

Animal Health and Disease Research Program

Fiscal Year (FY) 2023 Request for Applications

APPLICATION DEADLINE: October 31, 2022



United States
Department of
Agriculture

National Institute
of Food and
Agriculture

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

Animal Health and Disease Research Program Initial Announcement

Assistance listing Number: Formerly known as the Catalog of Federal Domestic Assistance (CFDA). This program is listed in the Assistance Listings under 10.207.

Dates: Applications must be received by **5:00 p.m. Eastern Time on October 31, 2022**. 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.

Advancing Diversity, Equity, Inclusion, and Accessibility (DEIA): NIFA recognizes research, education, and extension efforts will have the greatest impacts when programs are grounded in DEIA. NIFA is committed to enhancing diversity, equity, inclusion, and accessibility of programs and encourages individuals, institutions, and organizations from underserved communities to apply to funding opportunities as lead, co-lead, or subaward recipient(s), and to engage as leaders in the peer panel review process to support the development of strong networks and collaborations. NIFA encourages applications that engage diverse communities and have broad impacts through research, education, extension, and integrated activities to address current and future challenges.

Stakeholder input: The National Institute of Food and Agriculture (NIFA) seeks comments on all request for applications (RFAs) so it can deliver programs efficiently, effectively, with integrity, and with a focus on customer service. NIFA considers comments, to the extent possible when developing RFAs and use comments to help meet the requirements of Section 103(c)(2) of the Agricultural Research, Extension, and Education Reform Act of 1998 ([7 U.S.C. 7613\(c\)\(2\)](#)). Applicants may submit written comments to Policy@usda.gov (email is for comments only). Please use the following subject line: Response to the Capacity and Infrastructure Program Part (a) of the Continuing Animal Health and Disease, Food Security, and Stewardship Research, Education and Extension Program RFA.

Executive summary: NIFA requests applications for the Capacity and Infrastructure Program Part (a) of the Continuing Animal Health and Disease, Food Security, and Stewardship Research, Education and Extension Program (aka Animal Health and Disease Research or AHDR) for fiscal year (FY) 2023 to assist all states in carrying out program of research activities designed to do the following:

1. Meet expenses of conducting animal health and disease research, publishing and disseminating the results of such research, and contributing to the retirement of employees, subject to the provisions of the Act of March 4, 1940 (54 Stat. 39–40, as amended; [7 U.S.C. 331](#));
2. For administrative planning and direction; and
3. Purchase equipment and supplies necessary for conducting such research.

This RFA is being released prior to the enactment of an FY2023 Appropriations Act. Subject to any FY 2023 Continuing Resolution, NIFA will distribute funds to the institutions according to the amounts allocated in FY 2022. NIFA will adjust the allocations for FY 2023 once appropriations are finalized. The amount available for support of this program in FY 2022 was \$3,717,120. [Appendix A](#) of this RFA includes specific FY 2022 distributions. NIFA will issue FY 2023 payments subject to the availability of funds and the applicant having met the previous year's reporting requirements. [Part III, B](#) of this RFA identifies if matching is a requirement and, if so, you should pay particular attention to the matching instructions included in [Part IV, B, 6](#) of this RFA.

This notice identifies the objectives for the AHDR program, the eligibility criteria for projects/program and applicants, and the application forms and associated instructions you need to apply for an Animal Health Capacity Program grant.

The USDA NIFA home page for the AHDR program is:
<https://www.nifa.usda.gov/grants/programs/animal-health-disease-research-capacity-program>.

2023 Updates

1. FY23 reporting requirements have been transitioned from REEport to the NIFA Reporting System (NRS) for Capacity programs. Information regarding NRS and reporting due dates is available at <https://www.nifa.usda.gov/data/nifa-reporting-system>.
2. The [Digital Accountability and Transparency Act of 2014, P.L. 113-101](#) (DATA Act) was signed into law May 9, 2014. The Act requires federal award information be made available for public view on <USAspending.gov>. To fulfill these requirements, there are two additional forms included within the RFA package. The Project/Performance Site Location(s) and Project Abstract forms, OMB Number 4040-0010. The Project/Performance Site Location(s) form will provide more accurate identification of where the federal assistance funding is being utilized. The Project Abstract form will provide more detailed information regarding what the funding is being used for. Any additional information regarding this Act can be found at [Data Act Resources for Web](#).

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PART I—FUNDING OPPORTUNITY DESCRIPTION

A. Legislative Authority and Background

Section 1433 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977, enacted as Title XIV of Pub. L. 95–113 (The Food and Agriculture Act of 1977) – ([7 U.S.C. 3195](#)) also known as the Animal Health and Disease Research (AHDR) program, provides the basis for federal funding for research activities into animal health and diseases at accredited State schools or colleges of veterinary medicine or agricultural experiment stations that conduct animal health and disease research.

States are eligible for funds appropriated under this Act according to the following formula: Forty-eight percent of the State allotment will be distributed among the states in the proportion the value of and income to producers from domestic livestock, poultry, and commercial aquaculture species in each State bears to the total value of and income to producers from domestic livestock, poultry, and commercial aquaculture species in all the states, based on the most current inventory of all cattle, sheep, swine, horses, poultry, and commercial aquaculture species published by the Department of Agriculture. Forty-eight percent of the State allotment will be distributed among the states in the proportion the animal health research capacity of the eligible institutions in each state bears to the total animal health research capacity in all the states, as determined by NIFA.

