

Equity Applicants



2013 CONTINUATION GUIDE

What This Session Covers



- ✓ **The RFA for 2013 at a Glance**
- ✓ **Application Pitfalls**
- ✓ **The End of the 2010 & -2011 Grant Cycle**
- ✓ **The New Table of Progress**
- ✓ **Documentation**
- ✓ **Filing CRIS reports**

The RFA for 2013



- ❖ **What is the funding opportunity number?**
USDA-NIFA-TCEG-003992
- ❖ **When is it due?**
January 15, 2013 - 5:00 p.m. Eastern Time.
- ❖ **Do we share an RFA with Extension again?**
Yes ! Equity & Extension in same RFA.
- ❖ **Do we have to do another “Table of Progress”?**
Yes ! It is important – More Later.

Pitfalls for 2013: File names in Grants.gov



PDF File-names with certain characters - rejected

- Characters you may use:

- ✓ Alphabet characters - capital or lower-case
- ✓ Underscore (_)
- ✓ Hyphen (-)
- ✓ Space ()
- ✓ Period (.)

Pitfalls for 2013 File names in Grants.gov



It's Trickier Than It Looks

Example 1

David's_file_2013.pdf (**no**)

David_2013_file.pdf (yes)

Example 2

4-H_Fun!_2013.pdf (**no**)

4-H_Fun_2013.pdf (yes)

Note:

Re-naming your file may not work—so make sure you pick working file names to create your document.

Pitfalls for 2013: **The System for Award Management (SAM)**



- SAM is an acronym for “System for Award Management,” a new Federal web portal that will replace Central Contractor Registry (CCR).
- You **MUST** have a current and correct SAM registration to be able to submit proposals and manage grants for many federal agencies!
- The good news is that if you have kept your other registrations current the process is manageable.
- Call Grants.gov help desk at 1-800-518-4726 to make sure you are registered in SAM. If you are not, work with them to solve the problem.

Other Pitfalls for 2013: Adobe



- ❖ Grants.gov will accept only (PDF) attachments, and can't work with Adobe Reader XI
- ❖ http://www.grants.gov/help/download_software.jsp
To test your Adobe conversion system
- ❖ Beware of cheap/free products on the internet—they don't always work
- ❖ Sub-award recipients, contractors, letters –everything has to be a .pdf document. If you think someone contributing to your application doesn't have good .pdf software, help them check.

The End of the 2010 Grant Cycle



- Your 2010 award has a four-year lifespan –three if you received it in 2011
- 2013 is the last year of this 4-year (or 3-year) award
- When 2013 is awarded (last Spring 2013) it will automatically extend 2010-2012 thru 31 August 2014
- The 2104 RFA will start a new 4-year cycle
- Plan on expending all four year award balances over the next 12 months !!!

The End of the 2010 Grant Cycle



- That means all Equity awards - 2010, 2011, 2012 & 2013 will end in 2014.
 - on 31 August 2014
 - any remaining balances will need to be expended & drawn down – OR
 - request a one-year no-cost extension thru 31 august 2015
- The 2011 awards could extend until 31 August **2016**)
- After **2015/2016** the money returns to the US Treasury
- Check your e-mail invite to this webinar for your remaining money

The End of the Grant Cycle

I have a lot of money left on my award!

Step one

- Plan on expending all 2010-2013 award funds – next 12 months !
- Check with your business office to confirm your balance
- Expenditures must have approved budget line items !
- Talk to your supervisor/mentor if you need help

Step two

- Contact NIFA - Tim Grosser at 202-690-0402
- Discuss options for spending down with Tim, if necessary

Step three

- Changes to awards and budget line items must be approved
- Check NIFA's quarterly award report for balances, reporting and expiration dates.

The End of the Grant Cycle

Amount on Quarterly Report not right - ?

Step one

- Confirm the correct amount with your business office
- Keep a copy of the confirmed amount for your records

Step two

- Contact NIFA Rhiannon, Jill or tg
- Tell NIFA about the discrepancy, and share your documentation, if necessary
- NIFA will work with you to resolve why there is a difference

Step three

- Monitor your quarterly report
- Keep open communication with NIFA and your business office

The End of the Grant Cycle



- I still don't understand this!

Jill Lee

202-720-3511

Rhiannon Elms

202-690-2975

We will take all the time you need. It's important that everyone has an effective grant management strategy. No one should end this year with unspent funds and no extension.

Table of Progress

Equity Table of Progress 2013

Focus area: Choose the topic areas that best define your project
 Natural Resources/Conservation Basic Science Food and Ag Science Human Nutrition and Health

Curriculum
 Did you develop a new curriculum? Recruit/Retain

Students
 IF YES—What is the degree level available? Certificate Associate Bachelors Masters

Students: Tell us about students in the Equity program and opportunities at your institutions

Number of Students with an Equity Stipend	Number of Student Internships	Number of Degree Programs
Number of 2012 Graduates in programs	Number of 2012 Graduates in programs	Number of 2012 Graduates in programs
Did you develop a new curriculum? YES <input type="checkbox"/> NO <input type="checkbox"/>	How many Associate Bachelors	How many Masters
What level of mathematics do you provide?	Do you have traditional food and ag programs YES <input type="checkbox"/> NO <input type="checkbox"/>	What level of biology do you provide?

