov Application Guide: A Guide for Preparation and Submission of CSREES Applications via Grants.gov](#).” This guide is part of the corresponding electronic application package, see this section part A. The following is **additional information** needed to prepare an application in response to this RFA. **If any discrepancy between the two documents exists, the information contained in this RFA is overriding.**

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

If you do not own PDF-generating software, Grants.gov provides online tools to assist applicants. Users will find a link to “Convert Documents to PDF” on <http://grants.gov/assets/PDFConversion.pdf>.

1. SF 424 R&R Cover Sheet

Information related to the questions on this form is dealt with in detail in Part V, 2. of the CSREES Grants.gov Application Guide.

Field 13. Proposed Project – For the start date of the project, select a date at least six months after the submission due date for the program. Choose the end date to correspond to the correct duration of the project.

Field 20. Pre-application – Do not fill out this portion of the form.

2. R&R Project/Performance Site/Location(s)

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

3. R&R Other Project Information

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

(a) For the purpose of this RFA, questions in Field 4 pertain to the National Environmental Policy Act of 1969 (NEPA). Under 7 CFR Part 3407 (CSREES’ implementing regulations of NEPA), CSREES must determine whether the proposed activity requires the preparation of an environmental assessment or an environmental impact statement, or whether such activity can be excluded from this requirement on the basis of several categories. Note that even though the applicant considers that a proposed project may or may not fall within a categorical exclusion, CSREES may determine that an environmental assessment or an environmental impact statement is necessary for a proposed project should substantial controversy on environmental grounds

exist or if other extraordinary conditions or circumstances are present that may cause such activity to have significant environmental effect. **It is requested that Field 4 be completed in the following manner.**

(1) *Field 4a.* – Check yes or no.

(2) *Field 4b.* *If yes, please explain* – Type “See Field 4d below.”

(3) *Field 4c.* *If this project has actual or potential impact on the environment, has an exemption been authorized or an environmental assessment (EA) or environmental impact statement (EIS) been performed?*

The applicant should review the categorical exclusions in the table on the next page and determine if the proposed project falls within one or more of the exclusions.

Check “Yes” if one of the categorical exclusion listed in the table on the next page applies. Also, check yes if an EA or EIS has been performed. Attach a copy of the EA or EIS, if performed, in Field 11. Other Attachments.

Check “No” if the proposed activity does not fall into one of the categorical exclusions listed in the table below OR if an EA or EIS has not been performed. If “No” is checked, attach an explanation of the potential environmental impacts of the proposed activity in Field 11. Other Attachments. This may require completion of an EA or EIS.

(4) *Field 4d.* If applicable, enter the appropriate Exclusion Code in Field 4d. If an EA or EIS file is attached in “Field 11. Other Attachments,” enter “Please see attached.”

USDA CSREES NEPA Exclusion Codes Table

Exclusion Code	Description
<i>Department of Agriculture Categorical Exclusions (found at 7 CFR 1b.3 and restated at 7 CFR 3407.6(a)(1)(i) through (vii))</i>	
(a)(1)(i)	Policy development, planning, and implementation which are related to routine activities such as personnel, organizational changes, or similar administrative functions
(a)(1)(ii)	Activities that deal solely with the functions of programs, such as program budget proposals, disbursement, and transfer or reprogramming of funds
(a)(1)(iii)	Inventories, research activities, and studies such as resource inventories and routine data collection when such actions are clearly limited in context and intensity
(a)(1)(iv)	Educational and informational programs and activities
(a)(1)(v)	Civil and criminal law enforcement and investigative activities
(a)(1)(vi)	Activities that are advisory and consultative to other agencies and public and private entities, such as legal counseling and representation
(a)(1)(vii)	Activities related to trade representation and market development activities abroad
<i>CSREES Categorical Exclusions (found at 7 CFR 3407.6(a)(2)(i) through (ii))</i>	
The following categories of research programs or projects of limited size and magnitude or with only short-term effects on the environment:	
(a)(2)(i)(A)	Research conducted within any laboratory, greenhouse, or other contained facility where research practices and safeguards prevent environmental impacts
(a)(2)(i)(B)	Surveys, inventories, and similar studies that have limited context and minimal intensity in terms of changes in the environment
(a)(2)(i)(C)	Testing outside the laboratory, such as in small isolated field plots, which involves the routine use of familiar chemicals or biological materials
(a)(2)(ii)	Routine renovation, rehabilitation, or revitalization of physical facilities, including the acquisition and installation of equipment, where such activity is limited in scope and intensity

