



# **REQUEST FOR APPLICATIONS**

## ***Laying Hen and Turkey Research Program***

FUNDING YEAR: Fiscal Year (FY) 2023

LETTER OF INTENT DEADLINE: Not Required

APPLICATION DEADLINE: June 13, 2023

ANTICIPATED PROGRAM FUNDING: \$927,258

AVERAGE INDIVIDUAL AWARD RANGE: \$300,000 – \$465,000

FUNDING OPPORTUNITY NUMBER: USDA-NIFA-OP-009862

ASSISTANCE LISTING NUMBER: 10.245

**INITIAL ANNOUNCEMENT**  
 National Institute of Food and Agriculture  
 United States Department of Agriculture

**Assistance Listing Number (ALN):** The Laying Hen and Turkey Research Program is listed in the Assistance Listings under number 10.245.

**Table 1:** Key Dates and Deadlines

Task Description	Deadline
<b>Application:</b>	5:00 P.M. Eastern, June 13, 2023 [Ref to <a href="#">Part I, C of this RFA</a> ]
<b>Letter of Intent:</b>	Not Required
<b>Applicants Comments:</b>	Within six months from the issuance of this notice ( <i>NIFA may not consider comments received after the sixth month</i> )

**Advancing Diversity, Equity, Inclusion, and Accessibility (DEIA).** The National Institute of Food and Agriculture (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.** 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 uses 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](mailto:Policy@usda.gov) (email is for comments only). Please use the following subject line: Response to the Laying Hen and Turkey Research Program RFA.

Public comments were solicited through a Virtual Stakeholder Listening Session on February 14, 2023, for stakeholders to have an opportunity to provide input to assist NIFA in the development of this Request for Applications. In addition, written comments were invited to be sent to the NIFA Laying Hen and Turkey Research Program staff until February 24, 2023.

## **EXECUTIVE SUMMARY**

The Laying Hen and Turkey Research Program is a competitive grant program that will support research projects to improve the efficiency and sustainability of laying hen and turkey production through integrated collaborative research and technology transfer.

This notice identifies the priorities and objectives for Laying Hen and Turkey Research Program projects, deadlines, funding information, eligibility and evaluation criteria for projects and applicants, and application forms and associated instructions.

**TABLE OF CONTENTS**

**EXECUTIVE SUMMARY ..... 3**

**TABLE OF CONTENTS ..... 4**

**TABLE OF TABLES..... 5**

**PART I. FUNDING OPPORTUNITY DESCRIPTION ..... 6**

A. Legislative Authority .....6

B. Purpose and Priorities .....6

**PART II. AWARD INFORMATION ..... 8**

A. Available Funding .....8

B. Application Restrictions .....8

C. Project and Grant Types .....8

D. Ethical Conduct of Funded Projects .....8

**PART III. ELIGIBILITY INFORMATION..... 9**

A. Eligibility Requirements.....9

B. Cost Sharing or Matching.....9

**PART IV. APPLICATION AND SUBMISSION ..... 10**

A. Method of Application .....10

B. Content and Form of the Application .....10

C. Funding Restrictions.....12

**PART V. APPLICATION REVIEW REQUIREMENTS ..... 14**

A. NIFA’s Evaluation Process .....14

B. Evaluation Criteria.....14

C. Organizational Management Information.....16

D. Application Disposition.....16

**PART VI. AWARD ADMINISTRATION ..... 17**

A. General .....17

B. Administrative and National Policy Requirements.....17

C. Expected Program Outputs and Reporting Requirements .....17

**PART VII. OTHER INFORMATION ..... 18**

A. Use of Funds and Changes in Budget.....18

B. Confidential Aspects of Applications and Awards.....18

C. Regulatory Information .....18

D. Limited English Proficiency.....19

**APPENDIX I: AGENCY CONTACT..... 20**

**APPENDIX II: GLOSSARY OF TERMS..... 21**

**APPENDIX III: DEFINITIONS ..... 22**

## TABLE OF TABLES

Table 1: Key Dates and Deadlines.....	2
Table 2: Program Key Information.....	7
Table 3: Steps to Obtain Application Materials.....	10
Table 4: Help and Resources .....	10
Table 5: Key Application Instructions.....	11

