Notice of Intent (NOI) Instructions

In order to facilitate the expedited review process of applications, a Notice of Intent (NOI) submission is highly encouraged, but not required, and must be submitted by an eligible institution. Failure to submit an NOI does not disqualify an eligible institution from applying to this program within the program proposal due date listed in the Request for Applications (RFA). Information contained in a NOI is not factored into the review process of a subsequent application, but its goal is to allow program staff to estimate the potential review workload and design a plan responsive to the same.

Please use the following guidelines for NOI submission:

1. Within one page, the NOI should include:
   a. Proposed title (may change before submission if needed)
   b. Project Director (PD) information including: name, professional title, department, institution, and e-mail address
   c. Specific grant type (i.e., tier 1, tier 2, tier 3) outlined in Part II, Section C of the RFA
   d. Project types (Part II, Section C of the RFA) being addressed by the proposal;
   e. Potential partnerships under the project:
      i. co-PDs information including: Name, professional title, department, and institution
      ii. Partnering institutions (if applicable) and co-PD

2. Submission:
   a. NOIs should be emailed as an email attachment
      i. In the e-mail subject line, write: Notice of Intent [NextGen]-[PD’s Last Name]
         (e.g., Notice of Intent NextGen-Smith).
      ii. Emailed to: NIFA.workforce@usda.gov
      iii. Due date: September 16th, 2022