The applicability of the five percent retirement cap to capacity programs listed in section 251(f)(1) of the Department of Agriculture Reorganization Act of 1994, [7 U.S.C. 6971\(f\)\(1\)](#) will depend on the final appropriations act language. The authority to pay for the retirement of land-grant college employees is found in [7 U.S.C. 331](#). Section 331 applies to Acts supplementary to the First Morrill Act and to programs authorized under authorities that specifically provide for the application of section 331. Therefore, the 5 percent retirement cap applies to Smith-Lever, Smith Lever Special Needs, DC PPERA, Hatch, 1890 Extension, 1890 Research, and Animal Health grants. This includes these grants in Puerto Rico, US Virgin Islands, Guam, American Samoa, Northern Marianas, and Micronesia. The retirement cap does NOT apply to the following programs: McIntire-Stennis, 1890 Facilities, RREA, EFNEP, and Tribal College Endowment.

B. Purpose

The purpose of the AHDR program is to increase animal health and disease research activities at accredited public or private veterinary schools or colleges, or state agricultural experiment stations conducting animal health and disease research.

The Animal Health and Disease Research Program is aligned with the following:

1. Strategic goal 2: Ensure America’s Agricultural System is Equitable, Resilient, and Prosperous
2. Strategic goal 4: Provide All Americans Safe, Nutritious Food

USDA Strategic Plan FY 2022-2026 found at <https://www.usda.gov/sites/default/files/documents/usda-fy-2022-2026-strategic-plan.pdf>

PART II—AWARD INFORMATION

A. Available Funding

Subject to any FY 2023 Continuing Resolution, NIFA will distribute funds to the institutions according to the amounts allocated in FY 2022. NIFA will adjust the allocations for FY 2023 once appropriations are finalized. The amount available for support of this program in FY 2022 was \$3,717,120.

The [Automated Standard Applications for Payment System \(ASAP\)](#), operated by the Department of Treasury's Bureau of the Fiscal Service, will be the payment system for all NIFA grant awards.

B. Type of Application

Applications for FY 2023 are limited to “new” applications.

C. Responsible and Ethical Conduct of Research

In accordance with [2 CFR Part 422 § 2](#), 3 and 8, institutions that conduct USDA- funded extramural research must foster an atmosphere conducive to research integrity, bear primary responsibility for prevention and detection of research misconduct, and maintain and effectively communicate and train their staff regarding policies and procedures. In the event an application to NIFA results in an award, the Authorized Representative (AR) assures, through acceptance of the award the institution will comply with the above requirements. Award recipients shall, upon request, make available to NIFA the policies, procedures, and documentation to support the conduct of the training.

See [Responsible and Ethical Conduct of Research](#) for further information.

PART III—ELIGIBILITY INFORMATION

A. Eligible Applicants

Below is a list of the accredited school or college of veterinary medicine or State agricultural experiment station (AES) that conduct animal health and disease research in accordance with NARETPA section 1433(c)([7 U.S.C. 3195](#)). Failure to meet an eligibility criterion by the time of application deadline may result in the application being excluded from consideration or, even though an application may have been reviewed, will preclude NIFA from making an award.

1. University of Alaska Fairbanks -University of Alaska Fairbanks Agricultural and Forestry Experiment Station
2. Auburn University -Alabama Agricultural Experiment Station
3. Auburn University -Auburn University College of Veterinary Medicine
4. Tuskegee University -Tuskegee University College of Veterinary Medicine
5. University of Arkansas System -Arkansas Agricultural Experiment Station
6. University of Arizona -University of Arizona College of Agriculture & Life Sciences
7. University of Arizona-University of Arizona College of Veterinary Medicine
8. Midwestern University -Midwestern University, College of Veterinary Medicine
9. Regents of The University of California, The -University of California Division of Agriculture and Natural Resources
10. Regents of The University of California, The -University of California Davis School of Veterinary Medicine
11. Western University of Health Sciences -Western University of Health Sciences College of Veterinary Medicine
12. Colorado State University -Colorado State University, Agricultural Experiment Station & College of Veterinary Medicine
13. University of Connecticut -University of Connecticut Storrs Agricultural Experiment Station
14. University of Delaware -University of Delaware Agricultural Experiment Station
15. University of Florida -Florida Agricultural Experiment Station
16. University of Georgia -University of Georgia Agricultural Experiment Station
17. University of Georgia -University of Georgia College of Veterinary Medicine
18. University of Hawaii Systems -University of Hawaii College of Tropical Agriculture and Human Resources
19. Iowa State University of Science and Technology -Iowa State University Agricultural & Home Economics Experiment Station
20. Iowa State University of Science and Technology -Iowa State University College of Veterinary Medicine
21. Regents of The University of Idaho -Idaho Agricultural Experiment Station
22. University of Illinois -University of Illinois, Agricultural Experiment Station & College of Veterinary Medicine
23. Purdue University -Purdue University, Agricultural Experiment Station & College of Veterinary Medicine
24. Kansas State University -Kansas State University, Agricultural Experiment Station & College of Veterinary Medicine
25. University of Kentucky -University of Kentucky Agricultural Experiment Station

