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**PART IV—APPLICATION AND SUBMISSION INFORMATION**

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**C. Content and Form of the Application**

In addition to the information in the AFRI Foundational and Applied Science RFA, additional AFRI specific application instructions can be found below. **All application attachments must be in a portable document format (PDF) format.**

Using the bookmark feature in your PDF reader will allow you to navigate easily to the different sections of this document.

**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. See Part V, 2.18 of the NIFA Grants.gov Application Guide for the required certifications and assurances (e.g., Prohibition Against Entities Requiring Certain Internal Confidentiality Agreements).

**2. SF 424 R&R Project/Performance Site Location(s)**

Detailed information related to the questions on this form is available in Part V, 3 of the NIFA Grants.gov Application Guide.

**3. R&R Other Project Information Form**

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

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

Title the attachment as ‘Project Summary’ in the document header and save file as ‘ProjectSummary’.

The summary should also include the relevance of the project to the goals of the Program Area or Program Area Priority within this RFA to which the application is submitted. See Part V. 4.7 of NIFA Grants.gov Application Guide for further instructions and a link to the suggested

template. If relevant, applicants must state in the last sentence of their application's Project Summary section that the proposal is submitted in response to a specific commodity board topic.

### **b. Field 8. Project Narrative**

Title the attachment as 'Project Narrative' in the document header and save file as 'ProjectNarrative'.

- 1) For Standard, New Investigator Standard, Coordinated Agricultural Project (CAP), Conference, Strengthening Standard, Strengthening CAP and Strengthening Conference Grant applications, the Project Narrative section may **not exceed a total of 18 pages** using 12-point font with single line spacing (i.e., no more than six lines per vertical inch), including all figures and tables. Do not use a condensed or narrow font (e.g., Arial Narrow).

Note: Project narratives for Rapid Response to Extreme Weather Events Across Food and Agricultural Systems (A1712) follow the page limit below.

- 2) For Sabbatical, Equipment, Seed (Strengthening or New Investigator), and Rapid Response (A1712) Grant applications, the Project Narrative section may **not exceed a total of 7 pages** using 12-point font with single line spacing (i.e., no more than six lines per vertical inch), including all figures and tables. Do not use a condensed or narrow font (e.g., Arial Narrow).

To ensure fair and equitable competition, applications exceeding the applicable page limitation will be returned without review.

Applicants requesting consideration of Center of Excellence status must include their justification at the end of their Project Narratives and within the page limits provided for the project narratives.

Each Project Narrative is expected to be complete; however, preprints (see [Part IV § C3\(f6\)](#)) related to the Project Narrative are allowed if they are directly germane to the proposed project. Information may not be appended to an application to circumvent page limitations prescribed for the Project Narrative.

**The Project Narrative Attachment must include all of the following:**

- 1) **Specific Application Type Information**
  - a) **Resubmissions – Response to Previous Review** (if applicable)

This requirement only applies to Resubmitted Applications as described in Part II § B of the RFA. The Project Narrative attachment should include two components: (1) a one-page response to the previous review (containing the previous proposal number in the first line) titled "Response to Previous Review" as the first page of the attachment and (2) the 7- or 18-page Project Narrative, as required (see [Part IV § C3\(b\)](#), above). The one-page "Response to Previous Review" does not count against the 7- or 18-page limit of the Project Narrative.

- b) **Renewals – Progress Report** (if applicable)  
This requirement only applies to the Renewal applications and Resubmitted applications that are Renewal applications (see Part II § B of the RFA). These applications must include a progress report within the applicable page limitation of the Project Narrative.
  
- c) **Global Engagement** (if applicable)  
You must describe the indicators you will use to assess proposed international activities (e.g., partnerships, exchanges, travel); see Part I § B of the RFA. Appropriate indicators include, but are not limited to, those posted at the U.S. government's [Feed the Future global food security initiative website](#). For additional information see [Global Engagement Programs](#) at the NIFA website, including a resource section that contains various guidance documents for NIFA applicants.

