



United States  
Department of  
Agriculture

National Institute  
of Food  
and Agriculture

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The NIFA logo, featuring the letters "NIFA" in a large, white, serif font, with a stylized orange and yellow background graphic of a field and trees.

# REQUEST FOR APPLICATIONS

## Alaska Native-Serving and Native Hawaiian-Serving Institutions Education Competitive Grants Program

FUNDING YEAR: Fiscal Year (FY) 2024 and 2025

APPLICATION DEADLINE: March 5, 2024

ANTICIPATED FUNDING: FY 2024: \$6,287,050\*  
FY 2025: \$4,787,050

FUNDING OPPORTUNITY NUMBER: USDA-NIFA-AHSI-010474

ASSISTANCE LISTING NUMBER: 10.228

\* FY 2024 is approximately \$6,287,050, which includes \$4,787,050 of FY 2024 funding and \$1,500,000 of prior year funding.

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

**Assistance Listing Number (ALN):** The Alaska Native-Serving and Native Hawaiian-Serving Institutions Education Competitive Grants Program (ANNH) is listed in the Assistance Listings under number 10.228.

**Table 1:** Key Dates and Deadlines

Task Description	Deadline
<b>Application:</b>	FY 2024: 5:00 P.M. Eastern Time, March 5, 2024 FY 2025: 5:00 P.M. Eastern Time, February 13, 2025
<b>Letter of Intent:</b>	Not Applicable
<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 (RFA) 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). Please use the following subject line: Response to the ANNH RFA.

## **EXECUTIVE SUMMARY**

NIFA requests applications for the Alaska Native-Serving and Native Hawaiian-Serving Institutions Education Competitive Grants Program (ANNH) for Fiscal Year (FY) 2024 to promote and strengthen the ability of Alaska Native-Serving Institutions and Native Hawaiian-Serving Institutions to carry out education, applied research, and extension community development programs. The amount available in FY 2024 is approximately \$6,287,050, which includes \$4,787,050 of FY 2024 funding and \$1,500,000 of prior year funding.

This notice identifies the objectives for ANNH projects, deadlines, funding information, eligibility criteria for projects and applicants, and application forms and associated instructions.

Traditional ecological knowledge and native language preservation are considered acceptable topics of research, education, and extension for projects funded by this RFA.

This RFA is being released prior to the passage of a full appropriations act for FY 2024. Enactment of a continuing resolution, appropriations act, or other authorizing legislation may affect the availability or level of funding for this program.

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## PART I. FUNDING OPPORTUNITY DESCRIPTION

### A. Legislative Authority

The Alaska Native-Serving and Native Hawaiian-Serving Institutions Education Competitive Grants Program (ANNH) is administered under the provisions of Section 1419B of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 ([7 USC 3156](#)).

### B. Purpose and Priorities

The purpose of this program, under Assistance Listing Number 10.228, is to promote and strengthen the ability of Alaska Native-Serving Institutions and Native Hawaiian-Serving Institutions to carry out education, applied research, and related community development programs. NIFA intends this program to address educational needs, as determined by each institution, within a broadly defined area of Food, Agricultural, Natural Resources, and Human Sciences (FANH).

The ANNH is aligned with the following [USDA Strategic Plan FY 2022-2026](#) goals:

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

The ANNH is aligned with the following [USDA Science and Research Strategy, 2023–2026](#) Priorities:

1. **Priority 1:** Accelerating Innovative Technologies and Practices
2. **Priority 2:** Driving Climate-Smart Solutions
3. **Priority 3:** Bolstering Nutrition Security and Health
4. **Priority 4:** Cultivating Resilient Ecosystems
5. **Priority 5:** Translating Research into Action

**NIFA is soliciting applications for the ANNH Grants Program that support:**

1. Activities of collaborative membership of Alaska Native-Serving or Native Hawaiian-Serving Institutions to enhance educational equity for underrepresented students;
2. Strengthening institutional education capacities, including libraries, curriculum, faculty, scientific instrumentation, instruction delivery systems, and student recruitment and retention, to respond to identified state, regional, national, or international educational needs in the FANH sciences;
3. Undergraduate and graduate students from underrepresented groups to prepare them for careers related to the food, agricultural and natural resource systems and sciences and beginning with the mentoring of students from K-12, and continuing with the provision of financial support for students through their attainment of a doctoral degree; and
4. Cooperative initiatives between at least two or more Alaska Native-Serving or Native Hawaiian-Serving Institutions, which may work in cooperation with one or more other entities including units of State government and private sector organizations, to maximize the development and use of resources, such as faculty, facilities, and equipment, to improve FANH education programs.

Applications for the ANNH Grants Program must include activities that:

1. Enhance educational equity for underrepresented students;

2. Strengthen institutional educational capacities;
3. Prepare students for careers related to FANH; and
4. Maximize the development and use of resources to improve FANH education programs.

**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 the U.S.

**Leadership Skills Development.** The development of leadership skills, knowledge, and qualities are necessary to prepare students for agricultural and related careers in the private sector, government, and academia. ANNH education applications must demonstrably incorporate a leadership development component to equip students with technical and leadership abilities upon graduation. Specific activities may include:

1. Developing practical applications to increase understanding of leadership roles, including critical thinking, problem solving, and communication skills; ethics and professionalism; and working in teams.
2. Connecting the academic classroom experience with daily leadership roles and organizational activities.
3. Providing opportunities for mentoring and shadowing; and
4. Organizing leadership academies, workshops, trainings, etc.