26. Louisiana State University -Louisiana State University Agricultural Center
27. Louisiana State University -Louisiana State University School of Veterinary Medicine
28. University of Massachusetts -University of Massachusetts Agricultural Experiment Station
29. Trustees of Tufts College -Tufts University Cummings School of Veterinary Medicine
30. University of Maryland -University of Maryland College of Agriculture and Natural Resources
31. University of Maine System -University of Maine Agricultural and Forest Experiment Station
32. Michigan State University -Michigan State University, Agricultural Experiment Station & College of Veterinary Medicine
33. Regents of The University of Minnesota -University of Minnesota Agricultural Experiment Station
34. Regents of The University of Minnesota -University of Minnesota College of Veterinary Medicine
35. University of Missouri System -University of Missouri Agricultural Experiment Station
36. University of Missouri System -University of Missouri College of Veterinary Medicine
37. Mississippi State University -Mississippi State University, Agricultural and Forestry Experiment Station & College of Veterinary Medicine
38. Montana State University, Inc. -Montana State Agricultural Experiment Station
39. North Carolina State University-North Carolina State Agricultural Research Service
40. North Carolina State University-North Carolina State College of Veterinary Medicine
41. North Dakota State University-North Dakota State Agricultural Experiment Station
42. Board of Regents of the University of Nebraska -University of Nebraska Lincoln Institute of Agriculture and Natural Resources Agricultural Research Division
43. University System of New Hampshire -New Hampshire Agricultural Experiment Station
44. Rutgers, The State University of New Jersey -New Jersey Agricultural Experiment Station
45. New Mexico State University -New Mexico State University Agricultural Experiment Station
46. Nevada System of Higher Education -Nevada Agricultural Experiment Station
47. Cornell University of Sponsored Programs-Cornell University Agricultural Experiment Station
48. Cornell University of Sponsored Programs-Cornell University College of Veterinary Medicine
49. Long Island University-Long Island University College of Veterinary Medicine
50. Ohio State University, The -Ohio State University Agriculture Research and Development Center
51. Ohio State University, The-Ohio State University College of Veterinary Medicine
52. Oklahoma State University-Oklahoma State University, Agricultural Experiment Station & College of Veterinary Medicine
53. Oregon State University-Oregon State University Agricultural Experiment Station
54. Pennsylvania State University, The-Pennsylvania State University Agricultural Experiment Station
55. Trustees of the University Pennsylvania, The-University of Pennsylvania School of Veterinary Medicine

56. University of Puerto Rico-Agricultural Experimental Station of the University of Puerto Rico at Mayaguez
57. University of Rhode Island-University of Rhode Island College of the Environment and Life Sciences
58. Clemson University-Clemson University Experiment Station
59. South Dakota State University-South Dakota State University Agricultural Experiment Station
60. University of Tennessee-University of Tennessee AgResearch
61. University of Tennessee-University of Tennessee College of Veterinary Medicine
62. Lincoln Memorial University-Lincoln Memorial University College of Veterinary Medicine
63. Texas A&M Agrilife Research-Texas A&M AgriLife Research
64. Texas Tech University-Texas Tech University School of Veterinary Medicine
65. Utah State University-Utah State University, Utah Agricultural Experiment Station
66. Virginia Polytechnic Institute, Agricultural Experiment Stations and College of Veterinary Medicine
67. University of Vermont & State Agricultural College-University of Vermont, Vermont Agricultural Experiment Station
68. Washington State University-Washington State University Agricultural Research Center
69. Washington State University-Washington State University College of Veterinary Medicine
70. University of Wisconsin System-University of Wisconsin, Agricultural Experiment Station & School of Veterinary Medicine
71. West Virginia State University-West Virginia State University Davis College of Agriculture, Natural Resources, and Design
72. University of Wyoming-University of Wyoming Agricultural Experiment Station

Award recipients may subaward to organizations not eligible to apply provided such organizations are necessary for the conduct of the project. Failure to meet an eligibility criterion by the time of the application deadline may result in the application being excluded from consideration or if the application is reviewed preclude NIFA from making an award.

B. Cost Sharing or Matching

Matching is required for total State award amounts that exceed \$100,000. A one-to-one match (100%) is required on the funding above the \$100,000 threshold. Total State awards under \$100,000 do not have a matching requirement. [7 U.S.C. 3200](#) provides no funds in excess of \$100,000, exclusive of the funds provided for research on specific national or regional animal health and disease problems under the provisions of section 3196 of this title, shall be paid by the Federal Government to any State under subsection (c) of section 3195 of this title to carry out subsection (a) of such section during any fiscal year in excess of the amount from non-Federal sources made available to and budgeted for expenditure by eligible institutions in the State during the same fiscal year for animal health and disease research. The Secretary is authorized to make such payments in excess of \$100,000 on the certificate of the appropriate official of the eligible institution having charge of the animal health and disease research for which such payments are to be made.

If any eligible institution certified for receipt of matching funds fails to make available and budget for expenditure for animal health and disease research in any fiscal year in sums at least equal to the amount for which it is certified, the difference between the Federal matching funds available and the funds made available to and budgeted for expenditure by the eligible institution shall be reapportioned by the Secretary among other eligible institutions of the same State, if there are any which qualify therefore, and, if there are none, the Secretary shall reapportion such difference among the other States.

In accordance with [48 U.S.C. 1469a\(d\) and 1469a note](#), notwithstanding any other provision of law, in the case of American Samoa, Guam, the Virgin Islands, and the Northern Mariana Islands, NIFA waives any requirement for local matching funds under \$200,000 (including in-kind contributions) required by law to be provided by American Samoa, Guam, the Virgin Islands, or the Northern Mariana Islands for this grant program.

PART IV—APPLICATION AND SUBMISSION INFORMATION

A. Electronic Application Package

Submit only electronic applications via Grants.gov to NIFA in response to this RFA. We urge you to submit early to the Grants.gov system. For information about the pre-award phase of the grant lifecycle, see [Grants.gov Pre-Award](#).

New Users of Grants.gov

Prior to preparing an application, we recommend the project director/principal investigator (PD/PI) first contact an authorized representative (AR, also referred to as Authorized Organizational Representative or AOR)¹ to determine if the organization is prepared to submit electronic applications through Grants.gov. If not (e.g., the institution/organization is new to the electronic grant application process through Grants.gov), *you must complete the one-time registration process* prior to submitting an application. *The registration process can take as long as two weeks to complete. It is, therefore, critical to begin the process as soon as possible.* To register, the AR should select “**Register**” in the top right corner of the Grants.gov web page (or go to [Grants.gov Register](#))

Steps to Obtain Application Package Materials

To receive application materials:

1. You must download and install a version of [Adobe Reader](#) compatible with Grants.gov to access, complete, and submit applications. For basic system requirements and download instructions, Grants.gov has a test package that will help you determine whether your version of Adobe Reader is compatible.
2. To obtain the application package from Grants.gov, go to [Search for Opportunity Package](#) and enter the funding opportunity number:

Funding Opportunity Number: USDA-NIFA-10207-AHDRXXXX-23-0001

in the appropriate box and click “Download Package.” From the search results, click “Download” to access the application package. A Grant Application Package is tied to a particular funding opportunity. Applications must be submitted ONLY to the particular funding opportunity to which the Grant Application Package is associated. The application package also contains the “[NIFA Grants Application Guide](#).” This guide contains an introduction and general Grants.gov instructions, additional information about the Grants.gov

If you require assistance to access the application package (e.g., downloading or navigating Adobe forms) or submitting the application, refer to [resources available](#) on the Grants.gov website.