## **PART I. FUNDING OPPORTUNITY DESCRIPTION**

### **A. Legislative Authority**

The Consolidated Appropriations Act, 2023, Public Law 117-328, appropriated to the National Institute of Food and Agriculture approximately \$927,258 to be available for competitive grants to support research projects to improve efficiency and sustainability of laying hen and turkey production, as authorized in section 1672 of the Food, Agriculture, Conservation, and Trade Act of 1990, [7 U.S.C. 5925](#).

### **B. Purpose and Priorities**

The Laying Hen and Turkey Research Program under assistance listing number 10.245 will support one or more research projects for improving the efficiency and sustainability of laying hen and turkey production through integrated collaborative research and technology transfer.

Applications may emphasize one or more of the following priority areas:

1. disease prevention, including vaccine development and administration, diagnostics and early detection, disease resistance, and reducing pathogen transmission.
2. antimicrobial resistance, including alternatives to antimicrobials, such as probiotics or prebiotics; antimicrobial technologies; and mitigation of multidrug resistance.
3. nutrition, including alternative and sustainable feeds and ingredients.
4. gut health, including improvements to gut health that promote animal health, and impacts of pathogens, commensals, and the microbiome.
5. alternative housing systems under extreme seasonal weather conditions, including use of precision technologies, enhanced monitoring to improve indoor air quality and biosecurity, and to control the spread of disease.

### **Program Priority Additional Information**

According to [7 U.S.C. Section 5925](#), partnerships are encouraged, and the Secretary shall provide a priority to those grant proposals, found in the peer review process to be scientifically meritorious, that involve the cooperation of multiple entities.

The Laying Hen and Turkey Research Program is aligned with the following [USDA Strategic goals of FY 2022-2026](#):

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

**Global Engagement.** NIFA supports global engagement that advances U.S. agricultural goals. NIFA recognizes that collaboration with international partners may be necessary to attain the agency's goals for U.S. agriculture, promote global competence of our nation's future agricultural workforce, and promote safe and nutritious food security in a growing world. Therefore, although application to this RFA is limited to eligible U.S. institutions, applicants may collaborate with international partners, to include subcontracts to international partners or other institutions. Applications must clearly demonstrate benefits to U.S. agriculture.

For a program informational webinar, please visit the [NIFA calendar](#) for dates, event registration, and link. If you need a reasonable accommodation to participate in any of the informational webinars listed, please contact the event host listed no later than 10 days prior to the event.

**Table 2:** Program Key Information

	Title	Description
<b>Program Code:</b>	LHTR	
<b>Program Code Name:</b>	Laying Hen and Turkey Research	
<b>ALN:</b>	10.245	
<b>Project Type:</b>	Research	
<b>Grant Type:</b>	Standard	
<b>Application Deadline</b>	June 13, 2023	
<b>Grant Duration:</b>	Up to 36 months	
<b>Anticipated # of Awards:</b>	2	
<b>Maximum Award Amount:</b>	\$465,000	

## **PART II. AWARD INFORMATION**

### **A. Available Funding**

The amount available for the Laying Hen and Turkey Research Program in FY 2023 is approximately \$927,258, available via competitive award(s). The program anticipates funding two awards, one award focused on laying hens and one award focused on turkey production. USDA is not committed to fund any particular application or to make a specific number of awards.

The [Automated Standard Application for Payments](#), operated by the Department of Treasury, Bureau of Fiscal Service, is the designated payment system for awards resulting from this RFA.

### **B. Application Restrictions**

1. NIFA will evaluate applications using the criteria described in [Part V](#) of this RFA.
2. Applications for FY 2023 are limited to new applications and are subject to the due dates herein (see [Appendix III](#) for definition).