**Incorporation of Social Sciences and Enhancing Impacts.** The ANNH Grants Program supports social and behavioral science disciplines. ANNH projects that integrate social and behavioral sciences to provide experiential learning opportunities for students in applied research and related community development programs are encouraged. Incorporation of social and behavioral sciences is important for addressing many of the challenges facing agriculture and rural communities, such as increasing global demand for food production in the face of limited natural resources; improving health and reducing obesity by engaging in healthy lifestyles and consuming healthy diets; and alleviating poverty by fostering economic opportunity.

**Traditional Ecological Knowledge and Native Language Preservation.** Traditional ecological knowledge and native language preservation are considered acceptable topics of research, education, and extension for projects funded by this RFA.

**Metrics.** The ANNH Grants Program requires all Project Directors to provide appropriate metrics and describe the expected products and results, outcomes, and their potential impact on strengthening FANH in education, research, and extension. Metrics to assess products, outputs and outcomes are to be clearly delineated in the proposal.

Additional requirements on expected performance goals, indicators and targets may be required as a condition of award. The ANNH grant program is a covered program of the Justice40 Initiative ([Section 223 of Executive Order 14008](#)).

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>	RD
<b>Program Code Name:</b>	Alaska Native-Serving and Native Hawaiian-Serving Institutions Education Grant Program (ANNH)
<b>ALN:</b>	10.228
<b>Project Types:</b>	Education Projects, Extension Projects, Research Projects, Integrated Research, Extension and Education Projects
<b>Grant Type:</b>	Standard and Collaborative Grants
<b>Application Deadline</b>	FY 2024: March 5, 2024 FY 2025: February 13, 2025
<b>Grant Duration:</b>	36-48 Months
<b>Number of Applications per Lead Institution:</b>	No limit on Standard Grants Limit of Two on Collaborative Grants
<b>Award Limit per Institution:</b>	Up to three awards: Two Standard and One Collaborative
<b>Maximum Individual Award Amount:</b>	Standard Grants: \$150,000 to \$500,000 Collaborative Grants: \$300,000 to \$1,500,000
<b>Program Materials Available on the Internet:</b>	ANNH information will be made available on the NIFA website at <a href="#">Alaska Native-Serving and Native Hawaiian-Serving Institutions Education Competitive Grants Program (ANNH)</a> .



## PART II. AWARD INFORMATION

### A. Available Funding

This RFA is being released prior to the passage of a full appropriations act for FY 2024. Enactment of additional continuing resolutions, appropriations act, or other authorizing legislation may affect the availability or level of funding for this program.

The amount available for the Alaska Native-Serving and Native Hawaiian-Serving Institutions Education Competitive Grants Program (ANNH) in FY 2024 is approximately \$6,287,050, which includes \$4,787,050 of FY 2024 funding and \$1,500,000 of prior year funding. Approximately \$4,787,050 will be available in FY 2025.

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

NIFA will evaluate applications using the criteria described in [Part V](#) of this RFA. Applications for FY 2024 are limited to the following application types:

1. *New application*: New applications will be evaluated using the criteria described in [Part V](#) of this RFA and are subject to the due dates herein (see [Appendix III](#) for definition).
2. *Resubmitted application*: Resubmitted applications must include the responses to the previous review panel summary and are subject to the same criteria and due dates herein. Resubmitted applicants must enter the NIFA-assigned proposal number of the previously submitted application in the *Federal Field (Field 4)* on the application form (see [Appendix III](#) for definition).
3. *Renewal application*. Renewal applications must contain the same information as required for new applications and must contain a *progress report*. The progress report must include the implementation of the data management plan (DMP) of the previously funded project. Renewal applications are subject to the same criteria and due dates herein. Applicants submitting a renewal application must enter the NIFA-assigned proposal number of the previously approved application in the *Federal Field (Field 4)* on the application form (see [Appendix III](#) for definition).
4. *Resubmitted renewal application*. Resubmitted renewal applicants must provide a *progress report*, respond to the previous review's panel summary, and are subject to the same criteria and due dates herein. The progress report must include the implementation of the data management plan (DMP) of the previously funded project. Applicants submitting a renewal application must enter the NIFA-assigned proposal number of the previously approved application in the *Federal Field (Field 4)* on the application form (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.** The ANNH Grants Program is soliciting applications for the following project types and need areas:
  - a. **Education/Teaching Projects.** Single-function Education/Teaching Projects conduct programs and activities that have formal classroom instruction, laboratory instruction, and practicum experience in FANH and may also support faculty development, student recruitment and services, curriculum development, instructional materials and equipment, and innovative teaching methodologies.

**Need Areas:** ANNH projects must focus on one or more of the need areas listed below. Please note that at least one of these need areas must be indicated in the project summary (See [Part IV, B.2](#)).

- i. **Curricula Design, Materials Development, and Library Resources.** To promote the development of courses of study and degree programs, new and improved curricula, and instructional materials and technology; promote the acquisition of library resources including books and journals relating to FANH; and stimulate the use of new approaches to the study of traditional subjects, new research on teaching and learning theory, and new applications of knowledge.
- ii. **Faculty Preparation and Enhancement for Teaching.** To advance faculty development in the areas of teaching competency and leadership, subject matter expertise, or student recruitment and advising skills. Examples include:
  1. Obtaining experience with recent developments and new applications,
  2. Expanding competence in innovative technologies and instruction delivery,
  3. Developing new skills in a field of science or education including student advising skills; pursuing graduate-level study in a field related to FANH.

Each faculty recipient of support for developmental activities must be an “eligible participant;” please refer to: [7 CFR 3430, Competitive and Noncompetitive Non-formula Financial Assistance Programs--General Award Administrative Provisions](#) for applicable definitions for this NIFA grant program.

