

Tribal Colleges Research Grants Program

2012 Request for Applications

FUNDING OPPORTUNITY NUMBER


USDA-NIFA-TCRGP-003648

PROGRAM CODE

ZY

APPLICATION DEADLINE:

March 14, 2012

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

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

TRIBAL COLLEGES RESEARCH GRANT PROGRAM

INITIAL ANNOUNCEMENT

CATALOG OF FEDERAL DOMESTIC ASSISTANCE: This program is listed in the Catalog of Federal Domestic Assistance under 10.227.

DATES: Applications must be received by close of business (COB) on **March 14, 2012 (5 pm 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 National Institute of Food and Agriculture (NIFA) 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 Division; Office of Grants and Financial Management; National Institute of Food and Agriculture; USDA; STOP 2299; 1400 Independence Avenue, SW; Washington, DC 20250-2299; or via e-mail to: Policy@nifa.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 Tribal Colleges Research Grants Program RFA.

EXECUTIVE SUMMARY: NIFA announces the availability of funding and requests applications for the Tribal Colleges Research Grants Program (TCRGP) for fiscal year (FY) 2012 to work in partnership with 1890 or 1862 Land Grant institutions to develop projects that:

- A. Conduct applied research that responds to national, regional or reservation priorities; and
- B. Enhance educational or career prospects of American Indians through student-developed research.

The amount available for support of this program in FY 2012 is approximately \$1.6 million. This notice identifies the objectives for TCRGP projects, the eligibility criteria for projects and applicants, and the application forms and associated instructions needed to apply for a TCRGP grant.

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PART I—FUNDING OPPORTUNITY DESCRIPTION

A. Legislative Authority and Background

Legislative authority for TCRGP is contained in the Agricultural Research, Extension, and Education Reform Act of 1998 (7 U.S.C. 7601 note) which amends the Equity in Educational Land Grant Status Act of 1994 (7 U.S.C. 301 note), as amended. In accordance with the statutory authority, subject to the availability of funds, the Secretary of Agriculture may award competitive grants to 1994 Land Grant institutions (hereinafter referred to as 1994 Institutions) to conduct agricultural research that addresses high priority concerns of tribal, national or multi-state significance.

B. Purpose and Priorities

There are three purposes and priorities for this grant. The first is build scientific capacity at 1994 Institutions through collaborative research with 1890 and 1862 Land Grants. The second is to address the agricultural, health and environmental concerns of reservation communities through scientific inquiry. The third is to give American Indians better prospects for employment and educational achievement by engaging them in laboratory and field research in the agricultural sciences.

In addition, applicants may seek funding to conduct investigations to gain insights on the optimal ways to teach and mentor American Indian students as they pursue their goals of research excellence in the sciences.

C. Program Area Description

Land Grant Partnership Policy

All Tribal College Research Grant projects must involve collaboration between a faculty member of a Tribal College or University serving as the lead Project Director (PD), and a faculty member from an 1862 or 1890 Land Grant Institution who may also serve as a co-PD.

The nature of this partnership, however, will vary based on the type of application the Land Grant partners choose to submit. The process for applying for this grant is as follows:

1. The 1994 Institutions and their 1862 or 1890 partners will choose what type of application best fits their capacities, and meets the needs of their students and institutions. (See Part II,B)
2. The partners develop a cooperative agreement, signed by all parties.
3. The application is developed and submitted through Grants.gov with the signed agreement attached.

All applications must have a signed cooperative agreement: The PDs will develop this document. It will be signed by the primary PD, the 1994 authorizing representative (AR) and by the 1862/1890 primary faculty contact. The Cooperative Agreement and letters of support should be attached in Field 12 of the Other Attachments form (see Part IV B(f)).

This agreement will outline each participant's scope of work for the project and how grant funds will be allocated. **The 1994 Land Grant is the lead institution and must retain at least 60 percent of the award funds.** Be sure to include each partner's role in the project and expectations for deliverables, timelines and collaboration.

Additional Documentation

In addition, all PDs and any co-PDs must submit:

- Current resume;
- Current and Pending Support form that must include the time commitment for this project;
- Conflict of Interest form; and
- Each institution (1994, 1890/1862 or sub-awardee) will also have to provide a detailed budget and budget narrative for all years of the project.

While collaboration between the 1994 Land Grant and an 1862 or 1890 Land Grant partner is required, an additional collaborator is also allowable. Examples include, but are not limited to:

- Another college or university;
- State or Tribal Government;
- Another Tribal College or University; or
- A private sector or federal organization with a demonstrated scientific research capacity.

Any cooperating institution or organization may also be represented as a Co-PD on the project.

Stakeholder Input on Tribal Colleges Research Grants Program

This document should provide evidence that the applicant has done due diligence to insure that the project is consistent with the needs and expectations of the Tribal College and the greater Reservation community. In addition, each applicant must:

- a) Provide a statement of how collected input was considered; and
- b) **If data is to be gathered from the Reservation, provide evidence that the Tribe is aware of and agrees to the research, and that data will be gathered using appropriate protocols.** The Center for Disease Control (CDC) offers a helpful document on conducting research in tribal communities:

http://www.atsdr.cdc.gov/communityengagement/pdf/PCE_Report_Chapter_5_SHEF.pdf.