### **C. Project and Grant Types**

The following describes the types of *projects* or *grants* that are eligible for funding:

1. Project Types. Applicants must propose Research projects only.
2. Grant Types. Applicants must select the Standard grant type only.

### **D. Ethical Conduct of Funded Projects**

In accordance with sections [2, 3, and 8 of 2 CFR Part 422](#), 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 that the institution will comply with the above requirements. Award recipients must, 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. Eligibility Requirements**

Applicants for the Laying Hen and Turkey Research Program must meet all the requirements discussed in this RFA. Failure to meet the eligibility criteria by the application deadline may result in exclusion from consideration or preclude NIFA from making an award. For those new to Federal financial assistance, NIFA's [Grants Overview](#) provides highly recommended information about grants and other resources to help understand the Federal awards process. Eligible applicants include:

- 1) State agricultural experiment stations;
- 2) colleges and universities;
- 3) university research foundations;
- 4) other research institutions and organizations;
- 5) Federal agencies;
- 6) national laboratories;
- 7) private organizations, foundations, or corporations;
- 8) individuals; or
- 9) any group consisting of two or more of the entities listed in subparagraphs 1) through 8).

***Duplicate Submissions*** – Submission of duplicate or predominantly overlapping applications is not allowed. NIFA will disqualify both applications if an applicant submits multiple applications that are duplicative or substantially overlapping to NIFA programs within the same fiscal year. For those new to Federal financial assistance, NIFA's [Grants Overview](#) provides highly recommended information about grants and other resources to help understand the Federal awards process.

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

***Match Required*** – An entity receiving a grant under the Laying Hen and Turkey Research Program shall provide non-Federal matching funds (including funds from an agricultural commodity promotion, research, and information program) equal to not less than the amount of the grant. Non-Federal matching funds may include in-kind support.

NIFA may waive the matching funds requirement with respect to a research project if NIFA determines that:

1. The results of the project are of particular benefit to a specific agricultural commodity, but those results are likely to be applicable to agricultural commodities generally; or
2. The project
  - (a) involves a minor commodity,
  - (b) deals with scientifically important research, and
  - (c) the grant recipient is unable to satisfy the matching funds requirement.

## PART IV. APPLICATION AND SUBMISSION

### A. Method of Application

Applicants must apply to this RFA electronically; no other method or response is accepted. The electronic application for this RFA and additional resources are available on [Grants.gov](https://www.grants.gov) and [Grants 101](#). **Table 3** provides instructions on how to obtain an electronic application. **Part III** of the [NIFA Grants Application Guide](#) contains detailed information regarding the [Grants.gov](https://www.grants.gov) registration process. [The NIFA Grants Application Guide](#) is contained in the specific funding opportunity package or a sample of the guide can be found [here](#). When applying for a NIFA award, it is important to reference the version of the guide that is included in the specific funding opportunity application package.

**Table 3:** Steps to Obtain Application Materials

Steps	Action
<b>Step One: Register</b>	<i>New Users</i> to <a href="https://www.grants.gov">Grants.gov</a> must register early with <a href="https://www.grants.gov">Grants.gov</a> prior to submitting an application ( <a href="#">Register Here</a> ).
<b>Step Two: Download Adobe</b>	Download and Install <a href="#">Adobe Reader</a> (see <a href="#">Adobe Software Compatibility</a> for basic system requirements).
<b>Step Three: Find Application</b>	Using this funding opportunity number <b>USDA-NIFA-OP-009862</b> search for application here: <a href="#">Opportunity Package</a> .
<b>Step Four: Assess Readiness</b>	Contact an AR prior to starting an application to assess the organization’s readiness to submit an electronic application.