- iii. **Instructional Delivery Systems.** To encourage the use of alternative methods of delivering instruction to enhance the quality, effectiveness, and cost efficiency of teaching programs. Examples include:
  1. Incorporating alternative instructional methodologies that respond to differences in student learning styles,
  2. Inter-institutional collaborations that deliver instruction in ways that maximize program quality and reduce unnecessary duplication,

3. Consideration and implementation of innovative instructional techniques, methodologies, and delivery systems in response to advances in knowledge and technology.
- iv. **Scientific Instrumentation for Teaching and Research.** To provide students and faculty in science-oriented courses with suitable, up-to-date equipment to involve them in work central to scientific understanding and progress. Examples include:
  1. Acquiring new, state-of-the-art instructional, laboratory, classroom, and research scientific equipment.
  2. Upgrading existing equipment or replacing non-functional or obsolete equipment.
- v. **Student Experiential Learning.** To further the development of student scientific and professional competencies through experiential learning programs that provide students with opportunities to solve complex problems in the context of real-world situations. Project focus may include:
  1. Preparing future graduates to advance knowledge and technology, enhancing quality of life, conserve resources, and addressing community and economic development issues.
  2. Enhancing student decision-making and communication skills and improving real-life technological expertise.
  3. Developing internships, practicum experiences, and study abroad opportunities.
  4. Participating with faculty on applied research and related community development projects.
- vi. **Student Recruitment, Retention, and Educational Equity.** The purpose of this initiative is to enhance educational equity for underrepresented students, and to strengthen student recruitment and retention programs to promote the future strength of the Nation's scientific, professional, and technical work force in FANH. Examples include:
  1. Initiating new projects or supplementing current efforts to attract increased numbers of students from underrepresented groups to attend college.
  2. Developing agricultural and science literacy programs at the high school level to attract students to college and careers in FANH.
  3. Mentoring programs and other initiatives to improve student retention.
  4. Providing student financial support to attend college.

Each student recipient of monetary support for education costs or developmental purposes must be enrolled at an eligible institution and meet the requirement of an "eligible participant" please refer to: [7 CFR 3430, Competitive and Noncompetitive Non-formula Financial Assistance Programs--General Award Administrative Provisions](#) for applicable definitions for this NIFA grant program.

- b. Extension Projects.** Single-function Extension Projects must deliver science-based knowledge and informal educational programs that lead to practical decision making. Program delivery may range from community-based to national audiences and use communication methods from face-to-face to electronic or a combination thereof.

Extension Projects may address one or more of the following:

1. Support informal education to increase food and agricultural literacy in youth and adults,
2. Promote science-based agricultural literacy by increasing understanding and use of FANH data, information, and programs,
3. Build science-based capability to engage audiences and enable informed decision making,
4. Develop new applications of instructional tools and curriculum structures that increase technical competency and ensure global competitiveness,
5. Offer non-formal learning programs that increase accessibility to new ideas and technologies that are appropriate for community development, and or
6. Develop programs that increase public knowledge and citizen engagement leading to actions that protect or enhance the Nation's food supply, agricultural productivity, environmental quality, community vitality, and/or public health and well-being.

These projects must lead to measurable, documented changes in learning, actions, or conditions in an identified audience or stakeholder group. In addition, these projects should synthesize and incorporate a wide range of the latest relevant research results.

- c. Research Projects.** Single-function Research Projects support applied research conducted by individual investigators, or co-investigators within the same discipline, or multidisciplinary teams. Applied research means research that includes expansion of the findings of fundamental research to uncover practical ways in which new knowledge can be advanced to benefit individuals and society.

Multi-disciplinary projects are those in which investigators from two or more disciplines collaborate to address a common problem. These collaborations, where appropriate, may integrate the various disciplines in FANH.

- d. Integrated Research, Education and Extension Projects.** An Integrated Project includes at least two of the three functions of the agricultural knowledge system (research, education, and extension) within a project. Some Integrated Project applications include all three components of the agricultural knowledge system. Applicants should consult the program area description in Table 2 of the RFA for their specific requirements of the program area to which they are applying. The functions addressed in the project must be focused on the problem or issue and must be interwoven throughout the life of the project to complement and reinforce one another. While the functions can be interdependent and necessary for the success of the project, resource allocation between the functions need to be balanced.

Integrated Projects aim to resolve today's problems through the application of science-based knowledge and address needs identified by stakeholders. Integrated Projects clearly identify anticipated outcomes and have a plan for evaluating and documenting the success of the project. These projects will lead to measurable, documented changes in learning, actions, or conditions in an identified audience or stakeholder group.

Integrated Project applicants are encouraged to review [Integrated Programs Application Information](#) for additional information on integrated programs, including tips for writing Integrated Project applications and an example of an integrated application. Those interested in submitting Integrated Project applications are encouraged to contact the program contact ([See Part VII](#)) to discuss the anticipated project parameters and outcomes to ensure the application content appropriately meets the requirements of an Integrated Project.

Integrated Project applications are required to include a Logic Model. Failure to include this component may result in the application not being accepted by the program for evaluation.

