

# Tribal Colleges Research Grants Program

---

## 2013 Request for Applications

**FUNDING OPPORTUNITY NUMBER:** USDA-NIFA-TCRGP-003993

**PROGRAM CODE:** ZY

**APPLICATION DEADLINE:** February 14, 2013



**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 **February 14, 2013 (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 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](mailto: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 FY 2013 to work in partnership with 1890 or 1862 Land Grant Institutions to develop projects that:

- Conduct applied research that responds to national, regional or Reservation priorities with the intent to enhance the research capacity of Tribal Colleges; and
- Enhance educational or career prospects of American Indians through undergraduate research opportunities.

The amount available for support of this program in FY 2013 is approximately \$1.6 million. This RFA is being released prior to the passage of an Appropriations Act for FY 2013. Enactment of additional Continuing Resolutions or an Appropriations Act may affect the availability or level of funding for this program.

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. NIFA additionally requests stakeholder input from any interested party for use in the development of the next RFA for this program.

## Table of Contents

PART I—FUNDING OPPORTUNITY DESCRIPTION .....	5
A. Legislative Authority and Background .....	5
B. Purpose and Priorities.....	5
C. Program Area Description.....	6
PART II—AWARD INFORMATION.....	7
A. Available Funding.....	7
B. Types of Applications .....	7
C. Research Options.....	7
D. Responsible and Ethical Conduct of Research .....	9
PART III—ELIGIBILITY INFORMATION.....	10
A. Eligible Applicants.....	10
B. Cost Sharing or Matching .....	10
C. Land Grant Partnership Policy .....	10
PART IV—APPLICATION AND SUBMISSION INFORMATION .....	13
A. Electronic Application Package .....	13
B. Content and Form of Application Submission.....	14
C. Submission Dates and Times .....	22
D. Funding Restrictions .....	22
E. Other Submission Requirements .....	23
PART V—APPLICATION REVIEW REQUIREMENTS .....	24
A. General.....	24
B. Evaluation Criteria .....	24
C. Conflicts of Interest and Confidentiality .....	27
D. Organizational Management Information.....	27
PART VI—AWARD ADMINISTRATION .....	28
A. General.....	28
B. Award Notice .....	28
C. Administrative and National Policy Requirements .....	29
D. Expected Program Outputs and Reporting Requirements .....	30
PART VII—AGENCY CONTACT .....	31
PART VIII—OTHER INFORMATION .....	32
A. Access to Review Information.....	32
B. Use of Funds; Changes.....	32
C. Confidential Aspects of Applications and Awards .....	33
D. Regulatory Information.....	33
E. Definitions .....	33
F. Research Capacity Report.....	34

## **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 program. The first is to 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 Indian students better prospects for employment and educational achievement by engaging them in laboratory and field research in the food and agricultural sciences.

Applicants may also seek funding to conduct investigations on best teaching practices for American Indian students in the sciences.

NIFA, as part of USDA's Research, Education and Economics (REE) Mission area, seeks to fund projects that will support the REE action plan. The plan can be viewed on-line at this address: <http://www.usda.gov/documents/usda-ree-science-action-plan.pdf>

The goals of the REE Action Plan are as follows:

- Goal 1. Local and Global Food Supply and Security
- Goal 2. Responding to Climate and Energy Needs
- Goal 3. Sustainable Use of Natural Resources
- Goal 4. Nutrition and Childhood Obesity
- Goal 5. Food Safety
- Goal 6. Education and Science Literacy
- Goal 7. Rural Prosperity/Rural-Urban Interdependence

Within these goals are many sub-priorities. Goal 6, promoting scientific literacy, will be addressed in all cases.

In addition, the TCRGP projects may fall into any of the other goals, depending on the subject of the research to be funded.

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

The grant program aims to build research capacity at 1994 Institutions, so that they may serve as centers of scientific learning and inquiry for the greater Reservation community. This grant allows flexibility to choose the type of project, based on the needs of the 1994 Institutions and their current level of research capacity.