## 2) **Introduction**

Include a clear statement of the long-term goal(s) and supporting objectives of the proposed project. Summarize the body of knowledge or past activities that substantiate the need for the proposed project. Describe ongoing or recently completed activities significant to the proposed project including the work of key project personnel. Include preliminary data/information pertinent to the proposed project. This section should include in-depth information on the following, when applicable:

- a) Estimates of the magnitude of the issues and the relevance to stakeholders and ongoing state-federal food and agricultural research, education, and extension programs;
- b) The role of stakeholders in problem identification, planning, implementation, and evaluation, as appropriate; and
- c) Reasons for performing the work at the proposed institution.

All works cited should be referenced (see Bibliography & References Cited in [Part IV § C3\(c\)](#)), below).

## 3) **Rationale and Significance**

- a) Concisely present the rationale behind the proposed project;
- b) Describe the specific relationship of the project's objectives to one of the Program Area Priorities. Applications that do not address at least one Program Area Priority will not be reviewed; and
- c) Clearly describe the potential long-range improvement in and sustainability of U.S. agriculture and food systems. These purposes are described under Purpose and Priorities in Part I § B of the RFA. Any novel ideas or contributions that the proposed project offers should also be discussed in this section.

## 4) **Approach**

- a) Objectives: All applications must include a statement of objectives or specific aims of the proposed project in clear, concise, complete, and logically arranged terms.

- b) **Methods:** Explicitly state the procedures or methodology you will apply in the proposed project. This section should include, but not necessarily be limited to, descriptions of:
- (1) Stakeholder involvement, if applicable, in problem identification, planning, implementation, and evaluation;
  - (2) Proposed project activities, listed sequentially;
  - (3) Techniques to be employed in this project, including their feasibility and rationale;
  - (4) Expected results;
  - (5) How extension and education activities, if applicable, will be evaluated;
  - (6) How data will be analyzed or interpreted;
  - (7) Plans to communicate results to appropriate audiences, including relevant scientific peers, stakeholders and the public, as appropriate;
  - (8) Pitfalls that might be encountered; and
  - (9) Limitations to proposed procedures.
- c) **Project Timetable:** The proposal must outline all important phases as a function of time, year by year, for the entire project, including periods beyond the grant funding period.

5) **Additional Information for Specific Project & Grant Types**

a) *For Education Project Applications*

In addition to the Project Narrative requirements above, the proposed Education Project must clearly articulate:

- (1) The potential for advancing the quality of education by addressing a specific problem or opportunity;
- (2) The target audience and the level of education addressed;
- (3) The long-term benefits to the institution, including how the institution attributes a high priority to the project and how the project is linked to and supported by the institution's strategic plan;
- (4) A plan for evaluating progress toward achieving project objectives. The plan must include milestones, which signify the completion of a major deliverable, event, or accomplishment and serve to verify that the project is on schedule and on track for successful conclusion. The plan should also include descriptions of indicators that you will measure to evaluate whether the education activities are successful in achieving project goals and in contributing to achievement of the stated program goals and outcomes; and
- (5) A dissemination plan describing the methods that will be used to communicate findings and project accomplishments.

b) *For Extension Project Applications*

- (1) Extension Projects must involve a series of connected learning activities that engage the public in practical problem solving. Programming must be more than a one-time event, a single publication, a one-dimensional activity, or a general public awareness campaign. Together, informal learning activities must be elements in a curriculum-based program that has learning goals and objectives.

- (2) Extension Projects must be connected to both 1) scientific-research based information and 2) science-based teaching techniques and informal education principles.
- (3) In addition to the Project Narrative requirements above, the proposed Extension Project must give emphasis to scholarly principles of engagement and outreach that clearly articulate:
  - (a) The importance of informal education to address a specific local problem or issue;
  - (b) The theoretical basis of informal outreach methods used;
  - (c) Development and/or implementation of a curriculum-based series of connected learning activities (including educational materials) that engage the public in practical problem solving;
  - (d) A plan for evaluating progress toward achieving project objectives. The plan must include milestones, which signify the completion of a major deliverable, event, or accomplishment and serve to verify that the project is on schedule and on track for successful conclusion. The plan must also include descriptions of indicators that you will measure to evaluate whether the extension activities are successful in achieving project goals and in contributing to achievement of the stated program goals and outcomes; and
  - (e) A dissemination plan describing the methods that will be used to communicate findings and project accomplishments.
- (4) AFRI welcomes “community-based” Extension Projects. Community-based programming ranges from a single town to a county, collection of counties, state, or region. Applications with leadership from campus-based faculty specialists that incorporate programming/work of local agents are highly desirable.
- (5) AFRI welcomes (but does not require) Extension Projects that work with the [Extension Foundation](#) for the development and delivery of content for the public and for Extension professionals nationwide through [Connect Extension](#) or a [National Cooperative Extension Project website](#).