**Table 4:** Help and Resources

Grants.gov Support	NIFA Support
<a href="#">Grants.gov Online Support</a> Telephone support: 800-518-4726 Toll-Free or 606-545-5035 Email support: <a href="mailto:support@grants.gov">support@grants.gov</a> Self-service customer-based support: <a href="#">Grants.gov iPortal</a> Key Information: Customer service business Hours 24/7, except <a href="#">federal holidays</a> .	Email: <a href="mailto:grantapplicationquestions@usda.gov">grantapplicationquestions@usda.gov</a>  Key Information: Business hours: Monday thru Friday, 7a.m. – 5p.m. ET, except <a href="#">federal holidays</a>

### B. Content and Form of the Application

The [NIFA Grants Application Guide](#) is part of the corresponding application package for this RFA. The RFA overrides the [NIFA Grants Application Guide](#) if there is a discrepancy between the two documents. Applicants that do not meet the application requirements, to include partial applications, risk being excluded from NIFA’s review. NIFA will assign a proposal number to all applications that meet the requirements of this RFA. Applicants must refer to the proposal number when corresponding with NIFA. **Table 5** outlines other key instructions for applicants.

**Table 5: Key Application Instructions**

Instruction	References (All references are to the <a href="#">NIFA Grants Application Guide</a> )
Attachments must be in a portable document format (PDF) format.	Part IV
Check the manifest of submitted files to verify attachments are in the correct format.	Part IV
Conduct an administrative review of the application before submission.	Part IV
Follow the submission instructions.	Part IV
Provide an accurate email address, where designated, on the SF-424 R&R.	Part V
Contact the <a href="http://Grants.gov">Grants.gov</a> helpdesk for technical support and keep a record of the correspondence.	N/A
Contact NIFA if applicant does not receive correspondence from NIFA regarding an application within 30 days of the application deadline.	N/A

**SF 424 R&R Cover Sheet.** See **Part V** of the [NIFA Grants Application Guide](#) for the required certifications and assurances.

**SF 424 R&R Project/Performance Site Location(s).** See **Part V** of the [NIFA Grants Application Guide](#).

**R&R Other Project Information Form.** See **Part V** of the [NIFA Grants Application Guide](#).

1. **Field 7.** Project Summary (PS)/Abstract. The PS must show how the project goals align with the project goals of the Laying Hen and Turkey Research Program. See **Part V** of the [NIFA Grants Application Guide](#) for instructions and suggested templates.
2. **Field 8.** Project Narrative (PN). The PN must not exceed [18] *single-spaced* pages of written text with font no smaller than 12 point and margins no smaller than 1 inch, including figures and tables. The page limits outlined here ensure fair and equitable competition. Appendices to the PN are allowed if they are directly germane to the proposed project. Do not add appendices to circumvent the page limit. The PN must include all the following:
  - a. Introduction;
  - b. Rationale and significance;
  - c. Objectives;
  - d. Approach;
  - e. Global engagement, if applicable;
  - f. Project timeline; and
  - g. Cooperation and institutional involvement.

3. **Field 12.** Add Other Attachments. See **Part V** of the [NIFA Grants Application Guide](#).

**R&R Senior/Key Person Profile (Expanded).** See **Part V** of the [NIFA Grants Application Guide](#) for profile requirements, details about the biographical sketch, and suggested support templates.

**R&R Personal Data.** This information is voluntary and is not a precondition of award (see **Part V** of the [NIFA Grants Application Guide](#)).

**R&R Budget.** See **Part V** of the [NIFA Grants Application Guide](#).

1. **Match** – If an applicant concludes that the matching requirements described under [Part III, B](#) of this RFA is not applicable to them, the applicant must include an explanation of their conclusion in the *budget justification*. NIFA 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. Grants that require matching funds as specified under [Part III, B](#) of this RFA must list in their *budget justification* the matching sources, the identification of the entity(ies) providing the match, and the total pledged amount. A written verification of commitments of matching support (a pledge agreement) is not required. However, applicants are subject to the documentation, valuing and reporting requirements, as specified in [2 CFR Part 200, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards \(the Uniform Guidance\),”](#) and [7 CFR 3430, “Competitive and Noncompetitive Non-Formula Federal Assistance Programs – General Award Administrative Provisions.”](#)
2. **Indirect costs (IDC)** – See [Part IV, C](#) of this RFA for funding restrictions regarding indirect cost, and **Part V** of the [NIFA Grants Application Guide](#) for additional information.