**1. New Discovery Research:** Projects are expected to meet the standards of scientific rigor recognized by the greater research community. Data and results should be of high enough quality to submit to a peer-reviewed journal.

**2. Capacity Building Research:** Projects address a localized issue of importance to the Tribal Community. The required 1862 or 1890 Land Grant collaborator will partner with the 1994 Institutions in experiment planning. They may also provide laboratory evaluation or help with interpreting results.

**3. Student Research Experience:** Projects place 1994 Institution faculty in a mentoring role. The project's primary focus is 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.

**Visiting Scholar Option:** is available within Capacity and Student projects. It allows the 1994 Institution to invite a faculty member or graduate student from the 1862 or 1890 collaborating institution to provide courses or guide research projects in fulfillment of the partnership requirement in the grant's authorizing legislation.

Guidance for submitting applications for each research option are provided in Part II, Section C of this RFA.

## **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 2013. This RFA is being released prior to the passage of an Appropriations Act for FY 2013. Enactment of additional Continuing Resolutions or an Appropriations Act may affect the availability or level of funding for this program.

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](http://www.nifa.usda.gov/business/method_of_payment.html).

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

In FY 2013, applications may be submitted to the TCRGP as one of the following three types of requests:

**1. New application:** This is an application not previously submitted. 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. Re-submitted application:** This is an application previously submitted, but not funded. The PD must respond to the previous review panel summary (see Response to Previous Review, Part IV). Resubmitted applications will be reviewed and processed in the same manner as renewal applications.

### **C. Research Options**

**1. New Discovery Research Application:** Project period shall not exceed three years (36 months). The maximum award request for a New Discovery application is \$200,000 per project, not per year. Applications should demonstrate capacity to conduct sophisticated, peer-reviewed scientific research in collaboration with an 1862 or 1890 Land Grant.

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

- Research on sustainable agriculture, sustainable forestry, biotechnology, agribusiness management and marketing, or aquaculture;
- Research on human nutrition, including 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.

Please note the environmental, health and agricultural needs of the Reservation community may suggest other opportunities that could guide the development of a research project. The National Program Leader (NPL) is available to discuss ideas and evaluate the suitability of the project. Applicants are encouraged to contact the NPL (See Part VII) to discuss feasibility and choice of program option before writing their application.

**2. Capacity Building Research Application:** Applicants may request up to two years (24 months) funding with an amount not to exceed \$85,000 total, not per year. The option is to increase research capacity at the 1994 Institution. A 1994 Institution faculty member will conduct an applied research project that seeks to address an issue of importance to the Tribal Community. The required 1862 or 1890 Land Grant partner will work with the 1994 Institution to create a research plan that is coherent and focused. This partnership may include collaboration on experimental design, assistance with laboratory evaluation or with interpreting results. However, the 1994 Institution should guide and direct this project.

**3. Student Research Experience** Applicants may request up to two years (24 months) and up to \$60,000 total, not per year. Projects should provide American Indian students with opportunities for career and educational attainment in agriculture, environmental science or human nutrition. The 1862 or 1890 Land Grant Institutions will serve as collaborators in these educational endeavors, and provide advice on developing research capacities, so that 1994 Institution graduates can achieve success at four-year and graduate institutions.

The Land Grants, serving as Project Director (PD) and Co-PD, will train and mentor the students as they move from designing the experiment to presenting their results.

These projects should involve American Indian students in research. Students are responsible for developing the project in accordance with the scientific method, gathering valid data and evaluating results. An important outcome will be students' ability to use scientific instruments, understand research vocabulary, record data effectively and understand the basics of statistical analysis.

Students will be required to present their findings. The PD will choose the forum: classroom, campus event or conference. PDs should encourage students who produce high quality projects to present their work at the annual First American Land Grant Consortium (FALCON).

PDs submitting a student research experience proposal should describe how they will generate student interest and willingness to participate. Providing evidence of student interest as part of the application is encouraged.