**2. Grant Types.** The following is a list of available grant types under this RFA:

- a. Standard Grant:** Supports targeted, original projects. Applicants must be an eligible ANNH institution (two or 4-year independent branch campus, or branch institution of a State system) with project activities to be undertaken principally on behalf of and for the benefit of the lead applicant. Applicants may partner with other ANNH or non-ANNH without the requirement of sharing grant funds with other project partners.
- b. Collaborative Grant:** Supports projects with at least one additional partner or a multi-partner approach to enhance education, extension, research, or integrated programs. Collaborative Grants build linkages to generate a critical mass of expertise, skill, and technology to address education/teaching, extension, research, or integrated programs related to the food, agricultural, natural resources, and human sciences. These grants will reduce duplication of efforts and build capacity and must be organized and led by a strong applicant with documented project management knowledge and skills to organize and carry out the initiative. The partners must share grant funds (see explanation of required funds distribution percentage among partners in the definition in Appendix III). The amount of funds awarded to collaborative members as sub-grantees does NOT have to be the same for each sub-grantee. All collaborators must have a substantive role in the collaboration that is reflected in the budget allocation to partners.

The project period may range from 36 to 48 months for both Standard and Collaborative grants. The project start date must not occur after September 30, 2024, for FY 2024.

Grant awards may differ from the amounts requested in the application and revised budgets and revised plans of work may be required by NIFA before an award is made.

**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 Alaska Native-Serving and Native Hawaiian-Serving Institutions Education Competitive Grants Program (ANNH) 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.

For the purpose of ANNH, an eligible institution means an individual public or private, nonprofit Alaska Native-Serving and Native Hawaiian-Serving Institutions of higher education that meet the definitions of Alaska-Serving Institutions or Native Hawaiian-Serving Institution established in Title III, Part A of the Higher Education Act of 1965, as amended ([20 U.S.C. 1059d](#)).

**Table 2:** ANNH Eligible Applicants

Branch Institutions of a State System	For the purpose of this program, the individual branches of a state university system or public system of higher education that are separately accredited as degree granting institutions are treated as separate, individual institutions, eligible to apply for and receive awards, provided that they otherwise satisfy the definition of Alaska Native-Serving Institution or Native Hawaiian-Serving Institution as specified above.
Independent Branch Campuses	Independent branch campuses of individual institutions may apply for and receive grant awards under this program, provided that they otherwise satisfy the definition of Alaska Native-Serving Institution or Native Hawaiian-Serving Institution as specified above. An “independent branch campus” means a unit of a 2-year or 4-year institution of higher education that is geographically apart from the main campus, is permanent in nature, offers courses for credit and programs leading to an associate or bachelor’s degree, and is autonomous to the extent that it has its own faculty and administrative or supervisory organization and its own budgetary and hiring authority.
Collaborative Arrangements	Two or more eligible, individual institutions, independent branch campuses, or branch institutions of a state system may form a collaboration to carry out education, applied research, and extension programs in FANH. In addition to the individual eligible institutions (or independent branch campuses, etc.), such a collaboration also may include units of State government and private sector entities.

An existing collaboration consisting of at least two or more eligible, individual institutions, independent branch campuses, or branch institutions of a state system, which demonstrates its ability to carry out allowed activities and its commitment to the goals of the ANNH Grants Program, also may apply for and receive a Collaborative Grant.

**Certification of Eligibility.** Eligibility documentation must be submitted with the application. At the time of application, each primary applicant will be required to demonstrate or certify that it is an eligible institution under the ANNH Grants Program. If the applicant is a new or existing collaborative project, each member of the collaborative must demonstrate or certify that they are an eligible individual institution, independent branch campus, or a branch institution of a state system.

If an institution has received a “Designation as an Eligible Institution” letter for FY 2024 funding under the Title III, Part A, Alaska Native-Serving Institutions Program, or the Native Hawaiian-Serving Institutions Program from the U.S. Department of Education, the institution must submit a copy of the letter along with its application to satisfy the demonstration of eligibility requirement.

If an institution currently has a Title III, Part A Grant from the U.S. Department of Education that does not end prior to September 30, 2024, the institution must submit a copy of the “Notice of Award” letter for that grant along with its application to satisfy the demonstration of eligibility requirement. Otherwise, an institution must submit a letter, signed by the institution’s Authorized Representative, (AR) certifying that it meets the requirements of an Alaska Native-Serving Institution or Native Hawaiian-Serving Institution as defined above. The AR must certify that:

1. The institution, or parent institution in the case of an independent branch campus, is legally authorized by the state in which it is located to provide an educational program for which it awards an associate or bachelor’s degree, or that it is a junior or community college.
2. The institution, or parent institution in the case of an independent branch campus, is accredited by a nationally recognized accrediting agency or association determined by the Secretary of Education to be a reliable authority as to the quality of training offered or making reasonable progress toward such accreditation.
3. At least 50 percent of enrolled degree students are receiving need-based assistance under Title IV of the Higher Education Act, or that a substantial percentage of students are receiving Pell Grants in comparison with the percentage of students receiving Pell Grants at all similar institutions (institution of higher education, or junior or community college).
4. Unless waived by the Secretary of Education, the average educational and general expenditures per full-time equivalent undergraduate student are low in comparison with the average educational and general expenditures per full-time equivalent student at institutions that offer similar instruction; and
5. For an Alaska Native-Serving Institution, at the time of application, it has an enrollment of undergraduate students that is at least 20 percent Alaska Native students (where the term “Alaska Native” has the meaning given the term in Section 7306 of the Elementary and Secondary Education Act of 1965 ([20 U.S.C. 7546](#)); or



6. For a Native Hawaiian-Serving Institution, at the time of application, it has an enrollment of undergraduate students that is at least 10 percent Native Hawaiian students (where the term “Native Hawaiian” has the meaning given the term in section 7207 of the Elementary and Secondary Education Act of 1965 ([20 U.S.C. 7517](#))).