c) *For Integrated Project Applications*

- (1) Integrated Project applications must include at least two of the three functions of the agricultural knowledge system (i.e., research, education, and extension). Each function should be represented by one or more objectives within the application. Some Program Area Priorities may require all three functions of the agricultural knowledge system, and applicants should consult the relevant Program Area Description (see Part I § C of the RFA) for the specific requirements of the Program Area or Program Area Priority to which they are applying.
- (2) Projects must budget sufficient resources to carry out the proposed set of research, education, and/or extension activities that will lead to the desired outcomes. No more than two-thirds of a project’s budget may be focused on a single function.
- (3) Integrated Projects must include individuals on the project team with significant expertise in each component of the project (research, education, and/or extension).

- (4) A plan for evaluating progress toward achieving project objectives must be included. The plan must include milestones, which signify the completion of a major deliverable, event, or accomplishment and serve to verify that the project is on schedule and on track for successful conclusion. The plan must also include descriptions of indicators that you will measure to evaluate whether the research, education, and/or extension activities are successful in achieving project goals and in contributing to the achievement of the stated program goals and outcomes.
- (5) In addition to the Project Narrative requirements above, the proposed Integrated Project must clearly articulate:
  - (a) Stakeholder involvement in project development, implementation, and evaluation, where appropriate;
  - (b) Objectives for each function included in the project (note that extension and education activities are expected to differ and to be described in separate project objectives; see enumerated descriptions in Part II § C of the RFA); and
  - (c) A dissemination plan describing the methods that will be used to communicate project accomplishments and findings.
- (6) NIFA encourages (but does not require) Integrated Projects that develop content suitable for delivery through the [Extension Foundation](#).
- (7) AFRI encourages (but does not require) Integrated Projects that are suitable for 4-H audiences and stakeholder groups while meeting identified program priorities. Opportunities for engaging 4-H in AFRI proposals should align with the 4-H Mission Mandates of Science, Engineering and Technology; Healthy Living; and Citizenship. See guiding principles at [4-H website](#) or contact your university Cooperative Extension headquarters and/or State 4-H Program Office.

d) *For Conference Grant Applications*

In addition to the Project Narrative requirements above, substitute the following in the Approach section:

- (1) A justification for the meeting;
- (2) Recent meetings on the same subject with dates and locations;
- (3) Names and organizational affiliations of the chair and other members of the organizing committee;
- (4) A proposed program (or agenda) for the conference, including a listing of scheduled participants and their institutional affiliations; and
- (5) The method of announcement or invitation that will be used.

e) *For Sabbatical Grant Applications*

In addition to the Project Narrative requirements above, substitute the following in the Approach section:

- (1) A general description of the research, education, and/or extension interests and goals of the applicant in order to provide perspective for the application;
- (2) A description of the project to be pursued while on sabbatical leave;
- (3) A statement of how the sabbatical leave will enhance the capabilities of the applicant; and

(4) A statement of future research goals and objectives once the sabbatical is complete and how the sabbatical will enable the applicant to pursue these goals.

f) *For Equipment Grant Applications*

In addition to the Project Narrative requirements above, include a general description of the project(s) for which the equipment will be used, how the equipment will fit into or enhance the research, education, and/or extension program, and how the equipment will allow the applicant to become competitive for future funding or move into new research areas. Also include a description of other similar or complementary equipment available to the PD at the institution and why the requested equipment is necessary.

g) *For All Seed Grant Applications*

Include all of the components detailed in the Project Narrative section above and present enough detail to allow adequate evaluation. In order to be competitive, long-term goals and a statement describing how this Seed Grant will allow the applicant to become competitive for future funding must be included.