**Data Management Plan.** A DMP is required for this program. Applicants should 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 this RFA, [NIFA’s Data Management Plan](#)).

**Supplemental Information Form.** See **Part V** of the [NIFA Grants Application Guide](#).

1. **Field 2.** Program to which the applicant is applying. Enter the program name Laying Hen and Turkey Research Program and the program code **LHTR**. Accurate entry is critical.
2. **Field 8.** Conflict of Interest List. See **Part V** of the [NIFA Grants Application Guide](#).

### **C. Funding Restrictions**

**Indirect Cost (IDC) not to exceed 30 percent of Total Federal Funds Awarded (TFFA) of the recipient.** Section 1462(a) and (c) of the [National Agricultural Research, Extension, and Teaching Policy Act of 1977 \(NARETPA\)](#) limits IDC for the overall award to 30 percent of Total Federal Funds Awarded (TFFA) under a research, education, or extension grant. The maximum IDC rate allowed under the award is determined by calculating the amount of IDC using:

1. the sum of an institution’s negotiated indirect cost rate and the indirect cost rate charged by sub-awardees, if any; or
2. 30 percent of TFFA.

The maximum allowable IDC rate under the award, including the IDC charged by the sub-awardee(s), if any, is the lesser of the two rates.

If the result of number one is the lesser of the two rates, the grant recipient is allowed to charge the negotiated IDC rate on the prime award and the sub-award(s), if any. Any sub-awards would be subject to the sub-awardee's negotiated IDC rate. The sub-awardee may charge its negotiated IDC rate on its portion of the award, provided the sum of the IDC rate charged under the award by the prime awardee and the sub-awardee(s) does not exceed 30 percent of the TFFA.

If the result of number two is the lesser of the two rates, then the maximum IDC rate allowed for the overall award, including any sub-award(s), is limited to 30 percent of the TFFA. That is, the IDC of the prime awardee plus the sum of the IDC charged by the sub-awardee(s), if any, may not exceed 30 percent of the TFFA.

In the event of an award, the prime awardee is responsible for ensuring the maximum indirect cost allowed for the award is not exceeded when combining IDC for the Federal portion (i.e., prime and sub-awardee(s)) and any applicable cost-sharing (see [7 CFR 3430.52\(b\)](#)). Amounts exceeding the maximum allowable IDC are considered unallowable. See sections [408](#) and [410](#) of [2 CFR 200](#).

Organizations that do not have a negotiated IDC rate and NIFA is the cognizant agency, the applicant must calculate an IDC rate in order to request IDC. Applicants are not required to complete the IDC package during the application process. Applicants need only to calculate an IDC rate to serve as a basis for requesting IDC, please see National Institute of Food and Agriculture ([usda.gov](http://usda.gov)) for additional resources. If awarded, the applicant will be required to submit a complete IDC proposal package to obtain a negotiated rate.

Organizations that do not have a current negotiated (including provisional) rate, may elect the De Minimis rate ([2 CFR 200.414](#)). The Uniform Guidance offers the option of electing to charge a de Minimis rate of 10 percent of modified total indirect costs (MTDC) which may be used indefinitely. As described above and in [2 CFR 200.403](#), costs must be charged consistently as either indirect or direct costs but may not be double charged or inconsistently charged as both. If elected, this methodology must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which it may do at any time.

Successful applicants shall not use grant funds awarded under the authority of this RFA for the construction of a new building or facility or the acquisition, expansion, remodeling, or alteration of an existing building or facility (including site grading and improvement, and architect fees).

## **PART V. APPLICATION REVIEW REQUIREMENTS**

### **A. NIFA's Evaluation Process**

NIFA evaluates each application in a two-part process. First, we screen each application to ensure that it meets the administrative requirements set forth in this RFA. All administrative requirements must be met in order for the application to proceed to the next level of review. Second, a scientific peer-review process will be used to technically evaluate applications that have met the administrative requirements using a review panel (see [NIFA Peer Review Process](#)).