(b) Field 6. Project Summary/Abstract – PDF Attachment. The Project Summary is limited to **250 words**. Title the attachment as ‘Project Summary’ in the document header and save file as ‘Project Summary’.

A suggested template for the Project Summary/Abstract can be found at:
http://www.csrees.usda.gov/funding/templates/project_summary.doc.

The Project Summary must indicate which specific FY 2009/2010 Program Priority(ies) the proposed project addresses. The importance of a concise, informative Project Summary cannot be overemphasized.

(c) Field 7. Project Narrative – **PDF Attachment. 18-Page Limit.** Title the attachment as ‘Project Narrative’ in the document header and save file as ‘Project Narrative’.

This page limitation applies regardless of whether figures or tables are included. All pages, including those with figures and tables, should be numbered sequentially. Applications exceeding the applicable page limitation will be returned without review. The page limit has been established to ensure fair and equitable competition.

Project Narrative must include all of the following:

(i) *Introduction.* The introduction should include a clear statement of the long-term goal(s) and supporting objectives or research questions of the proposed project. Summarize the body of knowledge or other past activities that substantiate the need for the proposed project. Describe ongoing or recently completed significant activities related to the proposed project including the work of key project personnel. Include preliminary data/information pertinent to the proposed research. All works cited should be referenced (see item (7) Bibliography & Reference Cited of this section).

(ii) *Rationale and Significance.*

- Concisely present the rationale behind the proposed research;
- The specific relationship of the project’s objectives to one or more of the particular program priorities (see Part I, B); and
- The potential long-range improvement in and sustainability of U.S. agriculture and rural communities should be shown clearly. Any novel ideas or contributions that the proposed project offers should also be discussed in this section.

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

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

(d) Field 8. Bibliography & References Cited – **PDF Attachment. No Page Limit.** Title the attachment as ‘Bibliography & References Cited’ in the document header and save file as ‘Bibliography & References Cited’.

All work cited in the text, including that of key personnel, should be referenced in this section of the application. All references must:

- (a) Be complete;
- (b) Include titles and all co-authors;
- (c) Conform to an acceptable journal format; and
- (d) Be listed in alphabetical order using the last name of the first author or listed by number in the order of citation.

See the example provided Part III, 3.8. of the CSREES Grants.gov Application Guide. References are not considered in the page-limitation for the Project Narrative.

(e) Field 9. Facilities & Other Resources – **PDF Attachment. No Page Limit.** Title the attachment as ‘Facilities & Other Resources’ in the document header and save file as ‘Facilities & Other Resources’.

(f) Field 10. Equipment – **PDF Attachment. No Page Limit.** Title the attachment as ‘Equipment’ in the document header and save file as ‘Equipment’.

In addition to describing available equipment, items of nonexpendable equipment necessary to conduct and successfully complete the proposed project should be listed in Field C. of the R&R Budget and described in the Budget Justification (Field K of the R&R Budget).