6) **Center of Excellence**

Only standard grant and CAP grant applications may be considered for Center of Excellence (COE) designation.

In addition to meeting the other requirements detailed in Part IV § C of the Request for Application (RFA), eligible applicants who wish to be considered as Centers of Excellence must provide a brief justification statement at the end of their Project Narratives and within the page limits provided for Project Narratives, describing how they meet the standards of a center of excellence, based on the following criteria:

- (A) The ability of the center of excellence to ensure coordination and cost effectiveness by reducing unnecessarily duplicative efforts regarding research, teaching, and extension in the implementation of the proposed research and/or extension activity outlined in this application;
- (B) In addition to any applicable matching requirements, the ability of the center of excellence to leverage available resources by using public-private partnerships among agricultural industry groups, institutions of higher education, and the Federal Government in the implementation of the proposed research and/or extension activity outlined in this application. Resources leveraged should be commensurate with the size of the award;
- (C) The planned scope and capability of the center of excellence to implement teaching initiatives to increase awareness and effectively disseminate solutions to target audiences through extension activities in the implementation of the proposed research and/or extension activity outlined in this application; and
- (D) The ability or capacity of the center of excellence to increase the economic returns to rural communities by identifying, attracting, and directing funds to high-priority agricultural issues in support of and as a result of the implementation of the proposed research and/or extension activity outlined in this application.

Additionally, where practicable (not required), center of excellence applicants should describe proposed efforts to improve teaching capacity and infrastructure at colleges and universities (including land-grant colleges and universities, cooperating forestry schools, certified Non-Land Grant Colleges of Agriculture (NLGCA) (list of certified NLGCA is available at [NIFA website](#), and schools of veterinary medicine).

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

*No Page Limit.* Title the attachment as ‘Bibliography & References Cited’ in the document header and save file as ‘BibliographyReferencesCited’.

All work cited in the text should be referenced in this section of the application. All references must be complete; include titles and all co-authors; conform to an acceptable journal format; and be listed in alphabetical order using the last name of the first author or listed by number in the order of citation.

**d. Field 10. Facilities & Other Resources**

*No Page Limit.* Title the attachment as ‘Facilities & Other Resources’ in the document header and save file as ‘FacilitiesOtherResources’.

**e. Field 11. Equipment**

*No Page Limit.* Title the attachment as ‘Equipment’ in the document header and save file as ‘Equipment’.

Describe available equipment. Items of nonexpendable equipment necessary to conduct and successfully complete the proposed project should be listed in Field C. of the R&R Budget and described in the Budget Justification (see [Part IV § C6\(d\)](#) below).

**f. Field 12. Other Attachments**

The following instructions are in addition to those noted in Part V, 4.12 of the NIFA Grants.gov Application Guide.

1) **Key Personnel Roles**

*2-Page Limit.* Title the attachment as ‘Key Personnel’ and save file as ‘KeyPersonnel’.

Additional information for specific application types:

- a) *For Integrated Grant Applications* – must include an estimate of the percent of time devoted to research, education, and/or extension activities for key personnel.

2) **Logic Model**

*2-Page Limit.* **Required for all Integrated Project applications; encouraged for Research, Education, or Extension Project applications.** Title the attachment as ‘Logic Model’ and save file as ‘LogicModel’.

Include the elements of a logic model detailing the activities, outputs, and outcomes of the proposed project. The logic model planning process is a tool that should be used to develop your project before writing your application. This information may be provided

as a narrative or formatted into a logic model chart. For more information and resources, see [Integrated Programs' Logic Model Planning Process](#) at NIFA website.

### 3) **Management Plan**

*3-Page Limit. Required for all Integrated Project applications; encouraged for Research, Education, or Extension Project applications.* Title the attachment as 'Management Plan' and save file as 'ManagementPlan'.

The plan is to be clearly articulated and include an organizational chart, administrative timeline, and a description of how the project will be governed, as well as a strategy to enhance coordination, collaboration, communication, and data sharing and reporting among members of the project team and stakeholder groups. The plan must also address how the project will be sustained beyond termination of an award.