**Notice to Capacity and Student Research Option Applicants:** One way of fulfilling the 1862 or 1890 collaboration requirement is to develop a “visiting scholar” component.

At the invitation of the 1994 Institution, graduate students (Masters or PhD) or faculty members of an 1862 and 1890 institution with at least a .25 FTE research appointment will provide mentoring and leadership for a research project and, if requested, provide lectures in their area of expertise.

The visiting scholar will learn about 1994 Institutions, working in Indian Country, and teaching within the Tribal Land Grant system. The 1994 Institution PD will guide and mentor the scholar.

The length, nature and duration of a visiting scholar program will be negotiated between the Land Grant Partners as described in the application. If the visiting scholar is a graduate student, the student’s graduate advisor will be the Co-PD.

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

#### **D. Responsible and Ethical Conduct of Research**

The responsible and ethical conduct of research (RCR) is critical for excellence, as well as public trust, in science and engineering. Consequently, education in RCR is considered essential in the preparation of future scientists. In accordance with sections 2, 3, and 8 of 7 CFR Part 3022, institutions that conduct extramural research funded by USDA must foster an atmosphere conducive to research integrity, bear primary responsibility for prevention and detection of research misconduct and are to maintain and effectively communicate and train their staff regarding policies and procedures. In the event an application to NIFA results in an award, the AOR assures, through acceptance of the award that the institution will comply with the above requirements. Per award terms and conditions, grant recipients shall, upon request, make available to NIFA the policies and procedures as well as documentation to support the conduct of the training.

Note that the training referred to herein shall be either on-campus or the Collaborative Institutional Training Initiative (CITI) program for RCR (<https://www.citiprogram.org/rcrpage.asp>). The general content of the ethics training, at a minimum, will emphasize three key areas of research ethics: authorship and plagiarism, data and research integration and reporting misconduct. Each institution will be responsible for developing its own training system, as schools will need flexibility to develop training tailored to their specific student needs. Typically RCR education addresses the topics of: Data Acquisition and Management - collection, accuracy, security, access; Authorship and Publication; Peer Review; Mentor/Trainee Responsibilities; Collaboration; Conflict of Interest; Research Misconduct; Human Subject Research; and Use of Animals in Research.

## **PART III—ELIGIBILITY INFORMATION**

### **A. Eligible Applicants**

Applications may be submitted by any Tribal College or University designated as a 1994 Institution on 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.

The 1994 Institutions may submit more than one application in response to this RFA.

Award recipients may subcontract to organizations not eligible to apply, provided such organizations are necessary for the successful completion of the project. An applicant's failure to meet an eligibility criterion by the time of an application deadline shall result in the application being excluded from consideration or, even though an application may be reviewed, will preclude NIFA from making an award.

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

NIFA does not require matching support for this program.

### **C. Land Grant Partnership Policy**

All Tribal College Research Grant projects must involve collaboration between a faculty member of a 1994 Institution serving as the lead 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 will vary based on the research option the Land Grant partners choose. The process for applying for this grant is as follows:

1. The 1994 Institutions and their 1862 or 1890 partners will choose the research option that best meets the needs of their students and institutions. (See Part II,B)
2. The partners develop a cooperative agreement, signed by all parties. See instructions below in Partnership Agreements and Documentation.
3. The application is developed and submitted through Grants.gov, with the signed agreement and letter attached.

### **Partnership Agreements and Documentation:**

While collaboration between the 1994 Institution 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.

Partnerships are essential to the Tribal College Research Grant Program. Ensuring that all parties understand expectations for not only their contributions, but also the contributions of others is the foundation of a successful collaboration. Therefore, NIFA requires signed, written documentation of all partnerships relating to this grant. The required letters are as follows:

**Required For 1890/1862 Land Grant Partner:** The PD will develop a cooperative agreement letter that:

- States that the 1890/1862 partner endorses the project
- Lists the tasks that each partner will perform
- Details the budget and amount of funds to be transferred to the partner Land Grant
- Describes the deliverable (resulting outcome) to be achieved by each partner
- Contains the signature of Land Grant Project Directors and Authorizing Representatives.