TCRGP encourages projects that develop content and programs suitable for delivery through the Cooperative Extension System's eXtension Initiative. Funds may be used to contribute

to existing Communities of Practice (CoP) or to form a new CoP focused on Research affecting American Indian communities. Projects must align with the eXtension vision, mission, and values. A letter of acknowledgement from eXtension is required, and a letter of support may be required from one or more of the Communities of Practice. For detailed guidance on how to partner with eXtension, go to <http://create.extension.org/node/2057>.

The statutory limitation on funding for this program is five (5) years.

PART II—AWARD INFORMATION

A. Available Funding

There is no commitment by USDA to fund any particular application or to make a specific number of awards. **Approximately \$1.6 million** is available to fund applications in FY 2012.

Awards issued as a result of this RFA will have the Automated Standard Applications for Payment System (ASAP), operated by the Department of Treasury's Financial Management Service, as the payment system for award funds. For more information see http://www.nifa.usda.gov/business/method_of_payment.html.

B. Types of Applications

In FY 2012, applications may be submitted to the TCRGP as one of the following three types of requests:

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

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

3. Resubmitted application. This is an application previously submitted to the TCRGP but not funded. The PD must respond to the previous review panel summary (see Response to Previous Review, Part IV). Resubmitted applications must be received by the due date, will be evaluated in competition with other pending applications in an appropriate area to which they are assigned, and will be reviewed according to the same evaluation criteria as new applications.

C. Project Types

1. New Discovery Research Application Project period shall not exceed 3 years (36 months). NIFA anticipates funding not more than 4 applications in this category, at no more than \$200,000 per project, not per year. However, NIFA reserves the right to fund additional applications, depending on peer review panel recommendations. Applications should reflect a capacity to conduct sophisticated, peer-reviewed scientific research in collaboration with an 1862 or 1890 Land Grant. It is expected that the research will contribute to the body of scientific knowledge while addressing a need of Indian Country at the regional, state or national level. To

the greatest extent possible, these projects should align with the National Institute of Food and Agriculture priority science areas. These are:

- 1) Development of sustainable energy;
- 2) Increased domestic food security;
- 3) Adaptation/mitigation of agriculture and natural resources to global climate change;
- 4) Reduction of childhood and adolescent obesity; and
- 5) Improved food safety.

Examples of initiatives that TCRGP might support include, but are not limited to:

- Developing new techniques for increased/more efficient bio-energy and biomass conversion through implementing sustainable use of natural resources;
- Research on sustainable agriculture, sustainable forestry, biotechnology, agribusiness management and marketing, or aquaculture;
- Research on human nutrition, including health and obesity prevention;
- Research on natural resource issues including phyto-remediation of soils; water quantity and quality; alternative and sustainable energy sources; waste management; and ecology of grasslands, forest or animal systems; and
- Research on the interventions and approaches that promote the participation of American Indian students in the food and agricultural sciences.

This is only a partial list. The environmental, health and agricultural needs of the reservation community may suggest other opportunities, and should guide their thoughts as they consider research projects. The National Program Leader (NPL) is available to discuss ideas and evaluate their suitability to the program. Applicants are encouraged to contact the NPL (See PART VII) to discuss whether particular scientific inquiries fall under this grant before writing their application.

2. New Capacity Building Research Application Applicants may request up to 2 years (24 months) funding with an amount not to exceed \$85,000 total, not per year. The intent of this option is to increase research capacity at the 1994 Land Grant. These should be applied projects limited in scope and mainly of importance to the Tribal College's Reservation Community, with the 1862 or 1890 partner providing collaborative support under the direction of the Project Director at the 1994 Land Grant. Options are as follows:

- **Request a Capacity Building Research Grant:** A 1994 Land Grant faculty member will conduct an applied research project that seeks to address an issue of importance to the Tribal Community. The 1862 or 1890 Land Grant may offer suggestions on experimental design, provide laboratory evaluation or help with interpreting results. The focus should be on letting the 1994 Land Grant guide and direct this project.

- Request a Visiting Scholar: At the invitation of a 1994 Land Grant, a faculty member or graduate student (MS or PhD) of an 1862 and 1890 institution will share their expertise so that the host school can enhance their scientific capacity. The visiting faculty will be learning about 1994 Land Grants and Indian Country as they share their expertise. The goal of this partnership is to increase research capacity through stronger working relationships between the land grant institutions. This partnership should result in a collaborative research plan and an actual research project at the 1994 Land Grant. The length, nature and duration of a visiting scholar program will be negotiated between the Land Grant Partners and described in the application. If a graduate student is to be involved as the visiting scholar, a cooperating faculty member must be the lead and identified and named in the application and be the signatory of the cooperative agreement.