¹The Authorized Representative (AR) must have the authority to represent and bind the organization for any agreement (i.e., the individual who is authorized to commit the awardee’s time and other resources to the project, to commit the awardee to comply with the terms and conditions of the award instrument including those set out herein, and to otherwise act for or on behalf of the awardee institution or organization).

Grants.gov assistance is also available at:

Grants.gov customer support

(800) 518-4726 toll-free or (606) 545-5035

Business Hours: 24 hours a day, 7 days a week. Closed on [federal holidays](#).

Email: support@grants.gov

[Grants.gov iPortal](#) Top 10 requested help topics (FAQs), searchable knowledge base, self-service ticketing and ticket status, and live web chat (available 7 a.m. - 9 p.m. Eastern Time).

Have the following information available when contacting [Grants.gov](#):

1. Funding opportunity number (FON)
2. Name of agency to which you are applying
3. Specific area of concern

B. Content and Form of Application Submission

Applicants must prepare electronic applications following Parts III and IV of the [NIFA Grants Application Guide](#). This guide is part of the corresponding application package (see Section A of this part). The following additional information is needed to prepare an application for this RFA. If there is discrepancy between the two documents, the information contained in this RFA is overriding.

Note the attachment requirements (e.g., PDF) in Part IV, of the [NIFA Grants Application Guide](#). Any proposals that are non-compliant with the requirements (e.g; content format, PDF file format, file name restrictions, or password protected files) will be at risk of being excluded from NIFA review. Partial applications will be excluded from NIFA review. We will accept subsequent submissions of an application until the established deadline in the RFA (see Part IV of the [NIFA Grants Application Guide](#) for further information).

For any questions related to the preparation of an application, review the [NIFA Grants Application Guide](#) and the applicable RFA. If you need further assistance, contact:

1. Email: capacitygrantquestions@usda.gov
2. Business hours: Monday - Friday, 7 a.m. - 5 p.m. ET, excluding [federal holidays](#)

Each grant application must contain the following:

1. "Application for Federal Assistance," Form SF-424 R&R Cover Sheet
2. "Project/Performance Site Location(s)" Form
3. "Project Abstract" Form (including attachment in PDF format)
4. Key Contacts Forms
5. NIFA Supplemental Information Form
6. Attachment Form (including attachments in PDF format)

The [NIFA Grants Application Guide](#) includes instructions for additional forms not needed for an application in response to this RFA. Complete and submit only the forms associated with the funding opportunity package and as instructed below.

1. SF 424 R&R Cover Sheet

Information related to the questions on this form is available in Part V of the [NIFA Grants Application Guide](#). The following are additional instructions. Please note new instructions are included below for Field 5. The Organizational Information NIFA has included in Appendix A is based on FY2022 applications received for this program. If your organization intends to submit an application using information other than what appears in Appendix A, please contact us at Capacitygrantquestions@usda.gov prior to submitting your application.

- a) Field 1. Type of Submission** – Check “Application”
- b) Field 5. Applicant Information**
 - i. Enter Legal Name of the Applicant as registered in the System for Awards Management (SAM) which appears in the first column of [Appendix A](#) of this RFA
 - ii. Enter the Institutions Unique Entity Identifier (UEI) as it appears in SAM.gov
 - iii. Enter Department Name and Division Name of Eligible Recipient, you must indicate either Agricultural Experiment Station or College of Veterinary Medicine
- c) Field 7. Type of Applicant** – Enter the Institution type as registered in SAM.gov
- d) Field 8. Type of Application** – Enter “new”
- e) Field 11. Descriptive Title of Applicant’s Project** – Enter a short descriptive title (no more than 200 characters including spaces) of the project(s) being paid for with this grant. Do not use acronyms or any special characters.
- f) Field 13. Congressional District of Applicant** - Enter the Congressional District for the Institution’s location provided in Section 5. Applicant Information
- g) Field 15. Estimated Project Funding** – For item a and b, enter your institution’s FY 2022 allocation and matching if applicable as listed in [Appendix A](#) of this RFA.
- h) Field 17. Complete Certification** - See Part V of the [NIFA Grants Application Guide](#) for the required certifications and assurances (e.g., Prohibition Against Entities Requiring Certain Internal Confidentiality Agreements), then check box
- i) Field 19. Authorized Representative** - Signature of Authorized Representative in this box shall match information completed within this section. If signature is a designee or other party, a letter on university letterhead designating this signature authority shall be included with the submission as part of the attachments within the Attachment Form

2. Project/Performance Site Location(s) Form

Information related to the requirements on this form is available in Part V of the [NIFA Grants Application Guide](#). The following are additional instructions.

Note: The Primary Place of Performance Site Location is the principal location where the majority of work is being performed, such as a manufacturing plant where items are produced or a hospital where research is being conducted. In many instances, a project’s Primary Place of Performance Site Location will not be the same as the recipient’s legal business address.