**Required For Tribal Government Participating in Research:** The PD and Tribal entity will develop a letter of understanding that:

- States that the Tribal Representative with authority to approve the research understands the project
- Agrees to allow the research project to be conducted
- Addresses any conditions or restrictions the Tribal Government wishes to be respected
- Contains the signature of the authorized Tribal Representative
- Provides Institutional Review Board (IRB) documentation from the 1994, 1890 or 1862 Land Grant or from the Tribe. If review is pending, provide statement about its status and who holds the IRB.

**Optional For Sub-Award Partner:** These partnerships are NOT the 1890/1862 Land Grants. They are sub-award recipients supporting the project. Letter will be signed by the 1994 Institution Project Directors, Authorizing Representatives and the sub-award recipient that:

- States that the sub-award recipient agrees to their role in the project
- Lists the tasks the sub-award recipient will perform
- Details the funds to be transferred to the sub-award recipient
- Describes the deliverable (resulting outcome) to be achieved

### **Additional Documentation**

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

- Current resume;

- Current and Pending Support form that includes the time commitment for this project;
- Conflict of Interest form; and

### **Stakeholder Input on Tribal Colleges Research Grants Program**

This document should provide evidence that the applicant has done due diligence to ensure that the project is consistent with the needs and expectations of the greater Reservation community. In addition, each applicant must provide a statement of how collected input was considered.

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](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 CoP. For detailed guidance on how to partner with eXtension, go to <http://create.extension.org/node/2057>.

## PART IV—APPLICATION AND SUBMISSION INFORMATION

### A. Electronic Application Package

Only electronic applications via Grants.gov may be submitted. **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 Grants.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 many 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](http://www.grants.gov/applicants/get_registered.jsp)) for information on registering the institution/organization with Grants.gov. A quick reference guide 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](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-003993** 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](mailto: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:

- Funding Opportunity Number (FON)
- Name of Agency You Are Applying To
- Specific Area of Concern

See [http://grants.gov/applicants/app\\_help\\_reso.jsp](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](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](mailto: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 found in Part V, 2. of the NIFA Grants.gov Application Guide. Please include phone numbers and extensions.

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

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

#### **a. Field 7. Project Summary/Abstract.**

The summary should explain the relevance of the project to the goals of the REE Action Plan and the 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, renewal or resubmission).
3. It must state the project research option (New Discovery Research, Capacity Building Research or Student Research Experience)
4. What science subject areas will be addressed?
5. Include the names and affiliated organizations of all PDs, Co-PDs and other collaborators, including visiting scholars.
6. Include the title of the project.

#### **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 18 pages, double-spaced.

**New Discovery Research Applications must include the following sections in the Project Narrative:**

1. **Institutional Research Plan:**

- Provide evidence that a college or department research plan has been developed and followed.

2. **Research Statement of Inquiry:**

- What is the overall goal of this research?
- Provide a statement on the hypothesis being tested, or the research need or question being investigated.
- What will be gained by testing this hypothesis or investigating this need or question?
- How will this project advance the research capacity at the 1994 Institution, build partnership for scientific inquiry and benefit the student population?

3. **Research Project Design:**

- Description of the project activities and the sequence to be carried out.
- Techniques to be employed, including the feasibility and rationale for their use in this project.
- Describe in detail the experimental design to be employed, protocols for data collection, how data and results will be analyzed and reported.
- List the instrumentation to be used, the protocols for use and indicate the type of training employed to ensure accuracy.
- Detailed plans to communicate results to stakeholders, the Reservation or Tribe and the general public.
- Any anticipated issues that might affect the project and how they will be addressed.