The management plan must also include an advisory group of principal stakeholders, partners, and professionals to assess and evaluate the quality, expected measurable outcomes, and potential impacts for the proposed research, education and/or extension. Please include rationale for their role, and how they will function effectively to support the goals and objectives of the project. The plan must demonstrate how partners and stakeholders contribute to project assessment on an annual basis.

### 4) **Data Management Plan (DMP)**

*2-Page Limit. Required for all applications.* Title the attachment as 'Data Management Plan' and save file as 'DataManagementPlan'.

A Data Management Plan (DMP) is to clearly articulate how the project director (PD) and co-PDs plan to manage and disseminate the data generated by the project. The DMP will be considered during the merit review process (see Part V § B of the RFA). **See Part III, 3.1 of the NIFA Grants.gov Application Guide for NIFA attachment specifications.**

For the guidelines on preparation and inclusion of a DMP in your application, see [Data Management Plan for NIFA-Funded Research, Education and Extension Projects](#) at NIFA website. Also included on the web page are FAQs and information about accessing examples of DMPs. In addition, general guidelines for Data Management Planning for USDA agencies are available at the [National Agricultural Library website](#).

### 5) **Documentation of Collaboration**

*No Page Limit.* Title the attachment as 'Documentation of Collaboration' in the document header and save file as 'Collaboration'.

Evidence, e.g., letter(s) of support, must be provided that the collaborators involved have agreed to render services, including letters of commitment for subcontracts. The applicant also will be required to provide additional information on consultants and collaborators in the budget portion of the application.

Additional information for specific application types:

- a) *For Sabbatical Grant Applications* – Provide documentation that arrangements have been made with an established investigator(s) to serve as host, including:
  - (1) A letter from the home institution detailing the particular arrangements at the home institution with respect to salary and date and duration of sabbatical;
  - (2) A letter from the scientific host(s) indicating willingness to serve in this capacity and a description of the host's contribution to the proposed activities both scientifically and with regard to use of facilities and equipment; and
  - (3) A statement signed by the Department Head or equivalent official at the host institution indicating a commitment to provide research space and facilities for the period of the applicant's presence.
  
- b) *For Equipment Grant Applications* – The application must contain a letter(s) from the organization(s) committed to providing the non-Federal matching funds. Provide evidence of institutional commitment for operation and maintenance of requested equipment. Arrangements for sharing equipment among faculty are encouraged. However, it must be evident that the PD is a principal user of the requested equipment.

6) **Preprints**

*Limited to 2 preprints.* Title the attachment as ‘Preprints’ in the document header and save file as ‘Preprints’.

Preprints related to the Project Narrative are allowed if they are directly germane to the proposed project. Information may not be appended to an application to circumvent page limitations prescribed for the Project Narrative. Extraneous materials will not be used during the peer review process. Only manuscripts in press for a peer-reviewed journal will be accepted and must be accompanied by letters of acceptance from the publishing journals. Preprints attached in support of the application must be single-spaced. Each preprint must be identified with the name of the submitting organization, the name(s) of the PD(s), and the title of the application.

7) **Minority-Serving Institution Documentation**

Title the attachment as ‘Minorityinfo’ in the document header and save file as ‘Minorityinfo’.

- a) Letter identifying percentage of applicable minority students.
- b) Request for Determination of Status– see Part III § B of the RFA.

8) **Representations Regarding Felony Conviction and Tax Delinquent Status for Corporate Applicants**

This is required for corporate applicants. See Part VI, 2 of the NIFA Grants.gov Application Guide for a description of the term, “corporation.”

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

Detailed information related to the questions on this form is available in Part V, 5 of the NIFA Grants.gov Application Guide. This section of the guide includes instructions about the people who require senior/key person profile, and details about the biographical sketch and the current and pending support, including a link to the suggested template for the current and pending support.

A Senior/Key Person Profile must be completed for the PD and each co-PD, senior associate, and other professional personnel, including collaborators playing an active role in the project. Collaborators only providing services or materials should not be listed in the R&R Senior/Key Person Profile. Evidence (letters of support) for this type of collaboration should be provided in the Documentation of Collaboration (see [Part IV § C3\(f5\)](#)).

#### **a. Project Role Field**

Complete appropriately.