3. Student Research Experience Applicants requesting a student development option may request up to 2 years (24 months) not to exceed \$60,000 total, not per year. Award amounts will vary depending on the option that is chosen (see below). The applicants seek to open the doors to career and educational attainment for American Indians through research in agriculture, environmental science or human nutrition. The 1862 or 1890 Land Grant Institutions will serve as collaborators in these educational endeavors.

These projects will involve 1994 Land Grant students conducting appropriate research projects of interest at Tribal Colleges. Project Directors and collaborators will serve as faculty advisors, ensuring that students are able to develop sound research competencies.

Students will be responsible for developing the project using the scientific method, they will be required to gather valid data and evaluate their results. An important outcome will be students' ability to use scientific instruments, record research data effectively and understand the basics of analysis.

Students will be required to present their findings in a public forum such as a classroom, campus event or conference. The Project Director will choose the best forum for the student. PDs should encourage students who produce high quality projects to present their work at the First American Land Grant Consortium (FALCON) at least once during the grant. It is suggested that PDs budget for no more than two (2) students' attendance during the life of the grant.

Project Directors submitting a student research experience proposal should describe how they will generate student interest and willingness to participate. Being able to provide evidence of student interest as part of the application will be considered an asset.

Project options are as follows:

- Basic Student-Led Research: The 1994 Project Director oversees student-led research activities with an 1862 or 1890 collaborator acting as an advisor. The maximum funding available under this project is \$35,000. Research activities can be at any level but must contain all essential components of a research activity.

- Request a Visiting Scholar: At the invitation of the 1994 Tribal College, a graduate student (Masters or PhD) or faculty member of an 1862 and 1890 institution will provide mentoring and leadership to students as they conduct their research project and, if requested, provide lectures in their area of expertise. The visiting scholar will learn about 1994 Land Grants, working in Indian Country, and teaching within the tribal Land Grant system with the 1994 PD serving as a guide and mentor. The length, nature and duration of a visiting scholar program will be negotiated between the Land Grant Partners and described in the application. If a graduate student is to be involved as the visiting scholar, a cooperating faculty member must be the lead and identified and named in the application and have signed off on the cooperative agreement. Project funding would be capped at \$50,000 per grant in total, not per year.
- Land Grant Student Research Team: The 1994 Land Grant students will partner with 1862 or 1890 students to design and conduct student-led research project. The PD and 1862 or 1890 collaborator will guide and mentor the students. Students will learn to be part of a scientific team, respecting what each member brings to the project. A final report will detail the research findings and discuss how the experience might influence educational or career plans of students who participated in the project. To the extent possible, this project should allow students to experience all the aspects of being a scientist from drafting a hypothesis, to designing the project, to presenting the findings. Project would be capped at \$60,000 per grant in total, not per year.

PART III—ELIGIBILITY INFORMATION

A. Eligible Applicants

Applications may be submitted by any of the Tribal Colleges and Universities designated as 1994 Land-Grant Institutions under the Educational Land-Grant Status Act of 1994, as amended. This Act, as amended in Section 533(a), requires that each 1994 Institution be accredited or making progress towards accreditation and be recognized as a legal entity. If accreditation is being sought, a college must demonstrate its progress towards accreditation by a letter from a nationally recognized accreditation agency affirming receipt of application for an accreditation site visit or other such documentation.

Award recipients may subcontract to organizations not eligible to apply provided such organizations are necessary for the successful completion of the project.

B. Cost Sharing or Matching

NIFA does not require matching support for this program.

PART IV—APPLICATION AND SUBMISSION INFORMATION

A. Electronic Application Package

Only electronic applications may be submitted via Grants.gov to NIFA in response to this RFA. **Applicants are advised to submit early to the Grants.gov system.**

New Users of Grants.gov

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 Grant.gov. If the organization is not prepared (e.g., the institution/organization is new to the electronic grant application process through Grants.gov), then the one-time registration process must be completed PRIOR to submitting an application. It can take as much as two weeks to complete the registration process so it is critical to begin as soon as possible. In such situations the AR should go to **“Get Registered” on the Grants.gov left navigation bar (or go to http://www.grants.gov/applicants/get_registered.jsp) for information on registering the institution/organization with Grants.gov. A quick reference guide listing the steps is available as a 4-page PDF document at the following website: <http://www.grants.gov/assets/Grants.govRegistrationBrochure.pdf>.** Item 2. below mentions the “NIFA Grants.gov Application Guide.” Part II.1. of the NIFA Grants.gov Application Guide contains additional explanatory language regarding the registration process.