4. **Project Personnel and Management; Adequacy of Facilities:**

- Explain the roles of key personnel as outlined in the letter of commitment. Provide evidence from resumes to demonstrate the project has sufficient expertise for success.
- 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 will support project goals.
- Include a timeline that provides evidence of planning.
- Provide a strategy to maintain collaboration, sustain effective communication and data sharing throughout the duration of the project.

5. **Project Evaluation:**

A detailed project evaluation plan must be part of the application narrative. Up to 10 percent of the grant award may be used to secure a project evaluation. Evaluators may be faculty or staff from 1862, 1890 or 1994 Institutions, provided they are experienced

evaluators and not connected with the research project. The 1994 Institution may also choose to retain an independent experienced evaluator.

Applicants must provide an evaluation plan in the proposal. While applicants will not answer the questions below, they should use them to guide the development of their evaluation. The evaluation plan will allow funded applicants to prepare annual reports on their research progress.

**Sustainability:**

- How did this research project lead to increased research capacity of the Tribal College?
- Was there a clear Research Plan that was consistent with the Tribal College's plan and that of the larger Indian Community?
- How did this research project fit into the larger research, teaching and extension capability of the 1994 Institution?
- Were there meaningful and lasting institutional relationships developed?
- Will this project lead to making the 1994 Institution an accountable, premier higher education center within the community?

**Performance Accountability:**

- Did the project do what the project director indicated it was going to do? Were the research questions fully addressed?
- Was the grant managed by the lead scientists in a way that led to learning and engagement?
- Did the 1994 Institution manage the grant in an efficient and positive manner?

**Student Engagement:**

- What was the nature of the student involvement? Did the student component help to improve the capacity of the 1994 Institution to provide high quality, culturally relevant and more integrated higher education?
- Did it increase the likelihood that students will become involved with food and agriculture degree programs in the future?

**Strengthening Communities:**

- Was sufficient attention paid to integrating or addressing cultural relevance and indigenous knowledge?
- How was the larger Indian Reservation or community served by the results of this project?
- Did this project improve the 1994 Institution's capability to serve their students, individuals, families, and extended families?

**Capacity Building Research or Student Research Experience must include the following sections in the Project Narrative:**

1. **Institutional Research Plan:**

- Provide evidence that a research plan has been developed and followed.

2. **Research Statement of Inquiry:**

- What is the overall goal of this research?
- Provide a statement on the hypothesis being tested, or the research need or question being investigated.
- What will be gained by testing this hypothesis or investigating this need or question?
- How will this project advance the research capacity at the 1994 Institution, build partnership for scientific inquiry and benefit the student population?

3. **Research Project Design:**

- Describe project activities and the sequence to be carried out.
- List techniques to be employed and elaborate on their feasibility and the rationale for their use in this project.
- Describe in detail the experimental design, protocols for collecting and analyzing data, list the instrumentation to be used, the protocols for use and indicate the type of training employed to ensure accuracy.
- Discuss plans to communicate results to stakeholders, the Reservation or Tribe and the general public.
- Suggest anticipated problems that might affect analysis and how they will be addressed.

4. **Project Personnel and Management; Adequacy of Facilities:**

- Explain the roles of key personnel as outlined in the letter of commitment. Provide evidence from resumes that demonstrate the project has sufficient expertise for success.
- 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 collaboration, sustain effective communication and data sharing throughout the duration of the project.

5. **Project Evaluation:**

A detailed project evaluation plan must be part of the application narrative. Up to 10 percent of the grant award may be used to secure a project evaluation. Evaluators may be faculty or staff from 1862, 1890 or 1994 Institutions, provided they are experienced

evaluators and not connected with the research project. The 1994 Institution may also choose to retain an independent experienced evaluator.

Applicants must provide an evaluation plan in the proposal. While applicants will not answer the questions below, they should use them to guide the development of their evaluation. The evaluation plan will allow funded applicants to prepare annual reports on their research progress.