#### **Scientific Peer Review Process:**

NIFA selects reviewers for the review panel based upon their training and experience in relevant scientific, extension, or education fields, taking into account the following factors:

1. The level of relevant formal scientific, technical education, or extension experience of the individual, as well as the extent to which an individual is engaged in relevant research, education, or extension activities.
2. The need to include experts from various areas of specialization within relevant scientific, education, or extension fields.
3. The need to include other experts (e.g., producers, range or forest managers/operators, researchers, public health practitioners, educators, consumers, and commercial reviews) who can assess relevance of the applications to targeted audiences and to program needs.
4. The need to include experts from a variety of organizational types (e.g., colleges, universities, industry, state and Federal agencies, and private profit and non-profit organizations) and geographic locations.
5. The need to maintain a balanced composition with regard to race, ethnicity, gender representation, and an equitable age distribution.
6. The need to include reviewers who can judge the effective usefulness of each application to producers and the general public.

After each peer review panel has completed its deliberations, the responsible program staff of NIFA will recommend that your project is either approved for support from currently available funds or declined due to insufficient funds or unfavorable review.

NIFA reserves the right to negotiate with the PD/PI and/or the submitting organization or institution regarding project revisions (e.g., reductions in the scope of work, funding level, period, or method of support) prior to recommending any project for funding.

After the review process has been completed, NIFA sends copies of reviews, *not* including the identity of reviewers, and a summary (if applicable) of the review panel comments to the PD.

***Conflicts of interest.*** NIFA takes extreme care to prevent any actual or perceived conflicts of interest that may influence the review or evaluation (see [NIFA Peer Review Process for Competitive Grant Applications](#)).

### **B. Evaluation Criteria**

NIFA will use the following criteria to evaluate the applications submitted to this RFA:

1. Scientific Merit of the Application
  - a. Novelty, innovation, uniqueness, and originality;
  - b. Conceptual adequacy of the research and suitability of the hypothesis, as applicable;
  - c. Clarity and delineation of objectives;
  - d. Adequacy of the description of the undertaking;
  - e. Suitability and feasibility of methodology and data management plan;
  - f. Demonstration of feasibility through preliminary data, if available; and
  - g. Probability of success of the project is appropriate given the level of scientific originality, risk-reward balance, proposed timelines, and project management.
  
2. Qualifications of Project Personnel, Adequacy of Facilities, and Project Management
  - a. Qualifications of applicant (individual or team) to conduct the proposed project, including performance record and potential for future accomplishments;
  - b. Demonstrated awareness of previous and alternative approaches to the problem identified in the application;
  - c. Institutional experience and competence in subject area;
  - d. Adequacy of available or obtainable support personnel, facilities, and instrumentation;
  - e. Documented plan for collaborative research and technology transfer; and
  - f. Planning and administration of the proposed project, including time allocated for systematic attainment of objectives; and planned administration of the proposed project and its maintenance, partnerships, collaborative efforts, and the planned dissemination of information of outcomes and impacts.
  
3. Project Relevance
  - a. Documentation that the research is directed toward one or more specific program priority areas identified in this RFA and is designed to improve the efficiency and sustainability of laying hen and turkey production in the U.S.; and
  - b. When international collaboration or activities are involved, the project leverages expertise, resources, and experience from beyond the United States to achieve greater impact or brings foreign or international research efforts to address issues relevant to U.S. agriculture.

A reviewer's written evaluation entails two levels of assessment. First, the reviewer summarizes how well the application addressed each evaluation criterion. After the application has been assessed for strengths and weaknesses of each criterion, the reviewer then evaluates the overall likelihood that the project will have significant outcomes. These written reviews are used to begin panel discussions with other reviewers serving on the peer review panel. Through these discussions, peer review panelists come to consensus on the final rating and ranking of proposals. A complete description of NIFA's peer review process can be found at the [NIFA Peer Review Process for Competitive Grant Applications page](#).