**Fiscal Agent (if applicable):**

If an applicant uses a fiscal agent, a letter must be included in the application stating that in the event the application results in an award, the award funds will be administered through a fiscal agent organization on their behalf. This agent must be identified in the letter from the applicant and the letter must be countersigned by an authorized representative of the fiscal agent organization. The letter must include the fiscal agent’s point of contact, address, telephone number, fax number and e-mail address. This letter is to be included as an attachment to Field 12, Other Attachments ([Part IV, B 3c](#)). In the event an application is recommended for funding, NIFA will request that both the applicant or institution/organization and the fiscal agent organization submit complete management information (see [Part V, D](#)).

Please note that the collaboration may designate fiscal agents as members of the collaborative arrangement and allocate funds among them. Examples of fiscal agent arrangements include, but are not limited to, the following scenarios:

1. A state university system or a public system of higher education may apply on behalf of an eligible, individual institution, independent branch campus, or branch institution in the State. In such cases, the State system will act as fiscal agent for the eligible institution under a Standard Grant award to advance the purposes of the ANNH Grants Program.
2. A research foundation or other, similar foundation established and maintained by an eligible, individual institution to facilitate the application and management of externally funded grant awards may apply on behalf of its eligible, parent institution. In such cases, the foundation will act as fiscal agent for the eligible, individual institution under a Standard Grant award to advance the purposes of the ANNH Grants Program.
3. A state university system or a public system of higher education may apply on behalf of two or more eligible, individual institutions, independent branch campuses, or branch institutions in its State under a Collaborative Grant arrangement. In such cases, the State system will act as fiscal agent for the eligible institutions under a Collaborative Grant award to advance the purposes of the ANNH Grants Program.
4. A research foundation, or other similar foundation, established and maintained by an eligible, individual institution to facilitate the application and management of externally-funded grant awards, may apply on behalf of its parent institution and at least one additional eligible, individual institution, independent branch campus, or branch institution of a State system under a collaborative arrangement. In such cases, the foundation will act as fiscal agent for the eligible institutions under a Collaborative Grant award to advance the purposes of the ANNH Grants Program.

Award recipients may subcontract to organizations not eligible to apply provided such organizations are necessary for the conduct of the project. An applicant’s failure to meet an eligibility criterion by the time of an application deadline will result in the application being

excluded from consideration or, even though an application may be reviewed, will preclude NIFA from making an award.

**Duplicate or Multiple Submissions** –NIFA will not fund efforts that duplicate or overlap substantially with efforts already funded. The submission of duplicate or substantially similar applications concurrently for review for more than one program in the same funding cycle will result in the exclusion of the redundant application from NIFA consideration. Duplicate applications are not allowed for the same program and only one application will be accepted for peer-review. 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**

**No Match Required** - The ANNH has **NO** matching requirement. NIFA will not factor matching resources into the review process as an evaluation criterion.

## 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 4** 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-AHSI-010474</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. NIFA will accept subsequent submissions to an application until the application deadline. However, 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 6** outlines other key instructions for applicants.

**Table 6: Key Application Instructions**

Instruction	References (All references are to the <a href="#">NIFA 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="#">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 <b>30</b> 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 not exceed 250 words. The PS must show how the project goals align with the project goals of the ANNH Grants 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 23 *double-spaced* pages of written text, figures, and tables. Font size for written text must be no smaller than 12 points, Times New Roman. Font size for figures and tables must be no smaller than 11 points, Times New Roman and can be single-spaced. 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. Potential for Advancing the Quality of Education; Significance of the Problem
    - i. Identification of Educational Problem and Project Impact. Briefly state: (1) the specific instructional problem/challenge (or opportunity) to be addressed; (2) the anticipated project audience; and (3) the project's target objectives (what change in education is proposed?) and its anticipated, overall impact on improving the quality of FANH education.

- ii. **Project Justification:** Summarize the body of knowledge justifying the need for the proposed project. Discuss how the project's Educational Need Area ([Part II, C.1](#)) will be of value at the state, regional, national, or international level(s), and where applicable, how it will improve FANH capabilities of students. Describe any previously funded projects that are ongoing or recently completed that are related to the proposed project.
  - iii. **Institutional Long-range Goals:** Explain how the project will help satisfy the institution/organization's high-priority objectives, or how the project is linked to and supported by the institution/organization's strategic plan.
  - iv. **Innovation:** Describe the proposal's creative approach to improving the quality of FANH education, solving an educational problem, or promoting programs that advance equal opportunity for all students. Using either actual experiences or literature background information, show why this approach was chosen.
  - v. **Multidisciplinary and/or Problem-based Focus:** Indicate how the project is relevant to multiple disciplines in FANH education and how the project will enhance students' understanding of complex agricultural systems. Also, discuss whether the project may be adapted by, or serve as a model for other institutions.
- b. **Proposed Approach and Cooperative Linkages**
- i. **Plan of Operation and Methodology.** Describe procedures for accomplishing the objectives of the project. Describe plans for management of the project to ensure its proper and efficient administration. Describe the way in which resources and personnel will be used to conduct the project.
  - ii. **Timetable.** Identify all important project milestones (performance targets that indicate when project goals will be met) and dates as they relate to project start-up, execution, evaluation, dissemination, and closeout.
  - iii. **Products, Results and Measurable Outputs.** Outline the expected products, results, measurable outputs, and their outcome (impact) on strengthening FANH education. Note: Make sure to differentiate among the three terms: 1) "Products" may be actual items or services acquired with funds, e.g., "...developed three, new web-based courses"; 2) "Results" are accomplishments related to the products, e.g., "...additional course materials now available online to reinforce student learning during non-classroom hours"; and 3) "Impacts" are the benefits to your audience. Impacts are the consequences of your project and the most critical elements in your Evaluation Plan. They are a measure of the results by comparison to what might have happened in the absence of the funded project, e.g., "...an observed, overall increase in student learning based upon 8 percent higher average test scores of those students who both attended class and used the supplemental, web-based course materials".
  - iv. **Evaluation Plan.** All ANNH projects must have an Evaluation Plan that includes both a strategy for monitoring the project as it evolves (to provide feedback to guide these efforts), as well as a strategy for evaluating the effectiveness of the project. Grantees are encouraged to obtain an independent evaluator to secure appropriate documentation of the project's outcomes and impacts. As a guide, up to 10 percent of the grant funds may be used to support this purpose.