- a)** Complete only the “Project/Performance Site Primary Location” section of the form
- b) Organization Name** - Indicate the organization name of the primary site where the work will be performed
- c) Street1** - Enter first line of the street address for the primary performance site location

- d) **Street2** - Enter second line of the street address for the primary performance site location, if needed
- e) **City** - Enter the City for the address of the primary performance site location
- f) **County** - Enter the County of the performance site location
- g) **State** – From the drop-down menu, select the state code (e.g., NY for New York, CA for California) where the primary performance site location is located. For the following territories, use the following state codes. These codes are at the end of the drop-down menu except D.C.
 - i. Washington DC = DC
 - ii. American Samoa = AS
 - iii. Guam = GU
 - iv. Marshall Islands=MH
 - v. Micronesia= FM
 - vi. Northern Mariana Islands = MP
 - vii. Puerto Rico=PR
 - viii. US Virgin Islands=VI
- h) **Country** – This field should default to USA. Please select the proper country if applicable.
- i) **Zip/Postal Code** - Enter the nine-digit Postal Code (e.g., ZIP code) of the primary performance site location.
- j) **Project/Performance Site Congressional District** - Enter the two-digit Congressional District of the primary performance site location (e.g., 01, 02, 03...). For the following unique areas, the Congressional Districts are:
 - i. Alaska, Delaware, Montana, North Dakota, South Dakota, Vermont, Wyoming - 00 is the Congressional District code
 - ii. Washington DC, American Samoa, Guam, Northern Mariana Islands, Puerto Rico, US Virgin Islands - 98 is the Congressional District code
 - iii. Micronesia, Marshall Islands, Palau, US Minor Outlying Islands - 99 is the Congressional District code

3. Project Abstract Form

Information in this form is important to DATA Act requirements for reporting to the public via [USA Spending](#). The abstract submitted should not be more than 18,000 characters (including spaces, dashes, etc.) and should be “a plain language description of the Federal award purpose; activities to be performed; deliverables and expected outcomes; intended beneficiary(ies); and subrecipient activities if known/specified at the time of award.” This information may be a copy of a section of the Institutions FY 2023 plan of work, as long as these areas are included. Remember, whatever information is provided in this abstract will be displayed to the public via the [USA Spending](#) website. Therefore, do not include any proprietary or confidential information.

4. Key Contacts Forms

Information related to the requirements of this form is available in Part V of the [NIFA Grants Application Guide](#). These documents must be completed and submitted in PDF format. The Project Role field of the Key Contact form should contain the exact roles indicated below for each contact required. A person’s job title should be entered in the Title field of the Key Contact

form and not in the Project Role field. Missing forms may result in delayed processing of the application.

- a) **Contact 1 Project Role:** Enter the contact information for the Dean or Director.
- b) **Contact 2 Project Role:** Enter the contact information for the Dean's or Director's designee, if applicable.
- c) **Contact 3 Project Role:** Enter the contact information for the Business Office Manager/Administrator.
- d) **Contact 4 Project Role:** Enter the contact information for the person responsible for drawdowns.

5. Supplemental Information Form

Information related to the requirements of this form is available in Part V of the [NIFA Grants Application Guide](#). The following are additional instructions.

- a) **Field 1. Funding Opportunity Name** - Continuing Animal Health and Disease, Food Security, and Stewardship Research, Education and Extension Program
- b) **Field 2. Program to which you are applying**
 - i. Program Code Name – Animal Health Disease Research Program
 - ii. Program Code – AHDR
- c) **Field 3. Type of Applicant** - Enter the Institution type as registered in SAM.gov
- d) **Field 6. ASAP Recipient Information** – Check “Yes” and enter in the Institution ASAP Recipient ID corresponding with the Institution receiving the award
- e) **Field 8. Conflict of Interest List** - Do not attach a conflict-of-interest list, leave this section blank list.

6. Attachment Form

Information related to the requirements on this form is available in Part V of the [NIFA Grants Application Guide](#). The following are additional instructions.

- a) **Felony Convictions or Tax Delinquent Status** - See Part V of the [NIFA Grants Application Guide](#) for instructions regarding mandatory Felony Convictions or Tax Delinquent Status. For Capacity programs, this mandatory information must be either included as an attached PDF and identified on the Attachment Form or appropriately answered within the “Reps and Certs” section of your SAM.gov registration.
- b) **Matching Funds** – If matching funds are required as specified under [Part III, B](#) of this RFA. Cost-Sharing or Matching, the matching is an eligibility criterion, and you must include documentation of the source of the non-federal match with the application. NIFA will consider this documentation 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.

The matching documentation shall include the non-federal sources (specify the type of match as third party or cash; the source of match, state or non-state, county or non-tax; and the amount of match for each source) and the amount of all matching support. The

matching documentation must include the program name, fiscal year and be signed by the authorized representative. The match information should be in PDF format (see Part IV of the [NIFA Grants Application Guide](#) for attachment requirements) and included as a separate attachment identified on the Attachment Form.

To 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.

C. Submission Dates and Times

Instructions for submitting an application are included in Part IV of the [NIFA Grants Application Guide](#).

Applications must be received by Grants.gov by **5 p.m. Eastern Time on October 31, 2022**. Applications received after this deadline will normally not be considered for funding.

In case of trouble submitting an application to Grants.gov, you should FIRST contact the [Grants.gov Help Desk](#) to resolve any problems. Keep a record of any such correspondence. See [Part IV, A](#) of this RFA for Grants.gov contact information.

Once NIFA accepts your application, you may check the status of your application in the [ezFedGrants](#) portal or by looking in [Grants.gov](#).

If you are not able to validate NIFA received your application by October 12, 2022, contact the Agency Administrative Contact identified in [Part VII](#) of this RFA. Failure to do so may result in the application not being processed and funding being held. You should cite your Grants.gov tracking number on all inquiries until an award number is assigned.

D. Funding Restrictions

(1) Approved NIFA AHDR Projects

AHDR federal funding may only be used on AHDR approved projects.