**C. Organizational Management Information**

Applicants must submit specific management information prior to an award and update the information as needed. Applicants may only need to provide an update if there was a change in previously provided information under this or another NIFA program. NIFA provides the requisite forms during the pre-award process. Although an applicant may be eligible for award under this program, 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, or a determination that an applicant is not responsible).

**D. Application Disposition**

Applicants may withdraw at any time before NIFA makes a final funding decision. NIFA will retain all applications, including withdrawn applications and unfunded applications.



## **PART VI. AWARD ADMINISTRATION**

### **A. General**

Within the limit of funds authorized, the NIFA awarding official will make grants to responsible and eligible applicants whose applications are judged most meritorious under the procedures set forth in this RFA. The date specified by the NIFA awarding official as the effective date of the grant must be no later than September 30 of the federal fiscal year in which the project is approved for support and funds are appropriated for such purpose, unless otherwise permitted by law. The project need not be initiated on the grant effective date, but as soon thereafter as practical so that project goals may be attained within the funded project period. All funds granted by NIFA under this RFA may be used only for the purpose for which they are granted in accordance with the approved application and budget, regulations, terms and conditions of the award, applicable federal cost principles, USDA assistance regulations, and [NIFA General Awards Administration Provisions, 7 CFR Part 3430, subparts A through E](#).

*Award Notice.* The award document will provide pertinent instructions and information as described in [2 CFR 200.211](#) (see [NIFA's Terms and Conditions](#)).

### **B. Administrative and National Policy Requirements**

Several federal statutes and regulations apply to grant applications and the projects outlined in this RFA (some are listed here: [Federal Regulations](#)). Unless specifically noted by statute or award-specific requirements, [NIFA Federal Assistance Policy Guide](#) applies to all NIFA awards.

### **C. Expected Program Outputs and Reporting Requirements**

Include this subpart if the program has specific award terms. Highlight any special reporting requirements that differ from the norm (e.g., by report type, frequency, form/format, or circumstances for use). The NIFA Director of Information Policy, Planning, and Training must approve all special requirements. When forwarding applications for award, Program must alert NIFA's Award Management Division (AMD) via the "Competitive or non-competitive proposal recommendation sheet" that the special reporting requirements need to be included as part of the provisions of award.

## **PART VII. OTHER INFORMATION**

### **A. Use of Funds and Changes in Budget**

***Delegation of fiscal responsibility.*** Unless the terms and conditions of the award state otherwise, awardees may not in whole or in part delegate or transfer to another person, institution, or organization the responsibility for use or expenditure of award funds.

***Changes in Budget or Project Plans.*** In accordance with [2 CFR 200.308](#), awardees must request prior approval from NIFA for the following program or budget-related reasons (the awardee is subject to the terms and conditions identified in the award):

1. Change in the scope or the objective of the project or program without prior written approval (even if there is no associated budget revision requiring).
2. Change in a key person specified in the application or the federal award.
3. Disengagement from the project for more than three months, or a 25 percent reduction in time devoted to the project.
4. Inclusion of costs that require prior approval in accordance with [2 CFR 200 Subpart E \(Cost Principles\)](#), or [45 CFR Part 75 Appendix IX, \(Principles for Determining Costs Applicable to Research and Development under Awards and Contracts with Hospitals\)](#), or [48 CFR](#), unless waived by the federal awarding agency, [48 CFR Part 31, Contract Cost Principles and Procedures](#);
5. Transfer of funds budgeted for participant support costs to other categories of expense. ([2 CFR 200.456 Participant support costs](#));
6. Sub-awarding, transferring or contracting out of any work under a federal award, including fixed amount sub-awards (see [2 CFR 200.333, Fixed Amount Sub-awards](#)), unless described in the application and funded in the approved federal awards. This provision does not apply to the acquisition of supplies, material, equipment, or general support services.
7. Changes in the approved cost-sharing or matching provided by the non-federal entity; and
8. The need for additional federal funds to complete the project.