(g) Field 11. Other Attachments

- **Collaborative Arrangements – PDF Attachment. No Page Limit.** Title the attachment as ‘Collaborative Arrangements’ in the document header and save file as ‘Collaborative Arrangement’. If it is necessary to enter into formal consulting or collaborative arrangements with others, such arrangements should be fully explained and justified. If the consultant(s) or collaborator(s) are known at the time of the application, a vitae or resume should be provided. In addition, evidence (e.g., letter of support signed by the AR of the organization) should be provided that the collaborators involved have agreed to render these services. The applicant also will be required to provide additional information on consultants and collaborators in the budget portion of the application.
- **Results from Prior CSREES NRI or NSF Support on related topics – PDF Attachment. 1-Page Limit per Award.** Title the attachment as ‘Results from Prior CSREES NRI or NSF Support’ in the document header and save file as ‘Results from Prior CSREES NRI or NSF Support’.

If the PD or a co-PD has received CSREES NRI or NSF support in the past five years, information on results from that prior funding is required. This information will be used in the review of the application. For each award, list the CSREES or NSF award number, the amount and period of support, the title of the project, a summary of the results of the completed work, the long-term effects of these results, and the publications resulting from the award.

- Appendices to Project Narrative – **PDF Attachment.** Title the attachment as ‘Appendices’ in the document header and save file as ‘Appendices’. Appendices to the Project Narrative are allowed if they are directly germane to the proposed project. The addition of appendices should not be used to circumvent the text and/or figures and tables page limitations.

Appendices are strictly limited to a **maximum of 2** of the following items in any combination:

- Reprints (papers that have been published in peer-reviewed journals); and
- Preprints (only manuscripts in press for a peer-reviewed journal will be accepted and must be accompanied by letters of acceptance from the publishing journals). Preprints attached in support of the application should be single-spaced. Each preprint must be identified with the name of the submitting organization, the name(s) of the PD(s), and the title of the application.

4. R&R Senior/Key Person Profile (Expanded)

Information related to the questions on this form is dealt with in detail in Part V, 5. of the CSREES Grants.gov Application Guide. A Senior/Key Person Profile should be completed for the PD and each co-PD, senior associate, and other professional personnel.

Eligible research applications must have at least one PD or Co-PD from the social, behavioral, or economic sciences or engineering. Applications that do not meet the requirement will be at risk of being excluded from CSREES review. One person may appear as Project Director (PD), Co-PD, other senior personnel or investigator on a maximum of one application submitted in FY 2009/2010 in response to this Program Solicitation. This limitation includes applications submitted by a lead organization, any sub-award as part of an application, or any collaborative application.

Attach Biographical Sketch Field – **PDF Attachment. 2-Page Limit (excluding publications listings) per PD, co-PD, senior associate, and other professional personnel.** Title the attachment as ‘Biographical Sketch’ in the document header and save file as ‘Biographical Sketch’.

A biographical sketch (vitae) of the PD and each co-PD, senior associate, and other professional personnel should be included.

Attach Current and Pending Support Field – **PDF Attachment. No Page Limit.** Title the attachment as ‘Current and Pending Support’ in the document header and save file as ‘Current and Pending Support’.

A suggested template for the Current and Pending Support can be found at:

http://www.csrees.usda.gov/funding/templates/current_pending.doc.

Current and Pending Support information is only required for personnel with PD or co-PD indicated as their Project Role on the R&R Senior/Key Person Profile. All applications must contain a list of all Current and Pending Support detailing public or private support (including in-

house support) to which personnel identified in the application have committed portions of their time, whether or not salary support for person(s) involved is included in the budget, see template. Please note that the project being proposed should be included in the pending section of the form. Total project time listed for each PD should be indicated as a percent effort and should not exceed 100% for concurrent projects.

5. R&R Personal Data

Information related to the questions on this form is dealt with in detail in Part V, 6. of the CSREES Grants.gov Application Guide. Provide a brief summary for a current or pending project that appears similar to the current proposal.

6. R&R Budget

Information related to the questions on this form is dealt with in detail in Part V, 7. of the CSREES Grants.gov Application Guide.

Applications must contain a budget for each budget period for the entire duration of the proposed project. Annual and cumulative budgets are required. The project director will be required to attend a Project Director meeting. Reasonable travel expenses should be included as part of the project budget.