Facilities
 Facilities at your school
 What laboratory or equipment do you purchase with Equity funding?
 1. _____ 2. _____ 3. _____

Do you have distance education at your school? YES <input type="checkbox"/> NO <input type="checkbox"/>	Do you have classes that teach students to use GIS-GPS? YES <input type="checkbox"/> NO <input type="checkbox"/>	Do you integrate your program with extension? YES <input type="checkbox"/> NO <input type="checkbox"/>
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Facilities
 Does your school have a wellness center? YES NO

Did you sign an articulation agreement with other schools in 2012? YES NO
 What schools do you have agreements with?

Do you receive other grants to support your program? Give Examples.

Count each student once

Faculty
 Number of Part-time Faculty

Why do this?

- To understand TCU needs
- To uncover trends that will help NIFA write better RFAs
- To explain 1994 Land Grant progress to others
- For reports to USDA & Congress

On page 27—at the back of the RFA

Documentation

Project Director Changes Since 2012?

Yes, new Project Director



Please provide:

- Resume
- Conflict of Interest
- Current and Pending Support

With your 2013 Equity application

Same PD but new grants to manage since 2012



Current and Pending Support reflecting new time breakdown

No, same person as in 2012



Any new grants for this PD since 2012 ?

No



Relax. No new PD documents required

Documentation



Budget

- For 2013-2014 spending year only
- Narrative and spreadsheet

Accomplishments

- Make sure Project Narrative has this section
- If you don't understand a question, ask
- 202-720-3511

Stakeholder Report

- Demonstrate your program is driven by need
- Discuss plans for getting feedback this year

Letters of Support

- Not critical as this is not a competition
- Photos are also great

CRIS Reporting



- You institution can't get funding until all CRIS reports for 2013 are complete
- NIFA will probably process your application in April
- Rule of thumb: Try to have your CRIS completed by your anniversary date—but no later than April 30
- You have 90 days before your CRIS to file and 90 days after – a window of 180 days total

Application Access Step 1

The screenshot shows the Grants.gov website in a Windows Internet Explorer browser window. The address bar displays <http://www07.grants.gov/>. The page features the Grants.gov logo and navigation links for Search, Contact Us, Site Map, RSS, and Home. A prominent red box on the left side of the page contains the following text:

- FOR APPLICANTS
- Applicant Login
- Find Grant Opportunities
- Get Registered
- Apply for Grants**
- Track My Application
- Applicant Resources
- Search, FAQs, Userguides and site information

A yellow arrow points to the 'Apply for Grants' link. The main content area includes the heading 'Find. Apply. Succeed.' and a section for 'RECOVERY.GOV' with the text: 'In response to The American Recovery and Reinvestment Act or Recovery Act, Grant-making agencies are posting Recovery Act specific grant opportunities on Grants.gov. [View all opportunities](#) >'. Below this, there is a section for 'Recovery Act Grant Opportunities' and 'Archived Webinars'. The bottom of the page shows the Windows taskbar with the Start button, several open applications (Internet Explorer, Document1 - Microsoft..., Inbox - Microsoft Out..., RE: 2012 Equity RFA-...), and the system clock showing 1:49 PM on 6/28/2012.

Application Access Step 2

The screenshot shows a Windows Internet Explorer browser window displaying the Grants.gov website. The address bar shows the URL: http://www07.grants.gov/applicants/apply_for_grants.jsp. The page title is "Grants.gov - Apply For Grants".

The website header includes the Grants.gov logo and navigation links: Search, Contact Us, Site Map, RSS, and Home. The breadcrumb trail is: Home > For Applicants > Apply for Grants.

The main content area is titled "APPLY FOR GRANTS" and features an "IMPORTANT NOTICE: All applicants please read immediately." Below this, a paragraph explains the application process. A yellow arrow points to the link "Click here to 'Get Registered'".

The "Step 1" section is titled "Download a Grant Application Package" and includes the following text: "Downloading a grant application package allows you to complete it offline and route it through your organization for review before submitting." Below this, there are two more links: "Click here to verify if your Adobe software version is compatible with Grants.gov." and "Instructions on how to open and use the forms in the package are on the application".

The left sidebar contains a "FOR APPLICANTS" section with links: Applicant Login, Find Grant Opportunities, Get Registered, Apply for Grants (highlighted), Track My Application, Applicant Resources, and Search, FAQs, Userguides and site information. Below this are sections for "APPLICANT SYSTEM-TO-SYSTEM", "FOR GRANTORS", "ABOUT GRANTS.GOV", and "HELP".