Steps to Obtain Application Package Materials

The steps to access application materials are as follows:

1. In order to access, complete and submit applications, applicants must download and install a version of Adobe Reader compatible with Grants.gov. This software is essential to apply for NIFA Federal assistance awards. For basic system requirements and download instructions, please see http://www.grants.gov/help/download_software.jsp. To verify that you have a compatible version of Adobe Reader, Grants.gov established a test package that will assist you in making that determination. Grants.gov Adobe Versioning Test Package: <http://www.grants.gov/applicants/AdobeVersioningTestOnly.jsp>.
2. The application package must be obtained via Grants.gov, go to <http://www.grants.gov>, click on “Apply for Grants” in the left-hand column, click on **“Step 1: Download a Grant Application Package and Instructions,”** enter the funding opportunity number **USDA-NIFA-TCRGP-003648** 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 “NIFA Grants.gov Application Guide: A Guide for Preparation and Submission of NIFA 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), **or submitting the application** then refer to resources available on the Grants.gov Web site first (<http://www.grants.gov/>). Grants.gov assistance is also available as follows:

Grants.gov customer support
1-800-518-4726 Toll-Free or 606-545-5035
Business Hours: 24 hours a day, 7 days a week. Closed on [Federal Holidays](#).
Email: support@grants.gov

Grants.gov iPortal: Top 10 requested help topics (FAQs), Searchable knowledge base, self service ticketing and ticket status, and live web chat (available 7:00 A.M. - 9:00 P.M. ET). Get help now!

Please have the following information available when contacting Grants.gov, to help expedite your inquiry:

1. Funding Opportunity Number (FON)
2. Name of Agency You Are Applying To
3. Specific Area of Concern

See http://grants.gov/applicants/app_help_reso.jsp or <http://www.nifa.usda.gov/funding/electronic.html> for additional resources for applying electronically.

B. Content and Form of Application Submission

Electronic applications should be prepared following Parts V and VI of the document entitled “A Guide for Preparation and Submission of NIFA Applications via Grants.gov.” This guide is part of the corresponding application package (see Section A. of this Part). The following is **additional information** needed in order to prepare an application in response to this RFA. **If there is discrepancy between the two documents, the information contained in this RFA is overriding.**

Note the attachment requirements (e.g., portable document format) in Part III section 3. of the Guide. ANY PROPOSALS THAT ARE NON-COMPLIANT WITH THE REQUIREMENTS (i.e., content format, pdf file format, file name restrictions, and no password protected files) WILL BE AT RISK OF BEING EXCLUDED FROM NIFA REVIEW. Partial applications will be excluded from NIFA review. With documented prior approval, subsequent submissions of an application 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/help/download_software.jsp#pdf_conversion_programs.

For any questions related to the preparation of an application please review the NIFA Grants.gov Application Guide and the applicable request for applications. If assistance is still needed for preparing application forms content, contact:

- Email: electronic@nifa.usda.gov
- Phone: 202-401-5048
- Business hours: Monday through Friday, 7:00 am – 5:00 pm Eastern Time, excluding Federal holidays.

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 NIFA Grants.gov Application Guide. Also, if the project director's phone number includes an extension, please include.

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 NIFA Grants.gov Application Guide.

3. R&R Other Project Information Form

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

a. Field 7. Project Summary/Abstract. The summary should also include the relevance of the project to the goals of Tribal College Research Grants Program. See Part V. 4.7 of NIFA Grants.gov Application Guide for further instructions and a link to a suggested template.

1. The summary should not exceed 250 words.
2. It must state the type of application (new or resubmission).
3. It must state the type of project (New Research Discovery, Capacity Building Research or Student Research Experience) along with the 'Option' being applied for.
4. What NIFA priority science areas will be addressed?
5. Include the names and affiliated organizations of all PDs, Co-PDs and other collaborators.
6. Include the title of the project.
7. The summary must be a self-contained specific description of the activity to be undertaken and should focus on strategies and anticipated project outcomes.
8. What science subject will you be addressing? Examples could include: bio-energy, agriculture, forestry, biotechnology, agribusiness, aquaculture, human nutrition, phyto-remediation, water resources, waste management, grassland ecology or other food and agricultural research types.

b. Field 8. Project Narrative.

Each applicant must include a project narrative. The project narrative will differ depending on the type of application. Pay careful attention to what type of narrative is required for the type of application you intend to submit. The Project Narrative shall not exceed 10 pages of written text

double spaced and up to 5 additional pages for figures and tables. This maximum (15 pages) has been established to ensure fair and equitable competition.

New Discovery Research Application:

1. **Scientific Merit of the Application:** Clearly describe the project's experimental design and demonstrate its relevance and grounding in good science. Outlined procedures and methodologies to be followed. Explain how the project will lead to measurable, documented benefits to the community by answering a research question that is relevant to stakeholders. Applicants are encouraged to involve students in a way that will contribute to their learning research competencies.
2. **Project Personnel and Management; Adequacy of Facilities:** Explain the roles of key personnel as outlined in the letter of commitment. Provide evidence from personnel resumes that support their expertise to carry out the project as it is proposed. Provide evidence that the support personnel are able to carry out their roles and that facilities, equipment and instrumentation are sufficient. If the 1862 or 1890 Land Grant will provide support through facilities or equipment, explain how that contribution of resources will support project goals. Include a timeline that provides evidence of planning. Provide a strategy to maintain partnership collaboration and sustain effective communication and data sharing, including changes in project as needed, to sustain an effective project.
3. **Project Potential for Addressing Program Mission:** Using your stakeholder plan as a guide, discuss how this project will meet community needs, provide evidence that the plan will include an evaluation that includes measurable short and long term goals that are suitable and feasible. Explain how this project will meet the goals of this funding program.
4. **Budget Cost Effectiveness:** Discuss how budget and budget narrative provide an effective balance between covering all sensible and necessary project costs and providing careful stewardship of grant funding. Provide evidence that the Land Grant partnerships have given careful thought to the optimal use of grant funds through discussion and planning.
5. **Literature Review:** Provide evidence of due diligence in relation to scientific literature search that would be pertinent to the project.

Capacity Building Research or Student Research Experience.

1. **Statement of Need, Strategy and Program Objectives:** Develop and outline a clear strategy for building scientific capacity at the Tribal College and how the project will advance that strategy. Project must have a stated focus such as 'nutrition, obesity reduction, renewable energy, etc.). State the program objectives in bullet format that will include educational enhancement and career opportunities for American Indians after

graduation or in the food and agricultural sciences. If students will be the focus of the project, demonstrate that an effective recruitment plan is in place.

2. **Project Plan:** Describe the appropriate approach to be taken based on the type of project selected. Provide a timeline of the proposed project and identify milestones or targeted results. Identify the 1862 or 1890 partners and outline the roles and how they relate to the project goals. Discuss whether the project may be adapted by, or serve as a research model for other institutions. Provide a strategy to enhance partnerships, communication, data sharing among stakeholders and Land Grant partners. If you intend to use a logic model to support your plan, it can be attached to the narrative through field 12. Letters from PD and Co-PD's institution, Tribal Governments or other stakeholders are strongly encouraged.
3. **Budget Cost Effectiveness:** Explain how the budget narrative and budget demonstrate a cost-effective project that adequately covers the activities to be conducted under the grant. Spending should reflect appropriate allocation of funding between partners as provided for in the RFA. Explain how the budget plan optimizes educational value for the dollar, achieves economies of scale.
4. **Evaluation Methodologies and Proposed Outcomes:** Provide a clear plan for project management, including the appropriate time allocation for meeting project goals. The project should lead to measurable, documented changes in learning for students or a change in knowledge or conditions among an identified audience or stakeholder group. Project objectives and outcomes are clearly described, adequate and appropriate to the money and time requested.
5. **Literature Review:** Provide a summary of pertinent publications with emphasis on their relationship to the effort being proposed. (See Suggested Areas for Reference Materials)

PLEASE NOTE: All applicants must complete the research capacity status report as part of their narrative – See page 30. Completing this report will not affect competitive panel review rating.

Suggested Areas for Reference Materials

Be sure to include a bibliography (Field 9) to demonstrate your research efforts to the panel. This is also an effective way to find project ideas and adapt them to fit the needs of your stakeholders. Here are a few suggestions for references, but be sure to expand your search to make the best case possible for your project.

National Center for Educational Statistics: <http://nces.ed.gov/>

National Center for Health Statistics <http://www.cdc.gov/nchs/>

The National Institute of Health <http://www.nih.gov/>

U.S. Department of Health and Human Services, Substance Abuse & Mental Health Services Administration, Office of Applied Statistics: <http://www.oas.samhsa.gov/>

National Service Center for Environmental Publications (NSCEP)

<http://www.epa.gov/nscep/>

The Journal of Extension (JOE) <http://www.joe.org/>

c. **Field 9. Bibliography & Cited References - (Must be PDF format)** Provide a complete list of all references cited in the application. **For each reference, provide the complete name for each author, the year of the publication, full title of the article, name of the journal or book published, volume, and the page numbers.** The references should be listed in alphabetical order using the last name of the first author.

d. **Field 10. Facilities & Other Resources - (Optional Attachment Must be PDF format)**
If needed, describe the types, location, and availability of instrumentation and physical facilities necessary to carry out the work proposed. **If special academic, private or government laboratories or facilities are being used, include a letter in the application from the authorized representative of the facility describing the proposed arrangements and availability.** This letter should be included as a part of Other Attachments, Field 12 below.

e. **Field 11. Equipment Documentation - (Optional Attachment Must be PDF format)**
Equipment purchased (defined as in excess of \$5,000 for each item or other threshold as determined by proposing organization) must be fully justified under this section. Other purchases (e.g., computers, laboratory materials, etc.) are described, instead, in the Budget Justification section under the 'Materials and Supplies' line item.

f. **Other Attachments (Field 12. on the Form).**

- **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.
- **Response to Previous Review - PDF Attachment. 1 Page Limit.** Title the Attachment as ‘Response to Previous Review’ in the document header and save file as ‘ResponsetoPreviousReview’. This requirement only applies to “Resubmitted Applications” as described under Part II, B., “Types of Applications”. PDs must respond to the previous review panel summary titled, “RESPONSE TO PREVIOUS REVIEW”. If desired, additional comments may be included in the text of the Project Narrative, subject to the page limitations of that section.
- **Research Approval. - PDF Attachment.** If research involves human subjects, please attach a PDF document that indicates how the **Institutional Review Board (IRB)** approval will be handled, and if appropriate, provide evidence that the Tribal entity concerned with research conducted on the reservation has reviewed and approved of the project. Title attachment as Research Approval and save file as ‘ResearchApproval’.