Subcontract Arrangements. If it will be necessary to enter into a formal subcontract agreement with another institution, must be detailed in the “R&R Subaward Budget Attachment(s) Form.” Annual and cumulative budgets and a budget justification are required for each subcontract agreement. Refer to Part V, 7. of the CSREES Grants.gov Application Guide for instructions on completing this form.

Field H. Indirect Costs – See Section D in this section of this guide for indirect cost information for CSREES. NSF allows the use of the applicant’s Federally-negotiated indirect cost rate. All applications submitted should use the indirect cost rate for CSREES. Any application selected for funding by NSF will be required to submit a revised budget at the time of award for the applicant’s Federally-negotiated indirect cost rate.

Field K. Budget Justification – PDF Attachment. No Page Limit. Title the attachment as ‘Budget Justification’ in the document header and save file as ‘Budget Justification’.

All budget categories of the cumulative budget, with the exception of Indirect Costs, for which support is requested must be individually listed (with costs) in the same order as the budget. If consulting, collaborative, or subcontractual arrangements are included in the application, these arrangements should be fully explained and justified. The rate of pay for any consultant must be included, if known at the time of application. Please include a cost breakdown for the consultant, including the number of days in service, travel, and per diem, as well as the rate of pay. In multi-institutional applications, a budget and budget narrative must be included for each institution involved. The lead institution and each participating institution must be identified.

Matching Funds:

For *applied research* projects (as defined in Part VIII, E), if a grant funded for research is commodity-specific and not of national scope, the grant recipient is required to match the USDA funds awarded on a dollar-for-dollar basis from non-Federal sources with cash and/or in-kind contributions.

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

The value of applicant contributions to the project shall be established in accordance with the applicable cost principles. Applicants should refer to the OMB guidelines codified in Title 2 of the Code of Federal Regulations (CFR), previously Circulars A-21, Cost Principles for Educational Institutions; A-87, Cost Principles for State, Local, and Tribal Governments; A-122, Cost Principles for Non-Profit Organizations, and the cost principles in the Federal Acquisition Regulation at 48 CFR part 31 for further guidance and other requirements relating to matching and allowable costs.

7. Supplemental Information Form

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

a. Program Code (Field 2. on the Form). Enter the program code name, 'Disaster Resilience for Rural Communities' and the program code, "96460".

b. Conflict of Interest List (Field 8. on the Form). **(Required Attachment – Must be PDF format) See format in CSREES Grants.gov Application Guide, Section VI, 1.8, p.46, for instructions. Include this one-page attachment even if your responses to the categories questions are not applicable.**

A suggested template for the Conflict of Interest List can be found at:
http://www.csrees.usda.gov/funding/templates/conflict_of_interest.doc.

For all individuals who have submitted a Biographical Sketch, list alphabetically by last name (and with last name first) the full names of individuals and indicate which categorical conflict(s) listed below applies:

- (a) All co-authors on publications within the past three years, including pending publications and submissions;
- (b) All collaborators on projects within the past three years, including current and planned collaborations;
- (c) All thesis or postdoctoral advisees/advisors; and

(d) All persons in your field with whom you have had a consulting/financial arrangement/other conflict-of-interest in the past three years.

C. Submission Dates and Times

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

Applications must be received by Grants.gov by COB on January 20, 2010 (5:00 p.m. Eastern Time). Applications received after this deadline will normally not be considered for funding.

Correspondence regarding submitted applications will be sent using e-mail. Therefore, applicants are **strongly encouraged to provide accurate e-mail addresses**, where designated, on the SF-424 R&R Application for Federal Assistance.

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

D. Funding Restrictions

Section 7132 of the Food, Conservation, and Energy Act amended section 1462(a) of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (7 U.S.C. 3310(a)), increasing the limit on recovery of indirect costs from 19 percent to 22 percent of total Federal funds provided under the award. Therefore, the recovery of indirect costs on awards made by CSREES under this program area may not exceed the lesser of the institution's official negotiated indirect cost rate or the equivalent of 22 percent of total Federal funds awarded.