The right sidebar contains a "Sign-up for 'Succeed' Quarterly Newsletter" section, a "Quick Links" section, and a "FOR APPLICANTS" section with links: Grant Search, Grant Email Alerts, Get Registered, Applicant Login, E-Biz POC Log, and Track My Application. Below this is a "FOR GRANTORS" section with links: Grantor Login, New Agency User, and Resources.

The bottom of the browser window shows the Windows taskbar with the Start button, Internet Explorer, and several open applications. The system tray shows the time as 2:08 PM.

Application Access Step 3

Type in funding opportunity number **USDA-NIFA-TCEG-003992**

The screenshot shows the Grants.gov website in a Windows Internet Explorer browser. The page title is "Grants.gov - Download Application Package". The URL in the address bar is "https://apply07.grants.gov/apply/forms_apps_idx.html". The page content includes a navigation menu on the left with sections for "FOR APPLICANTS", "FOR GRANTORS", and "HELP". The main content area is titled "DOWNLOAD APPLICATION PACKAGE" and contains a note about downloading Adobe Reader. Below the note are three input fields: "CFDA Number:", "Funding Opportunity Number:", and "Funding Opportunity Competition ID:". A red arrow points to the "Funding Opportunity Number" field. A "Download Package" button is located below the input fields. At the bottom of the page, there is a link to "Find Grant Opportunities" for users who do not remember the funding opportunity number.

Grants.gov - Download Application Package - Windows Internet Explorer

https://apply07.grants.gov/apply/forms_apps_idx.html

File Edit View Favorites Tools Help

Grants.gov - Download Application Package

GRANTS.GOVSM

Home » Applicants » Apply for Grants »

DOWNLOAD APPLICATION PACKAGE

Note: You will need to download and install [Adobe Reader](#) prior to downloading an Application Package.

To download an application package, **enter the appropriate CFDA Number OR Funding Opportunity Number** and click the "Download Package" button.

CFDA Number:

Funding Opportunity Number:

Funding Opportunity Competition ID:

If you do not remember the Funding Opportunity Number for the grant opportunity, return to the [Find Grant Opportunities](#) section to locate the grant opportunity and then return to this screen to enter the number.

Done

Page: 3 of 3 Words: 17

start 4 Internet Explorer Document1 - Micro... Document2 - Micro... Inbox - Microsoft O... RE: 2012 Equity RF... 2:10 PM

Application Access Step 4

Download Grant Applications - Windows Internet Explorer

https://apply07.grants.gov/apply/GetGrant

File Edit View Favorites Tools Help

Download Grant Applications

SELECTED GRANT APPLICATIONS FOR DOWNLOAD

Download the application and its instructions by selecting the corresponding download link. Save these files to your computer for future reference and use. You do not need Internet access to read the instructions or to complete the application once you save them to your computer.

READ BELOW BEFORE YOU APPLY FOR THIS GRANT!

Before you can view and complete an application package, you **MUST** have the Adobe Reader installed. Application packages are posted in Adobe Reader format. You may receive a validation error using incompatible versions of Adobe Reader. To prevent a validation error, it is now recommended you uninstall any earlier versions of Adobe Reader and install the latest compatible version of Adobe Reader.

If more than one person is working on the application package, ALL applicants must be using the same software version.

Click [here](#) to download the required Adobe Reader if you do not have it installed already.

Additional Resources:

- Sign-up for [Grants.gov Updates](#) for the latest issues and news.
- Download [Adobe Reader](#) for free.
- Visit [Help](#) for FAQs and more information on Applying for grants.

Below is a list of the application(s) currently available for the CFDA and/or Funding Opportunity Number that you entered.

To download the application instructions or package, click the corresponding download link. You will then be able to save the files on your computer for future reference and use.

CFDA	Opportunity Number	Competition ID	Competition Title	Agency	Instructions & Application
10.221	USDA-NIFA-TCEG-003600			National Institute of Food and Agriculture	download

Done

Page: 4 of 4 Words: 37

start 4 Internet Explorer Document1 - Micros... Document2 - Micros... Inbox - Microsoft O... RE: 2012 Equity RF... 110% 2:15 PM

Click Here

Application Access Step 5

Competition ID:	
Opportunity Open Date:	01/21/2010
Opportunity Close Date:	09/30/2010
Agency Contact:	Jason Hitchcock Director of IT Policy E-mail: jhitchcock@csrees.usda.gov Phone: 202-720-4343

Close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

I will be submitting applications on my behalf, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

Move your forms from here

To here

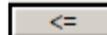
Mandatory Documents

CSREES Supplemental Information
Research And Related Other Project Information
Research And Related Budget
Research & Related Personal Data
Research And Related Senior/Key Person Profile
Project/Performance Site Location(s)
SF424 (R & R)

Move Form to Complete



Move Form to Delete



Mandatory Documents for Submission

Open Form

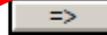
Open form starts

Optional Documents

R and R Subaward Budget Attachment(s) Form

Have a sub-award? Move this one, too

Move Form to Submission List



Move Form to Delete

Optional Documents for Submission

To here