- **Stakeholder Implementation Plan – PDF Attachment.** Title attachment as “Stakeholder Implementation Plan” in the document header and save file as “StakeholderImplementationPlan”.
- **Letters of Support – PDF Attachment.** Letter(s) indicating support from collaborating institutions, the Tribe(s) and/or Tribal department(s), e.g., Land and Water, Fish and Game, Natural Resources, Agriculture, etc., are encouraged. The letter(s) must indicate support for the project objectives and a commitment to provide appropriate direct support for the project as necessary (e.g., office facilities, utilities, etc.). Title the attachment as ‘LettersofSupport’ and save file as ‘LettersofSupport’.
- **Collaborative Arrangements – PDF Attachment. No Page Limit.** Title this attachment as “Collaborative Arrangements” in the document header and save file as “CollaborativeArrangement”.

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 NIFA Grants.gov Application Guide. Part V, 5. of the NIFA Grants.gov Application Guide includes information about the individuals for which a Senior/Key Person Profile must be completed, and details about the Biographical Sketch and the Current and Pending Support including a link to a suggested template for the Current and Pending Support.

5. R&R Personal Data – As noted in Part V, 6. of the NIFA Grants.gov Application Guide, the submission of this information is voluntary and is not a precondition of award.

6. R&R Budget

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

7. Supplemental Information Form

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

a. Field 2. Program to **which you are applying**. Enter the program code name (i.e., enter “TCRGP”) and the program code (i.e., enter “ZY”). Please remember that these codes **must be in upper case**.

b. Field 8. Conflict of Interest List. See Part VI, 1.6 of the NIFA Grants.gov Application Guide for further instructions and a link to a suggested template.

C. Submission Dates and Times

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

Applications must be received by Grants.gov by close of business (COB) on **March 14, 2012 (5 pm Eastern Time)**. Applications received after this deadline will normally not be considered for funding.

Applicants who have problems with the submission of an application to Grants.gov are encouraged to FIRST contact the Grants.gov Help Desk to resolve any problems. Keep a record of any such correspondence. See Part IV. A. for Grants.gov contact information.

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.

Carefully Monitor for Confirmation E-mails from Grants.gov

Institutions (the submitting official) will receive 3 emails from Grants.gov on the progress of their submission. Applicants should be monitoring their Inbox for e-mail messages that confirm their submission status. The confirmation e-mails are as follows:

- First e-mail: Confirms receipt of the application by the Grants.gov system.
- Second e-mail: indicates that the application has either been successfully validated by the system prior to transmission to the grantor agency OR has been rejected due to errors.
- Third e-mail: confirms that the application has been passed to Grants USDA

If applicants do not receive the first 2 e-mails within 24 hours they should contact Grants.gov to determine what corrective steps need to be taken. Be sure to obtain a case number from the Grants.gov help desk for future reference.

The third e-mail message should arrive within 2 days. If it does not, please call the National Program Leader, Tim Grosser at 202-690-0402. You should have a grant number if you received the first two mails. Be sure to have that number when you call, so your application can be tracked

If the AR has not received correspondence **from NIFA** regarding a submitted application within 15 days of the established deadline, 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

Neither Education Equity nor Tribal Extension projects are supported under the TCRGP Program.

The use of grant funds to plan, acquire, or construct a building or facility is not allowed under this program. With prior approval, and in accordance with the cost principles set forth in OMB

Circular No. A-21, some grant funds may be used for minor alterations, renovations, or repairs deemed necessary to retrofit existing teaching or research spaces in order to carry out a funded project. However, requests to use grant funds for such purposes must demonstrate that the alterations, renovations, or repairs are essential to achieving the major purpose of the project. Grant funds may not be used for endowment investing.

Special Notice Regarding Indirect Costs For Grantees And Subcontractors

Pursuant to Section 720 of the General Provisions in Title VII of the Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Programs (HR 112-284), indirect costs are limited to 30 percent of the total Federal funds provided under each award. Therefore, when preparing budgets, applicants should limit their requests for recovery of indirect costs to the lesser of their institution's official negotiated indirect cost rate or the equivalent of 30 percent of total Federal funds awarded.

All 1994 institutions must have a valid IDC rate agreement to receive indirect costs. Applicants obtain an IDC rate agreement from the U.S. Department Health and Human Service. In most cases, first time applicants are encouraged to check with their business office as their institution typically has an IDC rate agreement already in place.