- v. **Dissemination Plans.** The application must document how project accomplishments (products, results, and impacts, etc.) will be published or otherwise disseminated to the broadest extent throughout the academic community. This may include educational journals or other professional discipline publications, and presentations at regional or international conferences and workshops, including the ANNH Project Directors' Meeting. Discuss the institution/organization's commitment to disseminate project results and products and the potential for institutionalization. Identify target audiences and explain methods of communication.
- vi. **Partnerships and Collaborative Efforts.** Explain how the project will maximize partnership and collaborative efforts to strengthen FANH education (e.g., involvement of faculty in related disciplines at the same institution, collaborative projects with other educational institutions/organizations, or cooperative activities with business or industry). Provide evidence, via letters from the parties involved in the partnership or collaborative arrangement.
- c. **Institutional Capability and Capacity Building**
  - i. **Institutional/Organizational Commitment and Capability.** Demonstrate that the program administration is committed to this project and has the capability to ensure its completion.
  - ii. **Institutional/Organizational Resources.** Document the necessary institutional/organizational resources (administrative, facilities, equipment, and/or materials), and other appropriate resources, that will be made available to the project. Demonstrate how these resources, when combined with the support requested from USDA, will be adequate to carry out the activities of the project.
  - iii. **Academic Enhancement.** Document how this project will improve and strengthen teaching at the institution (including any partner institutions/organizations). Include how any project performance target(s) identified above ([2.b](#), Timetable) will be incorporated into academic instruction at the institution. Discuss how the benefits to be derived from the project will transcend the applicant institution/organization or the grant period.
  - iv. **Continuation Plans.** Discuss the likelihood of, or specific plans for, continuation or expansion of the project beyond the period of USDA support. Describe how the institution's/organization's long-range budget or academic plan provides for the realistic continuation or expansion of the initiative undertaken by this project after the grant period ends. Explain the plans for eventual self-support built into the project, and the plans to institutionalize the program if it is successful. Describe any indications of other continuing non-Federal support. Provide details of the expected outcomes, and the targeted audience that would benefit from the continuation of this project. This is optional for Planning Activity grant applications.
- d. **Key Personnel.** Discuss the adequacy and specific attributes and project responsibilities of each key person associated with the project. Also include the background and qualifications of those personnel who will be responsible for assessing project results and administering the project evaluation and reporting process.

- e. Budget and Cost-effectiveness
    - i. Budget: In addition to the separate, required budget forms and budget justification, discuss how the budget specifically supports the proposed project activities. Explain how such budget items as professional or technical staff time and salary, travel, equipment, etc., are necessary and reasonable to achieve project objectives. Justify that all funds requested from USDA are allocated adequately between the applicant and any collaborating institution/organization(s) and will be appropriate to carry out the activities of the project. If the application addresses more than one Educational Need Area (see [Part II, C.1](#)), you must include estimates of the proportion of the funds requested from USDA that will support each respective area.
    - ii. Cost-effectiveness: Justify the project's cost-effectiveness. Show how the project maximizes the use of limited resources, optimizes educational value for the dollar, achieves economies of scale, or leverages additional funds. For example, discuss how the project has the potential to generate a critical mass of expertise and activity focused on a need area.
    - iii. Project Director's Meeting. During the tenure of a grant, Project Directors (PDs) must attend at least one PD meeting. The purpose of the meeting will be to discuss project and grant management, opportunities for collaborative efforts, future directions for education reform, and opportunities to enhance dissemination of exemplary end products/results of the projects. Reasonable travel expenses to attend this meeting may be included in the application's budget under travel expenses. While budgets should account for this travel, virtual or hybrid meetings may be considered based on local and national pandemic conditions
  - f. Plan of Work for Collaborative Projects: In addition to the Project Narrative, a plan of work is required to be submitted for Collaborative Grant applications. A plan of work is a detailed, step-by-step description of how the applicant intends to accomplish the project's objectives (see definitions in Appendix III, Collaborative Grants and Plan of Work). Applicants should consider the following in developing a plan of work:
    - i. The lead institution must submit a plan of work, limited to 10 pages of written text with double line spacing including figures and tables. Tables and figures could use single spacing if improves the clarity of the document.
    - ii. Each member-institution that will receive funds as a sub-grantee must submit a plan of work, limited to 5 pages of written text with double line spacing including figures and tables. The plan of work does not count against the page limit of the Project Narrative (23 pages of written text, figures, and tables).
3. **Field 12, Add Other Attachments.** See **Part V** of the [NIFA Grants Application Guide](#)
- a. Logic model (2-page limit; required for Integrated Project applications). Applications should include elements of a logic model detailing the activities, outputs, and outcomes of the proposed project. This information may be provided as a narrative or formatted into a logic model chart. The logic model planning process is a tool that should be used in developing projects before writing the proposal. More information



and resources related to the logic model planning process are provided at [Integrated Programs' Logic Model Planning Process](#).