**Sustainability:**

- How did this research project lead to increased research capacity of the Tribal College?
- Was there a clear Research Plan that was consistent with the Tribal College's plan and that of the larger Indian Community?
- How did this research project fit into the larger research, teaching and extension capability of the 1994 Institution?
- Were there meaningful and lasting institutional relationships developed?
- Will this project lead to making the 1994 Institution an accountable, premier higher education center within the community?

**Performance Accountability:**

- Did the project do what the project director indicated it was going to do? Were the research questions fully addressed?
- Was the grant managed by the lead scientists in a way that led to learning and engagement?
- Did the 1994 Institution manage the grant in an efficient and positive manner?

**Student Engagement:**

- What was the nature of the student involvement? Did the student component help to improve the capacity of the 1994 Institution to provide high quality, culturally relevant and more integrated higher education?
- Did it increase the likelihood that students will become involved with food and agriculture degree programs in the future?

**Strengthening Communities:**

- Was sufficient attention paid to integrating or addressing cultural relevance and indigenous knowledge?
- How was the larger Indian Reservation or community served by the results of this project?
- Did this project improve the 1994 Institution's capability to serve their students, individuals, families, and extended families?

6. **Student Plan:**

- Discuss how students will contribute to the research effort.
- Describe what they will be learning during their involvement with the project.
- Give evidence that the work they will be doing will contribute to their development as future researchers or as scientifically literate citizens.

- Suggest ways that students who show promise or talent in math or science could take on greater challenges during the project.

**PLEASE NOTE: All applicants must complete the research capacity status report as part of their narrative – See the end of this RFA.**

### **c. Field 9. Bibliography & Cited References**

**(Must be PDF format)** Provide a complete list of all references cited in the application. The references should be listed in alphabetical order using the last name of the first author.

#### **Guidance for Literature cited:**

- The narrative should give evidence that the applicant has read and considered relevant scientific literature relating to the proposed research topic.
- Applicants should not merely cite the literature, but also discuss how other researchers' ideas and insights have helped them develop their research questions and project design.

#### **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/>

### **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 how goals and objectives will be achieved. 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 ‘Response\_to\_Previous\_Review’. 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 or animal use, please attach a PDF document that indicates how the **Institutional Review Board (IRB)** or **IACUC** approval will be met, and, if appropriate, provide evidence that the Tribal entity concerned with research to be conducted on the Reservation has reviewed and approved of the project. Title the attachment as “Research\_Approval”.
- **Required and Optional Letters (Please See Partnership Agreements and Documentation, Part III, Section C)**

Required: For 1890/1862 Land Grant Partner:

Required: For Tribal Government Participating in Research:

Optional: For Sub-Award Partner:

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

Information related to the questions on this form can be found 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 can be found in Part V, 7. of the NIFA Grants.gov Application Guide.

## **7. Supplemental Information Form**

Information related to the questions on this form can be found 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, 1.8 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 **February 14, 2013 (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 via 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 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 direct 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.

Because it may take several months to obtain an indirect cost rate, applicants are encouraged to establish these rate before submitting an application.

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

- The applicant has not negotiated an indirect cost rate and is asking for indirect costs; or
- If a grantee is in the process of negotiating an indirect cost rate; or
- 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 three-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 separated into their respective research options (New Discovery, Capacity Building and Student Research Experience) and evaluated by individual peer review panelists and given a preliminary rating of

- High priority
- Medium priority
- Low priority.

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. Reviewers will be selected with training and background relevant to the 1994 Institution program.

The peer review panelists will then meet as a group and discuss each application within the research options and rank each application from first to last based on the evaluation criteria below. NIFA will then review the ranking for each research option and make the awards based on this recommendation and as the 2013 funding will allow.