Funds made available for grants under the AFRI program shall not be used for the construction of a new building or facility or the acquisition, expansion, remodeling, or alteration of an existing building or facility (including site grading and improvement, and architect fees).

E. Other Submission Requirements

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

PART V—APPLICATION REVIEW REQUIREMENTS

A. General

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

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

B. Evaluation Criteria

Joint review criteria of CSREES and NSF will be used to review and rank the proposals by the peer review panel. The NSF and CSREES will use the following evaluation criteria in reviewing applications submitted in response to this RFA and the applicant should consider the criteria specified by both agencies.

CSREES Merit Review Criteria

1. Scientific Merit of the Application for Research

- (a) Novelty, innovation, uniqueness, and originality;
- (b) Where model systems are used, ability to transfer knowledge gained from these systems to organisms of importance to U.S. agriculture;
- (c) Conceptual adequacy of the research, as applicable;
- (d) Clarity and delineation of objectives;
- (e) Adequacy of the description of the undertaking and suitability and feasibility of methodology;

- (f) Demonstration of feasibility through preliminary data; and
- (g) Probability of success of the project is appropriate given the level of scientific originality, and risk-reward balance.

2. Qualifications of Project Personnel, Adequacy of Facilities, and Project Management

- (a) Qualifications of applicant (individual or team) to conduct the proposed project, including performance record and potential for future accomplishments (for Postdoctoral Fellowship applications, this applies to the mentor, as well as to the postdoctoral applicant);
- (b) Demonstrated awareness of previous and alternative approaches to the problem identified in the application;
- (c) Institutional experience and competence in subject area;
- (d) Adequacy of available or obtainable support personnel, facilities, and instrumentation; and
- (e) Planning and administration of the proposed project, including: time allocated for systematic attainment of objectives; and planned administration of the proposed project and its maintenance, partnerships, collaborative efforts, and the planned dissemination of information for multi-institutional projects over the duration of the project.

3. Project Relevance

- (a) Documentation that the research is directed toward specific priority areas identified for the program in this RFA. These priorities are designed to yield improvements in and sustainability of U.S. agriculture, the environment, human health and well-being, and rural communities.

NSF Merit Review Criteria

All NSF proposals are evaluated through use of the two National Science Board (NSB)-approved merit review criteria: intellectual merit and the broader impacts of the proposed effort. In some instances, however, NSF will employ additional criteria as required to highlight the specific objectives of certain programs and activities.

The two NSB-approved merit review criteria are listed below. The criteria include considerations that help define them. These considerations are suggestions and not all will apply to any given proposal. While proposers must address both merit review criteria, reviewers will be asked to address only those considerations that are relevant to the proposal being considered and for which the reviewer is qualified to make judgments.

What is the intellectual merit of the proposed activity?

How important is the proposed activity to advancing knowledge and understanding within its own field or across different fields? How well qualified is the proposer (individual or team) to conduct the project? (If appropriate, the reviewer will comment on the quality of the prior work.) To what extent does the proposed activity suggest and explore creative, original, or potentially transformative concepts? How well conceived and organized is the proposed activity? Is there sufficient access to resources?

What are the broader impacts of the proposed activity?

How well does the activity advance discovery and understanding while promoting teaching, training, and learning? How well does the proposed activity broaden the participation of underrepresented groups (e.g., gender, ethnicity, disability, geographic, etc.)? To what extent will it enhance the infrastructure for research and education, such as facilities, instrumentation, networks, and partnerships? Will the results be disseminated broadly to enhance scientific and technological understanding? What may be the benefits of the proposed activity to society?

Examples illustrating activities likely to demonstrate broader impacts are available electronically on the NSF website at: <http://www.nsf.gov/pubs/gpg/broaderimpacts.pdf>.