(2) Indirect Costs and Tuition Remission

In accordance with section 1473 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 ([7 U.S.C. 3319](#)), indirect costs and tuition remission are unallowable as AHDR formula grant expenditures. Further, costs that are a part of an institution's indirect cost pool (e.g., administrative or clerical salaries) may not be reclassified as direct costs for the purpose of making them allowable.

(3) Carryover of Funds

AHDR funds are expected to be fully expended in the fiscal year of appropriation; however, funds may be carried over for up to one additional year. Please note there is no limitation on the amount of federal funds that may be carried over for this one additional fiscal year. No prior approval from NIFA is required. Since this limitation is legislatively

mandated, NIFA is not authorized to grant any carry-over requests beyond this one additional year.

(4) Retirement Contributions

Employer contributions to land-grant college retirement systems are limited to five percent of the portion of the salaries paid, under this award, to employees who participate in the system (7 U.S.C. 331) and are subject to the other conditions in 7 U.S.C. 331. Note the 5 percent limitation does NOT apply to any state or individual contribution.

Contributions of funds under this award may not exceed the contributions from non-Federal sources made by or on behalf of the individual concerned. See Section VI of the [NIFA Federal Assistance Policy Guide](#) for additional information.

(5) Matching

See [Part III, B](#) of this RFA. for additional information.

E. Other Submission Requirements

You should follow the submission requirements noted in Part V of the [NIFA Grants Application Guide](#).

For information about the status of a submitted application, see Part VI of the [NIFA Grants Application Guide](#).

Unique Entity Identifier (UEI) and System for Award Management (SAM) – each applicant (unless excepted under [2 CFR § 25.110\(b\) or \(c\)](#), or has an exception approved by the federal awarding agency under [2 CFR § 25.110\(d\)](#)) is required to:

1. be registered in SAM before submitting its application;
2. provide a valid UEI number in its application; and
3. continue to maintain an active SAM registration with current information at all times during which it has an active federal award or an application or plan under consideration by a federal awarding agency.

If you have not complied with all applicable UEI and SAM requirements you may be considered unqualified to receive an award.

Your SAM registration information determines your organization ID in the ezFedGrants system, and the information must match your ASAP recipient UEI and EIN.

PART V—APPLICATION REVIEW REQUIREMENTS

A. General

NIFA will review submitted documents to determine if all program, financial, and administrative requirements are met and are current. Missing or incomplete information within an application may require additional submittals and deletion of application(s) already submitted.

B. Organizational Management Information

Specific applicant organizational management information shall be submitted on a one-time basis, with updates submitted as needed. If this information has not been submitted under this or another NIFA program, it is the responsibility of the organization to do so for determination of eligibility prior to the award of a grant identified under this RFA.

NIFA will provide you the forms to fulfill these requirements as part of the Pre-Award process. Although an applicant may be eligible, there are factors that 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 an applicant is not responsible based on submitted organizational management information).

PART VI—AWARD ADMINISTRATION

A. General

Within the limit of funds authorized, the NIFA awarding official will make grants to eligible applicants.

B. Award Notice

The notice of federal award is the authorizing document. The award document contains award provisions and other pertinent information. See [Notice of Award](#) for further details.

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 may include, but are not limited to, those listed at [USDA/NIFA Federal Regulations](#).

NIFA Federal Assistance Policy Guide—a compendium of basic NIFA policies and procedures applying to all NIFA awards, unless there are statutory, regulatory, or award-specific requirements to the contrary, is available at the [NIFA Federal Assistance Policy Guide](#).

D. Expected Program Outputs and Reporting Requirements

Organizations receiving Animal Health Disease Research funding from NIFA, are required to submit the following reporting:

1. Annual AHDR Capacity Report;
2. Program/Project Initiation in the NIFA Reporting System (NRS);
3. Program/Project progress reports;
4. Project Financial Report; and
5. Federal Financial Reports (SF-425)

Program/Project Initiations and Progress Reports are to be completed by any institution who has been granted authority to use capacity dollars. NIFA is building an integrated reporting portal for research and extension grants. Information regarding requirements for submittals of reporting through the NRS are available at the NRS web page <https://nifa.usda.gov/tool/pow-nifa-reporting-system>.

A Project Financial Report must be submitted to NIFA annually for all eligible projects from the preceding fiscal year. A Project Financial Report is also required for expenditures on all state projects to be included in the non-federal funds and matching funds computation. Reports shall be made on the federal fiscal year basis.

Federal Financial reporting via the SF-425 is due within the ezFedGrants portal, at minimum on an annual basis. Please see your Notice of Award for information on additional SF-425's that may be required throughout the life of the award. Information on how to access the ezFedGrants portal can be found on the [ezFedGrants \(eFG\) Grants and Agreements System Overview](#) page.

See [Animal-Health](#) for additional Animal Health Disease Research reporting requirement details.

PART VII—AGENCY CONTACTS

For questions regarding AHDR projects/program, please contact:

Dr. Robert Smith, National Program Leader
National Institute of Food and Agriculture
U.S. Department of Agriculture
Phone: 202-445-3468
E-mail: Robert.m.smith@usda.gov

Terry Radke, Program Specialist
National Institute of Food and Agriculture
U.S. Department of Agriculture
Phone: 816-908-3278
E-mail: Terry.Radke@usda.gov

For administrative questions relating to the completion of the grants.gov forms please contact:

Alicia J. Simon, Senior Grants Management Specialist
OGFM/National Institute of Food and Agriculture
U.S. Department of Agriculture
Telephone: 202-253-7102
Email: capacitygrantquestions@usda.gov

For questions relating to NRS forms and submissions, please contact the Planning, Accountability and Reporting Staff; Email: electronic@usda.gov.

PART VIII—OTHER INFORMATION

The USDA NIFA home page for the Animal Health and Disease Research Program is: <https://nifa.usda.gov/program/animal-health-and-disease-research-program>.