- b. Data Management Plan. A DMP is required for this program. Applicants must 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](#)).
- c. Expected Outcomes. Title the attachment "Expected Outcomes" in the document header and save as PDF as "ExpectedOutcomes." Please use a format similar to what is provided at [Recommended Format for Submitting Expected Outcomes](#).
- d. Mentoring Plan (MP). A MP describing peer mentoring, layered mentoring, or similar mentoring activities is required for this RFA if professional development for faculty, students, or other community participants is included in grant activities. If various education levels of students or scholars are represented in the application, the MP must address how mentoring will be different and targeted to the specific education level (youth, Undergraduate, Graduate, Postgraduate, etc.), as appropriate. The MP should incorporate:
  - i. the roles and responsibilities of the Project Director and Co-Project Directors in managing the mentoring process;
  - ii. training for and/or credentials of individuals who will serve as mentors (i.e., mentor training). Mentors may be experienced mentors from academia, industry, or government, or student peers at various levels who are expected to provide guidance, cultural support, and sense of community with the activities and facilitate the amplification of program-specific perspectives and accomplishments of the mentees;
  - iii. a description of mentoring activities and how these activities are incorporated into the overall project timeline;
  - iv. a description of processes to ensure reasonable accommodations for program participants with disabilities or challenges with accessing program activities. Scholarship programs should include plans to accommodate scholarship recipients who find it necessary to interrupt their program of study because of health, personal, or other reasonable non-academic and non-disciplinary cause(s).

The MP has a 2-Page Limit that does not count against the project narrative page limit. Title the attachment as 'Mentoring Plan' and save file as 'MentoringPlan'.

- e. Response to Previous Review (if applicable). This requirement only applies to Resubmitted Applications or Resubmitted Renewal Applications as described in [Part II, B](#). The one-page "Response to Previous Review" does not count against the 23-page limit of the Project Narrative. If desired, additional comments may be included in the text of the Project Narrative, subject to the page limitations of that section.

**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. 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.

**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 **ANNH** and the program code **RD**. Accurate entry is critical.
2. **Field 8.** Conflict of Interest List. See **Part V** of the [NIFA Grants Application Guide](#).

### **C. Funding Restrictions**

**Indirect Costs (IDC) not to exceed 30 percent of total Federal funds awarded (TFFA).** Section 1462(a) and (c) of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 ([7 U.S.C. 3310\(a\) and \(c\)](#)) limits the overall award to 30 percent of 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 IDC rate and the IDC 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 above.

If the result of number one above 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 number two above 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 IDC 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. Amounts exceeding the maximum allowable IDC are considered unallowable. See sections [408](#) and [410](#) of [2 CFR 200](#).

If the applicant does not have a negotiated rate and NIFA is the cognizant agency, the applicant may request an IDC rate. Applicants are not required to complete the IDC package during the application process and need only to calculate a rate to serve as a basis for requesting IDC. 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.

See [NIFA Indirect Costs](#) for information including [additional resources](#) and [NIFA Indirect Cost Guidance Chart](#).

## 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 this RFA:

- 1. Potential for Advancing Quality of Education/Significance of the Problem.** This criterion is used to assess the likelihood that the project will have an impact upon and advance the quality of food, agricultural, natural resources, and human sciences by strengthening institutional capacities to meet clearly delineated needs. Elements considered include institutional long-range goals, identification of a problem or opportunity to be addressed, justification for the project, innovation, advancing educational equity, multidisciplinary and/or problem-based focus, and potential for adoption by other institutions.
- 2. Proposed Approach and Cooperative Linkages.** This criterion relates to the soundness of the proposed approach including objectives, methodology, plan of operation, timetable, expected products and results, evaluation, dissemination plans, and Data Management Plan. Emphasis is placed on the quality of educational or research support provided to the applicant institution through its inter-collegial engagement and partnership and necessary outside collaborative initiatives, and on the potential cooperative linkages likely to evolve as a result of this project.
- 3. Institutional Capability and Capacity Building.** This criterion relates to the soundness of the proposed approach including objectives, methodology, plan of operation, timetable, expected products and results (including measurable outcomes), evaluation plans, dissemination plans, and partnerships and collaborative efforts. Emphasis is placed on the quality, innovation, and creativity of educational and/or research support provided to the applicant institution through its partnerships and collaborative initiatives.
- 4. Key Personnel.** This criterion relates to the adequacy of the number and qualifications of key persons who will develop and carry out the project, and the qualifications of project personnel who will provide for the assessment of project results and impacts of these findings.
- 5. Budget and Cost Effectiveness.** This criterion relates to the extent to which the total budget adequately supports the project and is cost-effective. Elements considered include the necessity and reasonableness of costs to carry out project activities and achieve project objectives; the appropriateness of budget allocations between the applicant and any collaborating inter-institutional sources and necessary outside collaborators; the adequacy of time committed to the project by key project personnel; and the degree to which the project maximizes the use of limited resources, optimizes educational value for the dollar, achieves economies of scale, leverages additional funds, and focuses expertise and activity on high-priority educational or research need areas.

## **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.

## 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**

Kellyann Jones-Jamtgaard  
National Program Leader  
[Kellyann.JonesJamtgaard@usda.gov](mailto:Kellyann.JonesJamtgaard@usda.gov)  
816-599-1916

Dorissel Resto  
Program Specialist  
[Dorissel.Resto@usda.gov](mailto:Dorissel.Resto@usda.gov)  
816-715-0868

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**

Authorized Representative –AR

Agricultural Research, Extension, and Education reform Act of 1998 - AREERA

Alaska Native-Serving and Native Hawaiian-Serving Institutions Education Competitive Grants Program – ANNH

Assistance Listing Number – ALN

Data Management Plan – DMP

Food, Agricultural, Natural Resources, and Human Sciences – FANH

Indirect Costs – IDC

National Institute of Food and Agriculture – NIFA

National Agricultural Research, Extension, and Teaching Policy Act of 1977 – NARETPA

Project Director – PD

Project Narrative – PN

Project Summary – PS

Request for Application – RFA

Total Federal Funds Awarded – TFFA

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.