The following will also be considered in making funding decisions:

Integration of Research and Education

One of the principal strategies in support of NSF's goals is to foster integration of research and education through the programs, projects, and activities it supports at academic and research institutions. These institutions provide abundant opportunities where individuals may concurrently assume responsibilities as researchers, educators, and students and where all can engage in joint efforts that infuse education with the excitement of discovery and enrich research through the diversity of learning perspectives.

Integrating Diversity into NSF Programs, Projects, and Activities

Broadening opportunities and enabling the participation of all citizens -- women and men, underrepresented minorities, and persons with disabilities -- is essential to the health and vitality of science and engineering. NSF is committed to this principle of diversity and deems it central to the programs, projects, and activities it considers and supports.

Additional Review Criteria:

In addition to the National Science Board-approved review criteria, NSF will ask reviewers and panel members to evaluate proposals based on the appropriateness of the proposed research and related activities for this competition as well as the goals and special requirements outlined in this solicitation for each of the special sections to be included in the Project Description, including the management plan, education and human resources development, outreach activities, and the rationale for a collaborative group. Reviewers and panel members also will be asked to assess mentoring plans for post-doctoral researchers that have been specified within the proposal.

C. Conflicts of Interest and Confidentiality

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

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

D. Organizational Management Information

Specific management information relating to an applicant shall be submitted on a one time basis, with updates on an as needed basis, as part of the responsibility determination prior to the award of a grant identified under this RFA, if such information has not been provided previously under this or another CSREES program. CSREES will provide copies of forms recommended for use in fulfilling these requirements as part of the pre-award process. Although an applicant may be eligible based on its status as one of these entities, there are factors which may exclude an applicant from receiving Federal financial and nonfinancial assistance and benefits under this program (e.g., debarment or suspension of an individual involved or a determination that an applicant is not responsible based on submitted organizational management information).

PART VI—AWARD ADMINISTRATION

A. General

Within the limit of funds available for such purpose, the awarding official of CSREES shall make grants to those responsible, eligible applicants whose applications are judged most meritorious under the procedures set forth in this RFA. The date specified by the awarding official of CSREES as the effective date of the grant shall be no later than September 30 of the Federal fiscal year in which the project is approved for support and funds are appropriated for such purpose, unless otherwise permitted by law. It should be noted that the project need not be initiated on the grant effective date, but as soon thereafter as practical so that project goals may be attained within the funded project period. All funds granted by CSREES under this RFA shall be expended solely for the purpose for which the funds are granted in accordance with the approved application and budget, the regulations, the terms and conditions of the award, the applicable Federal cost principles, and the Department's assistance regulations (2 CFR 215, 2 CFR 220 and 2 CFR 230), and the Department's assistance regulations (parts 3015, 3019 and 3430 of 7 CFR).

B. Award Notice

The award document will provide pertinent instructions and information including, at a minimum, the following for awards funded by CSREES:

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

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

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

An NSF award consists of: (1) the award letter, which includes any special provisions applicable to the award and any numbered amendments thereto; (2) the budget, which indicates the amounts, by categories of expense, on which NSF has based its support (or otherwise communicates any specific approvals or disapprovals of proposed expenditures); (3) the proposal referenced in the award letter; (4) the applicable award conditions, such as Grant General Conditions (GC-1); * or Federal Demonstration Partnership (FDP) Terms and Conditions * and (5) any announcement or other NSF issuance that may be incorporated by reference in the award letter. Cooperative agreements also are administered in accordance with NSF Cooperative Agreement Financial and Administrative Terms and Conditions (CA-FATC) and the applicable Programmatic Terms and Conditions. NSF awards are electronically signed by an NSF Grants and Agreements Officer and transmitted electronically to the organization via e-mail.

These documents may be accessed electronically on NSF's Website at http://www.nsf.gov/awards/managing/award_conditions.jsp?org=NSF. Paper copies may be obtained from the NSF Publications Clearinghouse, telephone (703) 292-7827 or by e-mail from pubs@nsf.gov.