APPENDIX A

UNITED STATES DEPARTMENT OF AGRICULTURE
 National Institute of Food and Agriculture
 FY 2022 Distribution of Funds to Eligible State Institutions
 Authorized under Public Law 95-113, Section 1433, September 29, 1977, as Amended
 Appendix A – Final

Recipient Name	Department	DUNS Number	State	Allocation	Required Match
AUBURN UNIVERSITY	Auburn College of Vet Med	066470972	AL	\$14,666	\$ -
AUBURN UNIVERSITY	Auburn Ag Exp Station	066470972	AL	10,112	-
TUSKEGEE UNIVERSITY	Tuskegee University	128214178	AL	35,370	-
UNIVERSITY OF ALASKA FAIRBANKS	Ag Exp Station	615245164	AK	-	-
UNIVERSITY OF ARKANSAS - FAYETTEVILLE DIVISION OF AGRICULTURE OF THE UNIVERSITY OF ARKANSAS	Arkansas Ag Exp Station	140031639	AR	99,983	-
UNIVERSITY OF ARIZONA	College of Agriculture	961605172	AZ	28,917	-
UNIVERSITY OF ARIZONA	College of Veterinary Medicine	806345617	AZ	-	-
MIDWESTERN UNIVERSITY	Midwestern University Glendale	963264320	AZ	12,712	-
REGENTS OF THE UNIVERSITY OF CALIFORNIA, THE DIVISION OF AGRICULTURE AND NATURAL RESOURCES	School of Veterinary Medicine	080668243	CA	201,721	126,131
REGENTS OF THE UNIVERSITY OF CALIFORNIA, THE DIVISION OF AGRICULTURE AND NATURAL RESOURCES	Div of Ag and Nat Resources	080668243	CA	58,674	36,687
WESTERN UNIVERSITY OF HEALTH SCIENCES	Coll of Veterinary Medicine	093373694	CA	6,467	4,044
COLORADO STATE UNIVERSITY AGRICULTURAL EXPERIMENT STATION		149546160	CO	190,947	90,947
UNIVERSITY OF CONNECTICUT OFFICE SPONSORED PROGRAMS	UConn-Storrs Ag Exp Station	614209054	CT	10,620	-
UNIVERSITY OF DELAWARE	Ag Exp Station	059007500	DE	20,415	-
UNIVERSITY OF FLORIDA DIVISION OF SPONSORED RESEARCH	Florida Ag Exp Station	969663814	FL	72,779	-

Recipient Name	Department	DUNS Number	State	Allocation	Required Match
UNIVERSITY OF FLORIDA COLLEGE OF VETERINARY MEDICINE	Coll of Veterinary Medicine	969663814	FL	-	-
UNIVERSITY OF GEORGIA SPONSORED PROJECTS ADMINISTRATION	Coll of Veterinary Medicine	619003127	GA	69,086	-
UNIVERSITY OF GEORGIA SPONSORED PROJECTS ADMINISTRATION	Ag Exp Station	619003127	GA	19,207	-
UNIVERSITY OF HAWAII SYSTEMS COLLEGE OF TROPICAL AGRICULTURE & HUMAN RESOURCES	CTAHR	930124792	HI	4,227	-
IOWA STATE UNIVERSITY OF SCIENCE AND TECHNOLOGY IOWA STATE UNIVERSITY	Ag & Home Econ Exp Station	005309844	IA	80,887	53,891
IOWA STATE UNIVERSITY OF SCIENCE AND TECHNOLOGY IOWA STATE UNIVERSITY	Coll of Veterinary Medicine	005309844	IA	218,744	145,740
REGENTS OF THE UNIVERSITY OF IDAHO UNIVERSITY OF IDAHO	Idaho Ag Exp Station	075746271	ID	57,492	-
UNIVERSITY OF ILLINOIS BOARD OF TRUSTEES OF THE UNIVERSITY OF ILLINOIS, THE		041544081	IL	49,899	-
PURDUE UNIVERSITY		072051394	IN	54,780	-
KANSAS STATE UNIVERSITY PRE-AWARDS SERVICES		929773554	KS	141,209	41,209
UNIVERSITY OF KENTUCKY	Kentucky Ag Exp Station	007400724	KY	53,769	-
LOUISIANA STATE UNIVERSITY LSU AGRICULTURAL CENTER	Coll of Veterinary Medicine	783201833	LA	31,385	-
LOUISIANA STATE UNIVERSITY LOUISIANA STATE UNIVERSITY A&M	Coll of Veterinary Medicine	075050765	LA	16,735	-
UNIVERSITY OF MASSACHUSETTS OFFICE OF GRANT & CONTRACT ADMINISTRATION	Massachusetts Ag Exp Station	153926712	MA	4,204	-
TRUSTEES OF TUFTS COLLEGE TUFTS UNIVERSITY SCHOOL OF MEDICINE	School of Veterinary Medicine	039318308	MA	39,320	-
UNIVERSITY OF MARYLAND COLLEGE OF AGRICULTURE AND NATURALRESOURCES	Coll of Ag and Nat Resources	837696475	MD	31,148	-
UNIVERSITY OF MAINE SYSTEM RESEARCH & SPONSORED PROGRAM	Ag & Forestry Exp Station	186875787	ME	17,738	-
MICHIGAN STATE UNIVERSITY		193247145	MI	75,655	-
REGENTS OF THE UNIVERSITY OF MINNESOTA OFFICE SPONSORED PROJECTS ADMINISTRATION	Minnesota Ag Exp Station	555917996	MN	87,847	39,798.00
REGENTS OF THE UNIVERSITY OF MINNESOTA OFFICE SPONSORED PROJECTS ADMINISTRATION	Coll of Veterinary Medicine	555917996	MN	94,980	43,029