It is incumbent on all applicants to have a current indirect cost rate or begin negotiations to establish an indirect cost rate prior to the TCRGP submission deadline. Because it may take several months to obtain an indirect cost rate, applicants needing an indirect cost rate are encouraged to start work on establishing these rates well in advance of submitting a TCRGP application.

NIFA will withhold all funds for a TCRGP award to an applicant requesting indirect costs if:

- The applicant has not negotiated an indirect cost rate;
- If a grantee is in the process of negotiating an indirect cost rate until the indirect cost rate has been established; and
- If an institution's indirect cost rate has expired or will expire in the near future.

E. Other Submission Requirements

The applicant should follow the submission requirements noted in **Part IV, section 1.9 in the document entitled "NIFA Grants.gov Application Guide**

For information about the **status of a submitted application**, see Part III., section 6. of the NIFA Grants.gov Application Guide.

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 background relevant to the 1994 Land Grant program. They will also have the required background in research, scientific fields and the relevant institutional background to provide insightful reviews and recommendations.

B. Evaluation Criteria

New Discovery Research

Criteria
1. Scientific Merit of the Application
2. Project Personnel and Management; Adequacy of Facilities
3. Project Potential for Addressing Program Mission
4. Budget Cost Effectiveness
5. Literature Review

1. **Scientific Merit of the Application:** Are the objectives clearly described and the experimental design relevant and scientifically sound? Are the outlined procedures and methodologies feasible, suitable and clearly described? Will the project lead to measurable, documented benefits to the community by answering a research question that is relevant to stakeholders? Will students be involved in a way that contributes to their learning research competencies?
2. **Project Personnel and Management; Adequacy of Facilities:** Are the roles of key personnel clearly defined within the letter of commitment? Do the project personnel have the expertise to carry out the project as it is proposed? Will the support personnel be able to carry out their roles? Are the facilities, equipment and instrumentation sufficient? If the 1890 or 1862 Land Grant will provide support through facilities, does the application tell how that contribution will support project goals? Is there a clear plan for project goals, with a realistic timeline? Is there a strategy to maintain collaboration? Is effective communication and data sharing planned that will sustain the partnership?
3. **Project Potential for Addressing Program Mission:** Does the stakeholder plan demonstrate the project will meet community needs? Is the plan and method for evaluation of project able to document impacts against measurable short- and long-term outcomes that are suitable and feasible? Is this a project that has potential benefit to citizens of Reservation communities, the Tribal College and its students?
4. **Budget Cost Effectiveness:** Did the budget and budget narrative suggest a spending

strategy that adequately supports the project and is cost effective? Does it include evidence of the necessity and reasonableness of costs to carry out project activities and achieve its objectives? Did the budget allocations between the applicant and any collaborating institution(s) follow RFA guidelines and demonstrate an adequacy of time committed to the project by key project personnel?

5. **Literature Review:** Does the literature review contain relevant scientific peer review sources?

Capacity Building Research and Student Research Experience

Criteria
1. Statement of Need, and Program Objectives
2. Project Plan
3. Budget Cost Effectiveness
4. Evaluation Methodologies and Proposed Outcomes
5. Literature Review

1. **Statement of Need, Strategy and Program Objective:** Does the applicant have a clear plan for building scientific capacity at the Tribal College by contributing to greater scientific knowledge, building tribal college research capacity or preparing American Indians students to become scientists? Is there a good plan for recruiting students or has student interest been demonstrated?
2. **Project Plan:** Is the plan logical, well organized and scientifically sound? Is it designed in a way that it is likely to achieve its goals? Is the timeline manageable? Is the scope of work for the 1890 or 1862 partner appropriate to the project goals of building capacity or expanding opportunities for American Indian students in the agricultural sciences? Does the entire application reflect a strategy for the maintenance of a partnership with stakeholders and collaborators that will enhance communication, data sharing, and reporting of results among members of the project team?
3. **Budget Cost Effectiveness:** Does the total budget adequately support the project, and is it cost effective? Elements considered include: the necessity and reasonableness of costs to carry out project activities and achieve project objectives, appropriateness of budget allocations between the applicant and any collaborating institution(s); and the degree to which the project maximizes the use of limited resources, optimizes educational value for the dollar, and achieves economies of scale.
4. **Evaluation Methodologies and Proposed Outcomes:** The applicant should have a clear plan for project management, including the appropriate time allocation for meeting project goals. The project should lead to measurable, documented changes in learning for students or a change in knowledge or conditions among an identified audience or stakeholder group. Project objectives and outcomes are clearly described, adequate and appropriate to the money and time requested.

5. **Literature Review:** Is the literature review relevant and comprehensive enough to demonstrate that the applicant has done due diligence with this proposal?

Ranking of Applications: Submitted applications will be ranked separately in each project type by a peer review panel in order of merit. NIFA anticipates making awards in each of the three project types. The number and amount awarded in each project type will vary according to the merit of the applications as determined by the peer review panel and will be at the discretion of NIFA. NIFA anticipates awarding all the 2012 Tribal Research funds to worthy applications.