More comprehensive information on NSF Award Conditions and other important information on the administration of NSF awards is contained in the NSF Award & Administration Guide (AAG) Chapter II, available electronically on the NSF Website at http://www.nsf.gov/publications/pub_summ.jsp?ods_key=aag.

C. Administrative and National Policy Requirements

Several Federal statutes and regulations apply to grant applications considered for review and to project grants awarded under program. These include, but are not limited to:

2 CFR Part 215—Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations (OMB Circular A-110).

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.

7 CFR Part 3021—Government-wide Requirements for Drug Free Workplace (Grants).

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

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

7 CFR Part 3430—CSREES procedures to implement Competitive and Noncompetitive Nonformula Grant Programs—General Grant Administrative Provisions and Program.

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).

Federal statutes and regulations that apply to project grants awarded under NSF programs are explained at http://www.nsf.gov/pubs/policydocs/pappguide/nsf09_1/aag_1ex1.pdf.

D. Expected Program Outputs and Reporting Requirements

CSREES grantees are required to submit annual and summary evaluation reports via the CSREES Current Research Information System (CRIS). CRIS is an electronic, Web-based inventory system that facilitates both grantee submissions of project outcomes and public access to information on Federally-funded projects. It can be accessed at <http://cris.csrees.usda.gov/>.

The NSF grantees are required to submit annual and summary reports via the format prescribed by NSF at the time of the award.

If a project is funded, beginning in the first year of funding, the project director will be required to attend annual investigator meetings. Reasonable travel expenses should be included as part of the project budget.

PART VII—AGENCY CONTACTS

Applicants and other interested parties are encouraged to contact:

For technical questions: Dr. Suresh Sureshwaran, National Program Leader, Competitive Programs Unit; Cooperative State Research, Education, and Extension Service; U.S. Department of Agriculture; STOP 2215; 1400 Independence Avenue, SW; Washington, DC 20250-2215; Telephone: 202 720 7536 or Fax: 202 401 6070; E-mail: ssureshwaran@csrees.usda.gov

Robert O'Connor, National Science Foundation, 4201 Wilson Boulevard, Arlington VA 22230, Telephone: 703-292-7263; Fax: 703-292-9068 e-mail: roconnor@nsf.gov

Dennis Wenger, National Science Foundation, 4201 Wilson Boulevard, Arlington VA 22230, Telephone: 703-292-8606; Fax: 703-292-9068 e-mail: dwenger@nsf.gov.

PART VIII—OTHER INFORMATION

A. Access to Review Information

Copies of reviews, not including the identity of reviewers, and a summary of the panel comments will be sent to the applicant PD after the review process has been completed.

B. Use of Funds; Changes

1. Delegation of Fiscal Responsibility

Unless the terms and conditions of the award state otherwise, the awardee may not in whole or in part delegate or transfer to another person, institution, or organization the responsibility for use or expenditure of award funds.

2. Changes in Project Plans

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

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

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

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

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

f. Changes in Approved Budget: Unless stated otherwise in the terms and conditions of award, changes in an approved budget must be requested by the awardee and approved in writing by the

ADO prior to instituting such changes if the revision will involve transfers or expenditures of amounts requiring prior approval as set forth in the applicable Federal cost principles, Departmental regulations, or award.

C. Confidential Aspects of Applications and Awards

When an application results in an award, it becomes a part of the record of CSREES transactions, available to the public upon specific request. Information that the Secretary determines to be of a confidential, privileged, or proprietary nature will be held in confidence to the extent permitted by law. Therefore, any information that the applicant wishes to have considered as confidential, privileged, or proprietary should be clearly marked within the application. The original copy of an application that does not result in an award will be retained by the Agency for a period of three years. Other copies will be destroyed. Such an application will be released only with the consent of the applicant or to the extent required by law. An application may be withdrawn at any time prior to the final action thereon.