Recipient Name	Department	DUNS Number	State	Allocation	Required Match
UNIVERSITY OF MISSOURI SYSTEM CURATORS OF THE UNIVERSITY OF MISSOURI	Coll of Veterinary Medicine	153890272	MO	34,912	-
UNIVERSITY OF MISSOURI SYSTEM CURATORS OF THE UNIVERSITY OF MISSOURI	Missouri Ag Exp Station	153890272	MO	55,389	-
MISSISSIPPI STATE UNIVERSITY	Ag & Forestry Exp Station	075461814	MS	110,150	10,150
MONTANA STATE UNIVERSITY, INC MONT ST UNIV/GRANTS & CONTRACT	Montana Ag Exp Station	625447982	MT	33,202	-
NORTH CAROLINA STATE UNIVERSITY	Coll of Veterinary Medicine	042092122	NC	59,302	18,378
NORTH CAROLINA STATE UNIVERSITY	NCARS	042092122	NC	85,606	26,530
NORTH DAKOTA STATE UNIVERSITY	North Dakota Ag Exp Station	803882299	ND	22,181	-
BOARD OF REGENTS OF THE UNIVERSITY OF NEBRASKA UNIVERSITY OF NEBRASKA	Agricultural Research Division	555456995	NE	122,335	22,335
UNIVERSITY SYSTEM OF NEW HAMPSHIRE AGRICULTURE EXPERIMENT STATION	New Hampshire Ag Exp Station	781484048	NH	8,092	-
RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY	New Jersey Ag Exp Station	030501568	NJ	11,703	-
NEW MEXICO STATE UNIVERSITY OFFICE OF SPONSORED PROGRAMS	Ag Exp Station	173851965	NM	31,370	-
NEVADA SYSTEM OF HIGHER EDUCATION NEVADA AGRICULTURAL EXPERIMENT STATION	Nevada Ag Exp Station	962894411	NV	13,429	-
CORNELL UNIVERSITY	Ag Exp Station	872612445	NY	-	-
CORNELL UNIVERSITY OFFICE OF SPONSORED PROGRAMS	Coll of Veterinary Medicine	872612445	NY	87,042	-
LONG ISLAND UNIVERSITY LONG ISLAND UNIVERSITY		065933103	NY	4,767	-
OHIO STATE UNIVERSITY, THE OHIO AGRICULTURE RESEARCH & DEVELOPMENT CENTER	OARDC	171605848	OH	63,561	-
OHIO STATE UNIVERSITY, THE OHIO STATE UNIVERSITY OFFICE OF SPONSORED PROGRAMS, THE	Coll of Veterinary Medicine	832127323	OH	25,016	-
OKLAHOMA STATE UNIVERSITY		049987720	OK	79,247	-
OREGON STATE UNIVERSITY	Oregon Ag Exp Station	053599908	OR	71,382	-
PENNSYLVANIA STATE UNIVERSITY, THE PENN STATE	Ag Exp Station	003403953	PA	56,793	9,224

Recipient Name	Department	DUNS Number	State	Allocation	Required Match
TRUSTEES OF THE UNIVERSITY OF PENNSYLVANIA, THE CLINICAL PRACTICES OF THE UNIVERSITY OF PENNSYLVANIA	Coll of Veterinary Medicine	042250712	PA	62,597	10,166
UNIVERSITY OF PUERTO RICO, INC. ESTACION EXPERIMENTAL AGRICOLA	UPR Mayaguez Ag Exp Station	785565735	PR	10,072	-
UNIVERSITY OF RHODE ISLAND CONTROLLERS OFFICE	Coll of Env & Life Sciences	144017188	RI	29,403	-
CLEMSON UNIVERSITY	Clemson U. Experiment Station	042629816	SC	25,569	-
SOUTH DAKOTA STATE UNIVERSITY	South Dakota Ag Exp Station	929929743	SD	73,177	-
LINCOLN MEMORIAL UNIVERSITY	Lincoln Memorial University	049467251	TN	6,167	-
UNIVERSITY OF TENNESSEE TENNESSEE AGRICULTURE EXPERIEN	AgResearch	133891015	TN	39,633	-
UNIVERSITY OF TENNESSEE COLLEGE OF VETERINARY MEDICINE	Coll of Veterinary Medicine	962110003	TN	8,743	-
TEXAS A M AGRILIFE RESEARCH	Texas A&M AgriLife Research	847205713	TX	256,331	157,625
TEXAS TECH UNIVERSITY SYSTEM		041367053	TX	3,360	2,066
UTAH STATE UNIVERSITY USU	Ag Exp Station	072983455	UT	32,005	-
VIRGINIA POLYTECHNIC INSTITUTE & STATE UNIVERSITY	Virginia Ag Exp Station	003137015	VA	53,721	-
UNIVERSITY OF VERMONT & STATE AGRICULTURAL COLLEGE UNIVERSITY OF VERMONT	Vermont Ag Exp Station	066811191	VT	11,787	-
WASHINGTON STATE UNIVERSITY WSU EXTENSION AND CAHNRS	Coll of Veterinary Medicine	041485301	WA	88,576	-
WASHINGTON STATE UNIVERSITY WSU EXTENSION AND CAHNRS	Agricultural Research Center	959235664	WA	6,014	-
UNIVERSITY OF WISCONSIN SYSTEM RESEARCH AND SPONSORED PROGRAMS		161202122	WI	92,664	-
WEST VIRGINIA UNIVERSITY	Coll of Ag and Nat Resources	929332658	WV	9,022	-
UNIVERSITY OF WYOMING SPONSORED PROGRAMS	Ag Exp Station	069690956	WY	21,105	-
Total Payments to States				\$3,717,120	\$837,950
Federal Administration				160,000	
Small Business Set-Aside				122,880	

Total Appropriation				\$4,000,000	
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