### **B. Evaluation Criteria**

#### **New Discovery Research**

<b>Criteria</b>
<b>Research Plan and Statement of Inquiry</b>
<b>Research Project Design</b>
<b>Research Project Personnel and Management</b>
<b>Project Cost Effectiveness</b>
<b>Project Evaluation</b>

#### **1. Research Plan and Statement of Inquiry:**

- Is the overall institutional research plan sound?
- Is the statement of inquiry of good quality?
- Does the project increase the likelihood that the institution will conduct more research in the future?
- Does the proposal provide evidence that research is stakeholder driven?

**2. Research Project Design:**

- Is the application complete, well organized and well-written?
- Is there adequate evidence of an appropriate experimental design?
- Is there sufficient evidence of access to facilities and equipment?
- Has a literature search been done, and is it relevant?

**3. Research Project Personnel and Management**

- Is there evidence of 1862 or 1890 partnership?
- Is there adequate documentation of partnership as required in the RFA?
- Has the Tribal or Reservation government been consulted, and have they provided a signed letter of support?
- Is there a logical and adequate timeline?

**4. Project Cost Effectiveness:**

- Is the budget free of math errors and adequate to complete the project?
- Is the budget narrative descriptive enough to explain and justify the costs?

**5. Project Evaluation:**

- Is there an evaluation plan and funds to support the plan?
- Is the evaluation methodology appropriate and data-based?

**Capacity Building Research and Student Research Experience**

Criteria
Research Plan and Statement of Inquiry
Research Project Design
Research Project Personnel and Management
Project Cost Effectiveness
Project Evaluation
Student Plan

**1. Research Plan and Statement of Inquiry:**

- Is the overall institutional research plan sound?

- Is the statement of inquiry of good quality?
- Does the project increase the likelihood that the institution will conduct more research in the future?
- Is the research is stakeholder driven?

## **2. Research Project Design:**

- Is the application complete, organized and well-written?
- Is the experimental design appropriate?
- Is there evidence of access to facilities, equipment?
- Has a relevant literature search been done?

## **3. Research Project Personnel and Management**

- Are the project personnel experienced in the discipline?
- Is there evidence of an 1862 or 1890 partnership?
- Is there adequate documentation of partnership as required in the RFA?
- Has the Tribal or Reservation government been consulted, and have they provided a signed letter of support?
- Is there a logical and adequate timeline?

## **4. Project Cost Effectiveness:**

- Is the budget free of math errors and adequate to complete the project?
- Is the budget narrative descriptive enough to explain and justify the costs?

## **5. Project Evaluation:**

- Is there an evaluation plan with funds to support the plan?
- Is the evaluation methodology appropriate and data-based?

## **6. Student Plan:**

- Are students involved in the project within their abilities?
- Will students acquire knowledge and skills that improve their scientific literacy?
- Will students wishing to pursue a career in the sciences gain experience to help them in the classroom, in internships and in their career?

**Ranking of Applications: Submitted applications will be ranked separately in each research option by a peer review panel in order of merit. NIFA anticipates making awards in each of the three research options. The number and amount awarded in each research option 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 2013 Tribal Research funds to worthy applications. NIFA further reserves the right, under panel recommendation, to move an application from one funding option to another.**

### **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 as needed, 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, the Department's assistance regulations (parts 3015 and 3019 of 7 CFR), and the NIFA General Awards Administration Provisions at 7 CFR part 3430, subparts A through E.

### **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 which 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 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 (2 CFR Part 215).

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

7 CFR Part 3022 —Research Institutions Conducting USDA-Funded Extramural Research; Research Misconduct.

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, CRIS 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](mailto: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

<b>Research Capacity Status Report –2013</b>			
<b>Complete this table, save as a PDF and submit with your application under field 12 –additional attachments.</b>			
		Yes	No
Have you ever received a 1994 Research Grant?			
Does your school have a research plan or include research as part of a strategic business plan?			
Have you ever received grant money other than NIFA's 1994-targeted 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?		
Which best describes your research capacity?			
_____ None                      _____ Student                      _____ Established Program			
<b>Does your college have the following laboratory instruments?</b>			
	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?			
Number of faculty participating in research projects			Number of Students Involved in Research Projects