D. Regulatory Information

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

E. Definitions

Please refer to 7 CFR 3430, Competitive and Noncompetitive Non-formula Grant Programs--General Grant Administrative Provisions, for the applicable definitions for this CSREES grant program.

Applied research expands on basic research findings to uncover practical ways in which new knowledge can be advanced to benefit individuals and society.

Fundamental research is research that tests scientific hypotheses and provides basic knowledge that enables advances in applied research and from which major conceptual breakthroughs are expected to occur.

Hazard mitigation means to reduce or alleviate the losses of life, injuries and property resulting from natural and human-made hazards through long-term strategies.

Multidisciplinary project means research projects in which investigators from two or more disciplines are collaborating closely. These collaborations, where appropriate, may integrate the biological, physical, chemical, or social sciences.

Peer review means an evaluation of a proposed project for scientific or technical quality and relevance performed by experts with the scientific knowledge and technical skills to conduct the proposed work or to give expert advice on the merits of an application.

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

Rural communities are defined to include all communities with a population under 50,000

Application Submission Checklist

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

- Have all attachments been submitted in the portable document format (PDF)? See Part III of the CSREES Application Guide.
 - Do all submitted PDF documents have one-inch margins and are typed or word processed using no type smaller than 12 point regardless of line spacing? Are all PDF documents numbered sequentially on each page of the attachment? Are all page limitations for a given attachment followed? Submitted applications that do not meet these requirements for PDF attachments will be at risk of being excluded from CSREES review.
- Have all seven required components of the SF 424 Research and Related (R&R) Application Package been completed? Did you use the “Check Package for Errors” feature of the Adobe Reader (see section 1.8 of the CSREES Application Guide)?
 - SF 424 R&R Cover Sheet
 - R&R Project/Performance Site/Location(s)
 - R&R Other Project Information
 - R&R Senior/Key Person (Expanded)
 - Personal Data
 - R&R Budget
 - R&R Subaward Budget Attachment (Only if submitting a Collaboration Project or subawarding to another organization)
 - Supplemental Information Form
- ◆ **SF 424 R&R Cover Sheet**
 - Have all required fields been completed? Field 5 must contain the name of the eligible college or university.
- ◆ **R&R Project/Performance Site/Location(s)**
 - Have all required fields been completed?
- ◆ **R&R Other Project Information**
 - Have the fields describing project potential or actual environmental impact been properly completed?

- Project Summary/Abstract (PDF)
 - Has the Project Summary PDF been attached to this form in Field 6?
 - Does this section adhere to the format?
- Project Narrative (PDF)
 - Has the Project Narrative PDF been attached to this form in Field 7?
 - Does this section adhere to the format and page limitations?
- Bibliography & References Cited (PDF)
 - Attach as PDF file in Field 8, but only if needed.
- Facilities & Other Resources (PDF)
 - Attach as PDF file in Field 9, but only if needed.
- Equipment (PDF)
 - Attach as PDF file in Field 10, but only if needed.
 - Remember, 'Equipment' is defined as having a value of over \$5,000 for each item. Most equipment purchased for these projects is actually reported, instead, as 'Materials and Supplies' on the R&R Budget Form.
- Outside Services, Letters of Support, Use of Facilities
 - Attach as PDF file in Field 11, but only if needed.

◆ **R&R Senior/Key Person Profile (Expanded)**

- Biographical Sketch (PDF)
 - Has the biographical sketch (vitae) PDF for the PD, senior associate, and other professional personnel been attached?
- Current and Pending Support (PDF)
 - Has the current and pending support PDF for all PD(s) been attached?
 - Have all current and pending projects been listed and summarized, including this application?

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

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

◆ **R&R Budget**

- Have all fields been completed?
- Budget Justification
 - Has the Budget Justification PDF been attached to this form in Field K?
 - Are budget items individually justified?
 - For multi-institutional applications, has a budget justification been included for each institution involved?

◆ **Supplemental Information Form**

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