C. Conflicts of Interest and Confidentiality

During the peer evaluation process, extreme care will be taken to prevent any actual or perceived conflicts of interest that may impact review or evaluation. For the purpose of determining conflicts of interest, the academic and administrative autonomy of an institution shall be determined by reference to the current Higher Education Directory, published by Higher Education Publications, Inc., 1801 Robert Fulton Drive, Suite 340, Reston, Virginia 20191. Phone: (888) 349-7715. 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 NIFA program. NIFA 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 his/her 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 NIFA 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 NIFA 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 NIFA under this RFA shall be expended solely for the purpose for which the funds are granted in accordance with the approved application and budget, the regulations, the terms and conditions of the award, the applicable Federal cost principles, and the Department's assistance regulations (parts 3015 and 3019 of 7 CFR).

B. Award Notice

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

- (1) Legal name and address of performing organization or institution to whom the Director has issued an award under the terms of this request for applications;
- (2) Title of project;
- (3) Name(s) and institution(s) of PDs chosen to direct and control approved activities;
- (4) Identifying award number assigned by the Department;
- (5) Project period, specifying the amount of time the Department intends to support the project without requiring re-competition for funds;
- (6) Total amount of Departmental financial assistance approved by the Director 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.nifa.usda.gov/business/awards/awardterms.html> to view NIFA 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 NIFA to carry out its respective awarding activities or to accomplish the purpose of a particular award.

C. Administrative and National Policy Requirements

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

2 CFR Part 220 – Cost Principles for Educational Institutions (OMB Circular A-21).

2 CFR Part 225 – Cost Principles for State, Local, and Indian Tribal Governments (OMB Circular A-87).

2 CFR Part 230 – Cost Principles for Non-profit Organizations (OMB Circular A-122).

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, A-87, and A-122 (now codified at 2 CFR Parts 220,225, 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 3016 – USDA Implementation of Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

7 CFR Part 3017—USDA implementation of Government-wide Debarment and Suspension (Non-procurement).

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 (2 CFR Part 215).

7 CFR Part 3021—USDA Implementation of 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 Nonprofit Organizations.

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

7 CFR 3430—Competitive and Noncompetitive Non-formula Grant Programs--General Grant Administrative Provisions.

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

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

D. Expected Program Outputs and Reporting Requirements

Grantees are to submit initial project information and annual and summary reports to NIFA's electronic, Web-based inventory system that facilitates both grantee submissions of project outcomes and public access to information on Federally-funded projects. The details of these reporting requirements are included in the award terms and conditions. Details of annual and final technical reporting requirements also are included in the award terms and conditions.

Project Director's Conference:

During the tenure of this award, PDs must attend at least one NIFA sponsored PD meeting if offered. A reasonable amount for key personnel to attend the meeting should be included in the budget. The purpose of the meeting is to discuss project and grant management, opportunities for collaborative efforts, partnerships and capacity building, project updates/presentations, future directions for program reform, and opportunities to enhance dissemination of exemplary end products/results. Students are required to present their project at a poster session or some other venue where they can gain experience in communicating their research and results.

PART VII—AGENCY CONTACT

Applicants and other interested parties are encouraged to contact:

Tim Grosser
National Program Leader—Tribal Programs
National Institute of Food & Agriculture –USDA
Washington, D.C. 20024
202-690-0402
tgrosser@nifa.usda.gov

PART VIII—OTHER INFORMATION

A. Access to Review Information

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

B. Use of Funds; Changes

1. Delegation of Fiscal Responsibility

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

2. Changes in Project Plans

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

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

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

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

e. The project period may be extended by NIFA 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 any applicable statutory limit or expiring appropriation limitation. 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 NIFA 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 applicable definitions for this NIFA grant program.

F. Research Capacity Report

Complete this table, save as a PDF and submit with your application under field 12 – additional attachments. You may also use the PDF provided in your e-mail invitation to apply.

Research Capacity Status Report			
		Yes	No
Have you received a 1994 Research Grant before?			
Do you have other research funding?	If Yes, please provide description.		
Does your institution regularly conduct experimental research?	If Yes, please provide description.		
Have you ever been a sub-award recipient on a research project?	If Yes, please provide description.		
Do you have an existing 1890 or 1862 research partnership?	If Yes, is it in your state?		
Does your institution have an internal IRB or mechanism for Getting IRB approval?	If Yes, what is the IRB mechanism? ___ 1994 ___ 1862 ___ Tribal		
Has your Institution published a research article in the past 3 years?	Publication?		
Does your college have the following laboratory instruments?			
	Yes	No	Provide description if applicable
Scales/microscope/glassware/chemical stockroom			
Other basic instruments?			
Broadband internet?			
Greenhouse?			
Active Test Plots?			
More Advanced Instrumentation:			
Incubator / Gas Chromatograph / Mass Spectrometer / other?			