Additional information for specific application types:

- 1) *For Sabbatical Grant Applications* – Select “PD/PI” for the Sabbatical Grant applicant. Select “Other” for the corresponding scientific host(s) and any other personnel whose qualifications merit consideration in the evaluation of the application.
- 2) *For Equipment Grant Applications* – Select “PD/PI” for the Equipment Grant applicant. Select “Faculty” for the other major users of the equipment.

#### **b. Other Project Role Category Field**

Complete appropriately, if applicable.

#### **c. Attach Biographical Sketch Field**

*2-Page Limit (excluding publications listings) per PD, co-PD, senior associate, and other professional personnel.* Title the attachment as ‘Biographical Sketch’ in the document header and save file as ‘BiographicalSketch’ followed by the last name of the PD or co-PD such that each biographical sketch file in the application has a distinct file name.

A biographical sketch (vitae) of the PD and each co-PD, senior associate, and other professional personnel must be included. In addition, include:

- 1) Author identifier (ORCID, <https://orcid.org>) of the researcher if available.
- 2) Digital Object Identifier (DOI) of all publications where possible.

If applicable, the application must include a list of data publications or published data products relevant to the proposed project, following recommended data citation format.

The Conflict of Interest list must not be included in the biographical sketch, but it must be provided as a separate document (see [Part IV § C7\(b\)](#) for more information).

Additional information for specific application types:

- 1) *For Sabbatical Grant Applications* – A Biographical Sketch must be submitted for the Sabbatical Grant applicant, the scientific host(s), and any other personnel whose

qualifications merit consideration in the evaluation of the application.

- 2) *For Equipment Grant Applications* – A Biographical Sketch for both the Equipment Grant applicant and other major users of the equipment must be submitted.

#### **d. Attach Current and Pending Support Field**

*No Page Limit.* Title the attachment as ‘Current and Pending Support’ in the document header and save file as ‘CurrentPendingSupport’.

The suggested template for Current and Pending Support is located on the [NIFA Application Support Templates page](#) (“Current & Pending Support” in the attachments list).

Current and Pending Support information is only required for personnel with PD or co-PD indicated as their Project Role on the R&R Senior/Key Person Profile. All applications must contain a list of all Current and Pending Support detailing public or private support (including in-house support) to which personnel identified in the application have committed portions of their time, if the salary support for person(s) involved is included in the budget. Please note that the project being proposed must be included in the pending section of the form. Total project listed for each PD must be indicated as percent effort and not exceeds 100% for concurrent (Current and Pending) projects.

The AFRI program will not fund an application that duplicates or overlaps substantially with other NIFA (including non-competitive funds such as Special Grants or Hatch formula funds) or other Federal funding. As an addendum to the Current and Pending Support, provide a brief summary for any completed, current, or pending projects that appear similar to the current application, especially previous National Research Initiative (NRI) or AFRI awards.

Additional information for specific application types:

- 1) *For Sabbatical Grant Applications* – Current and Pending Support for both the Sabbatical Grant applicant and the scientific host(s) (as documentation of on-going work in the host's laboratory) must be completed.
- 2) *For Equipment Grant Applications* – Current and Pending Support for both the Equipment Grant applicant and other major users of the equipment must be completed. If the applicant has significant funding from other sources, a justification must be provided in the Project Narrative for how this equipment will strengthen the applicant’s research program or institution.

#### **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. Part V, 6 also notes the importance and use of the information.

#### **6. R&R Budget**

Detailed information related to the questions on this form is available in Part V, 7 of the NIFA Grants.gov Application Guide.

### **a. Matching Funds**

If a funded project is commodity-specific and not of national scope, the grant recipients required to match the NIFA funds awarded on a dollar-for-dollar basis from non-federal sources with cash and/or in-kind contributions.

**If you conclude that matching funds are not required as specified under Part III § C of the RFA, Cost Sharing or Matching**, you must include an explanation for your conclusion in the Budget Justification. We will consider this justification when determining final matching requirements or if required matching can be waived. NIFA retains the right to make final determinations regarding matching requirements.

