



National Institute of Food and Agriculture

U.S. DEPARTMENT OF AGRICULTURE

BIOENERGY, CLIMATE, AND ENVIRONMENT
FOOD PRODUCTION AND SUSTAINABILITY
YOUTH, FAMILY, AND COMMUNITY
FOOD SAFETY AND NUTRITION
INTERNATIONAL PROGRAMS

Grant Support Technical Assistance Workshop

NIFA

PD Transfers

INVESTING IN SCIENCE | SECURING OUR FUTURE | WWW.NIFA.USDA.GOV

USDA IS AN EQUAL OPPORTUNITY PROVIDER, EMPLOYER, AND LENDER



**BIOENERGY, CLIMATE, AND ENVIRONMENT
FOOD PRODUCTION AND SUSTAINABILITY
YOUTH, FAMILY, AND COMMUNITY
FOOD SAFETY AND NUTRITION
INTERNATIONAL PROGRAMS**

NIFA

**Susan Muhidin
Program Specialist (AFRI)**

**Rachel Henderson
Grants Management Specialist**

**Stephanie Smith
Grants Management Specialist**



Non-Discrimination Statement

<https://www.usda.gov/non-discrimination-statement>

- In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs, are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.
- Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.
- To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax (202) 690-7442; or (3) email: program.intake@usda.gov.
- USDA is an equal opportunity provider, employer and lender.



What is a Project Director (PD) Transfer?

- A PD transfer is the transfer of an originally approved USDA/NIFA award to a new institution where the PD has accepted a new position
- Before the PD will be able to transfer the award certain procedures are required by NIFA to complete the requested transfer



PD Transfer Process

1st Step: PD contacts the National Program Leader (NPL) to determine if a PD transfer is appropriate and request approval

- What the NPL takes into consideration:
 - Whether the program allows PD transfers
 - Eligibility of the new institution to accept the award
 - Is it AFRI Food and Agricultural Science Enhancement (FASE) funds?
 - FASE eligibility of new institution is based on year award was made
 - Capacity of the new institution to carry the project
 - Possible changes of scope and goals as result of the transfer to new institution

Once the PD transfer has been approved the NPL will notify the PD

PD Transfer Process

- **2nd Step:** Program Staff will request documents from the PD to process close out of the original award
 - This will require the PD to coordinate with the original institution to obtain the documents
- **3rd Step:** Program Staff will send PD Transfer RFA to the PD and request the new institution to submit a new application
- **4th Step:** Original award will be closed out and new award initiated

***Remember awards are made to the institution**



What is a PD Change?

- A Project Director (PD) change is when the original PD is replaced by another PD. If the new PD is at another institution this will result in a PD change AND Transfer
- Examples:
 - Original PD is retiring or moving out of the United States
 - Institutions decides to not allow the transfer of an award

Timeline

- **PD Transfer:**
 - These take time! Expect 3-6 months. Processing time does not extend the period of performance
 - There must be enough time left on the award to transfer it. At minimum 3-4 months
 - If there is not enough time remaining the original institution will need to request a No-Cost Extension (NCE) to ensure that the close out is completed before the award expires
 - Expired awards cannot be transferred.
 - NCE can also be added to the new award to extend the period of performance
- **PD Change**
 - Roughly 1-2 months

FASE Awards

- **AFRI FASE Grants** that use FASE funds for strengthening grants can **ONLY** be transferred to another strengthening-eligible institution using the eligibility from the fiscal year of the funding
 - Strengthening Grants are available during each funding cycle to ensure that researchers at institutions and states that are underrepresented in terms of Federal research, education, and/or extension funding receive a portion of AFRI funds



Questions???

Panelists

Susan Muhidin
Stephanie Smith
Rachel Henderson

Please put your questions
in the Q and A Box

Questions/comments/feedback:
AdminOpsTeam.NIFA@usda.gov
Subject line: Grant Support Technical Assistance
Workshop