### **B. Confidential Aspects of Applications and Awards**

When an application results in an award, it becomes a part of NIFA transaction records, which are available to the public. Information that the Secretary of Agriculture determines to be confidential, privileged, or proprietary in nature will be held in confidence to the extent permitted by law. Therefore, applicants should clearly mark any information within the application they wish to have considered as confidential, privileged, or proprietary. NIFA will retain a copy of an application that does not result in an award for three years. Such an application will be released only with the consent of the applicant or to the extent required by law. An applicant may withdraw at any time prior to the final action thereon.

### **C. Regulatory Information**

This program is not subject to the provisions of Executive Order 12372, which requires intergovernmental consultation with state and local officials. Under the provisions of the Paperwork Reduction Act of 1995 ([44 U.S.C. Chapter 35](#)), the collection of information requirements contained in this notice have been approved under [OMB Document No. 0524-0039](#).

**D. Limited English Proficiency**

NIFA offers language access services, such as interpretation and translation of vital information, free of charge. If you need interpretation or translation services, please visit [NIFA Language Access Services](#) or contact Lois Tuttle, Equal Opportunity Specialist, at [Lois.Tuttle@usda.gov](mailto:Lois.Tuttle@usda.gov) or (443) 386-9488.

## APPENDIX I: AGENCY CONTACT

### **Program Contacts**

Kathe Bjork

[kathe.e.bjork@usda.gov](mailto:kathe.e.bjork@usda.gov)

816-591-7415

Kamilah Grant

[Kamilah.Grant@usda.gov](mailto:Kamilah.Grant@usda.gov)

352-805-8872

For administrative questions related to:

1. Grants.gov, see [Part IV](#) of this RFA.
2. Other RFA or application questions, please email [grantapplicationquestions@usda.gov](mailto:grantapplicationquestions@usda.gov)
3. Awards under this RFA, please email [awards@usda.gov](mailto:awards@usda.gov)

### **U.S. Postal Mailing Address:**

National Institute of Food and Agriculture

U.S. Department of Agriculture

P.O. Box 419205, MS 10000

Kansas City, MO 64141-6205

### **Courier/Package Delivery Address:**

National Institute of Food and Agriculture

U.S. Department of Agriculture

2312 East Bannister Road, MS 10000

Kansas City, MO 64141-3061

## **APPENDIX II: GLOSSARY OF TERMS**

### **Glossary of Terms**

Agriculture and Food Research Initiative – AFRI

Assistance Listing Number – ALN

Authorized Representative – AR

Agricultural Research, Extension, and Education Reform Act of 1998 – AREERA

Coordinated Agricultural Project – CAP

Centers of Excellence – COE

Data Management Plan – DMP

National Institute of Food and Agriculture – NIFA

Request for Application – RFA

Research, Education, and Economics – REE

United States Department of Agriculture – USDA

## APPENDIX III: DEFINITIONS

Refer to [7 CFR 3430 Competitive and Noncompetitive Non-formula Federal Assistance Programs – General Award Administrative Provisions](#) for additional definitions.

### Definitions

#### Continuation Award:

An award instrument by which NIFA agrees to support a specified level of effort for a predetermined period of time with a statement of intention to provide additional support at a future date, provided that performance has been satisfactory, appropriations are available for this purpose, and continued support would be in the best interest of the federal government and the public.

#### Matching:

The process through which a grant recipient match awarded USDA funds with cash and in-kind contributions on a dollar-for-dollar basis. The matching funds must derive from non-Federal sources.

#### New Application:

An application not previously submitted to a program.

#### Hen or Laying Hen:

The term “hen” or “laying hen” means a domesticated female chicken raised primarily for production of commercial eggs.

#### Collaboration:

The action of working with someone to produce or create something.

#### Cooperation:

The process of working together towards the same goal.

#### Partnership:

An agreement between organizations or people to work together.