For grants that require matching funds as specified under Part III § C of the RFA, the Budget Justification must list matching sources along with the identification of the entity(ies) providing the match as well as the total dollar amount being pledged. NIFA is no longer requiring written verification of commitments of matching support (a pledge agreement). However, you are still subject to documentation, valuing and reporting requirements, etc. as specified in 2 CFR Part 200, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (the Uniform Guidance),” 7 CFR 3430, “Competitive and Noncompetitive Non-Formula Federal Assistance Programs – General Award Administrative Provisions,” and program-specific regulations, as applicable. In instances where match is required, any resulting award will require the signature of an Authorized Representative. Only when NIFA receives the award signed by the AR will award funds be released and available for drawdown.

You must establish the value of applicant contributions in accordance with applicable cost principles. Refer to 2 CFR Part 200, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards”, for further guidance and other requirements relating to matching and allowable costs.

### **b. Budget Periods**

Applications must contain a budget for each budget period for the entire duration of the proposed project. Annual and cumulative budgets are required.

If the program organizes an annual investigator meeting, beginning in the first year of funding the Project Director will be required to attend the meetings for the duration of the award (excluding Conference, Sabbatical, and Equipment Grant applications). Project Directors for all Seed Grant applications are required to attend the meetings beginning in the second year of funding. Reasonable travel expenses should be included as part of the project budget. If a program does not have an annual investigator meeting, Project Directors will be allowed to use the allocated budget for other allowable expenses with program’s approval.

Additional information for specific application types:

- 1) *For Integrated Project Applications* – Projects must budget sufficient resources to carry out the proposed set of research, education, and/or extension activities that will lead to the desired outcomes. No more than two-thirds of a project’s budget may be focused on a single component. Projects that include partnering with the Extension Foundation must

include financial support for the Community of Practice core functions as well as project-specific activities.

- 2) *For Conference Grant Applications* – The budget for the conference may include an appropriate amount for transportation and subsistence costs for participants and for other conference-related costs. Conference awards are not expected to exceed \$50,000 and are not renewable. Indirect costs are not permitted on Conference Grant awards. Include an itemized breakdown of all support requested from the AFRI in the Budget Justification (Field K. of the R&R Budget).
- 3) *For Sabbatical Grant Applications* – Limit to one year's salary and funds for travel and supplies.
- 4) *For Equipment Grant Applications* – Each request shall be limited to one major piece of equipment within the cost range of \$10,000-\$250,000. Equipment grants are not renewable. The amount of Federal funding requested shall not exceed 50 percent of the cost or \$50,000, whichever is less. Unless waived, it is the responsibility of the PD to secure the required matching funds with non-Federal funds (see Part III § C of the RFA for more information). No installation, maintenance, warranty, or insurance expenses may be paid from these awards, nor may these costs be part of the matching funds. Indirect costs are not permitted on Equipment Grant awards.
- 5) *For All Seed Grant Applications* – These awards will be limited to a total of \$300,000 (including indirect costs) for two years and are not renewable. An individual applicant may submit only one Seed Grant as PD during the current fiscal year. New Investigators may receive only one New Investigator Seed Grant as Project Director during their career.

#### **c. Field H. Indirect Costs**

See Part V, 7.9 of the NIFA Grants.gov Application Guide for details. NIFA is prohibited from paying indirect costs exceeding 30 percent of the total Federal funds provided under each award. This limitation is equivalent to 42.857 percent of the total direct costs of an award. See Part IV § D of the RFA for additional information.

#### **d. Field K. Budget Justification**

*No Page Limit.* Title the attachment as 'Budget Justification' in the document header and save file as 'BudgetJustification'.

All cumulative budget categories, with the exception of Indirect Costs, for which support is requested must be individually listed (with costs) in the same order as the cumulative budget. NOTE: For continuation awards, all budget categories for year one must also be fully justified. If consulting, collaborative, or subcontractual arrangements are included in the application, these arrangements should be fully explained and justified. The rate of pay for any consultant must be included, if known at the time of application. Please include a cost breakdown for the consultant, including the number of days in service, travel, and per diem, as well as the rate of pay. Letters of consent or collaboration and other evidence should be provided in the Documentation of

Collaboration (see [Part IV § C3\(f5\)](#)) to show that collaborators have agreed to participate. A proposed statement of work, biographical sketch, and a budget for each arrangement involving the transfer of substantive programmatic work or the provision of financial assistance to a third party must be supplied. In multi-institutional applications, a budget and budget narrative must be included for each institution involved. The lead institution and each participating institution must be identified.

Additional information for specific application types:

- 1) *For Integrated Project Applications* – Each function should be represented by one or more objectives within the application. Projects must budget sufficient resources to carry out the proposed set of research, education, and/or extension activities that will lead to the desired outcomes. No more than two-thirds of a project’s budget may be focused on a single component.
- 2) *For Equipment Grant Applications* – The Budget Justification should describe the instrument requested including the manufacturer and model number, if known; provide a detailed budget breakdown of the equipment and accessories required; and indicate the amount of funding requested from NIFA for each component of equipment requested. A letter signed by the institution’s AR stating that the necessary non-Federal matching funds will be made available from an institutional or other source is required. An institution that believes it is eligible for the waiver of the matching funds should include a letter stating and documenting the eligibility that is signed by the institution’s AR (see Table 2 following Appendix IV of the RFA for eligibility). A justification must be given for how this equipment will strengthen the applicant's research program or institution.

#### **e. Subcontract Arrangements.**

If it will be necessary to enter into a formal subcontract agreement with another institution, then refer to the following items.

- 1) Letters of commitment (including proposed amount of subaward) and statement of work are required to be included in the application for each subaward. Letters of commitment are to be included in [Field 12, Other Attachments of the R&R Other Project Information](#).
- 2) If the cumulative amount for subawards exceeds 50 percent of the total Federal funds requested or in instances where the proposed subaward is to a Federal agency, then the applicant must provide budgetary detail (i.e., budget and budget justification) for each subaward. If this is the case then refer to Part V, 8. of the NIFA Grants.gov Application Guide for instructions on how to include this information as part of the application.

#### **f. Matching for Equipment Grants**

Equipment Grants requiring matching funds, as specified in Part III § C of the RFA, must include a letter in the budget justification signed by the institution’s AR stating that the necessary non-Federal matching funds will be made available from the institution or other source. The amount of Federal funds provided may not exceed 50 percent of the cost of the equipment acquired using funds from the grant, or \$50,000, whichever is less. Grantees are required to match 100% of federal funds awarded from non-Federal sources. If the institution believes it is eligible for the waiver for matching funds (see Part III § C of the RFA for waiver eligibility), the budget justification must include a letter signed by the institution’s AR stating this information.

NIFA will consider this justification when ascertaining final matching requirements or in determining if required matching can be waived. NIFA retains the right to make final determinations regarding matching requirements.

If a funded project is **commodity-specific** and not of national scope, the grant recipient is required to match the NIFA funds awarded on a dollar-for-dollar basis from non-federal sources with cash and/or in-kind contributions.

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

Establish the value of applicant contributions in accordance with applicable cost principles. Refer to 2 CFR Part 200, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” for further guidance and other requirements relating to matching and allowable costs.

## **7. Supplemental Information Form**

Detailed information related to the questions on this form is available in Part VI, 1 of the NIFA Grants.gov Application Guide.

### **a. Field 2. Program to which You are Applying**

Enter the Program (Area Priority) Code Name and the Program (Area Priority) Code for the Program Area Priority to which you are applying from the information provided in the Program Area Descriptions beginning in Part I § C of the RFA. An application can only be submitted to one Program (Area Priority). Note that accurate entry of the Program (Area Priority) Code Name and Program (Area Priority) Code is extremely important for proper and timely processing of application. Failure to enter this information correctly may result in your application not being retrieved on time for review and subsequently not being considered for funding. If you have a question about which topic area is appropriate for your application, please contact the Program Area Priority Contact.

### **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 the suggested template.

A Conflict of Interest List is required for all applications submitted to the AFRI. The Conflict of Interest List should be provided as a separate PDF attachment and not included in the vitae or resume. A Conflict of Interest List must be completed individually for all personnel who have submitted a Biographical Sketch in the R&R Senior/Key Personnel Profile. **Collate all individual Conflict of Interest lists into a single PDF file to submit as a single attachment.**

The required template for the Conflict of Interest List is located on the [NIFA Application Support Templates page](#) (“Conflict of Interest List” in the attachments list).