#### Alaska Native:

Means a citizen of the United States who is a person of one-fourth degree or more Alaska Indian, Eskimo, or Aleut blood, or combination thereof. It also includes any citizen of the United States who is regarded as an Alaska Native by the Native village or Native group and whose father or mother is (or, if deceased, was) regarded as Native by any village or group.

#### Alaska Native-Serving Institution or Native Hawaiian-Serving Institution:

Means an institution of higher education where:

1. The institution, or parent institution in the case of an independent branch campus, is legally authorized by the state in which it is located to provide an educational program for which it awards an associate or bachelor's degree, or where it is a junior or community college;
2. The institution, or parent institution in the case of an independent branch campus, is accredited by a nationally recognized accrediting agency or association determined by the Secretary of Education to be a reliable authority as to the quality of training offered, or making reasonable progress toward such accreditation;
3. At least 50 percent of enrolled degree students are receiving need-based assistance under Title IV of the Higher Education Act, or where a substantial percentage of students are receiving Pell Grants in comparison with the percentage of students receiving Pell Grants at all similar institutions (institution of higher education, or junior or community college);
4. Unless waived by the Secretary of Education, the average educational and general expenditures per full-time equivalent undergraduate student are low in comparison with the average educational and general expenditures per full-time equivalent student at institutions that offer similar instruction; and
5. For an Alaska Native-Serving Institution, at the time of application, it has an enrollment of undergraduate students that is at least 20 percent Alaska Native students (where the term "Alaska Native" has the meaning given the term in this solicitation as described below, or in section 7306 of the Elementary and Secondary Education Act of 1965 ([20 U.S.C. 7546](#)); or
6. For a Native Hawaiian-Serving Institution, at the time of application, it has an enrollment of undergraduate students that is at least 10 percent Native Hawaiian students (where the term "Native Hawaiian" has the meaning given the term in this solicitation as described below, or in section 7207 of the Elementary and Secondary Education Act of 1965 ([20 U.S.C. 7517](#)).

#### Collaborative Grant:

Means a project with at least one additional partner or a multi-partner approach to enhance education/teaching programs. Collaborative Grants should build linkages to generate a critical mass of expertise, skill, and technology to address education/teaching programs related to the food, agricultural, and natural resources, and human sciences. Grants can reduce duplication of efforts and/or build capacity and should be organized

and led by a strong applicant with documented project management knowledge and skills to organize and carry out the initiative. For the ANNH Grants Program, a Collaborative Grant application means an application for a project:

1. that will involve a consortium of at least two or more Alaska Native-Serving or Native Hawaiian-Serving Institutions, which may work in cooperation with one or more other entities including units of State government and private sector organizations; and
2. where the applicant institution and each cooperating entity receiving grant funds will assume a significant role in the conduct of the proposed project. To demonstrate substantial involvement with the project, the applicant institution submitting an application must retain at least 30 percent but not more than 70 percent of the awarded funds, and no eligible ANNH institution receiving funds as a sub-grantee may receive less than 10 percent of awarded funds. Only the Collaborative Grant members receiving funds as eligible sub-grantees must meet the definition of an Alaska Native-Serving or Native Hawaiian-Serving Institution as specified in this section; other institution(s) participating in a Collaborative Grant project application under subcontracts are not required to meet the definition of an Alaska Native-Serving or Native Hawaiian-Serving Institution.

**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.

**Cooperative Initiative:**

Means an initiative that involves at least two or more Alaska Native-Serving or Native Hawaiian-Serving Institutions that are working in cooperation with one or more other entities including units of State government and private sector organizations, to maximize the development and use of resources, such as faculty, facilities, and equipment, to improve FANH teaching programs. In this initiative, institutions have entered into a cooperative arrangement for the purpose of carrying out a common objective that is alignment with the goals of the ANNH Grants Program.

**Educational and General Expenditures:**

Means the total amount expended by an institution for instruction, research, public service, academic support (including library expenditures), student services, institutional support, scholarships and fellowships, operation and maintenance expenditures for the physical plant, and any mandatory transfers that the institution is required to pay by law.

**Eligible Institution:**

Means individual public or private, nonprofit Alaska Native-serving and Native Hawaiian-serving institutions as defined in this section. Institutions of higher education that meet the definitions of Alaska Native-Serving Institution or Native Hawaiian-Serving Institution established in Title III, Part A of the Higher Education Act of 1965, as amended ([20 U.S.C. 1059d](#)) are eligible institutions under this program. The term eligible institution also applies to any branch of any institution of higher education that by itself satisfies the requirements contained in the definition of an Alaska-Native-serving or Native Hawaiian-serving institution, including:

1. The individual branches of a state university system or public system of higher education that are separately accredited as degree granting institutions, provided that they otherwise satisfy the definition of Alaska Native-Serving Institution or Native Hawaiian-Serving Institution;
2. Independent branch campuses of individual institutions, provided that they otherwise satisfy the definition of Alaska Native-Serving Institution or Native Hawaiian-Serving Institution as specified above; or
3. A consortium of two or more eligible, individual institutions.

**Eligible Participant:**

Means an individual who is a citizen or national of the U.S. as defined in 7 CFR 3430.

**Full-time Equivalent Students:**

Means the sum of the number of students enrolled full time at an institution, plus the full-time equivalent of the number of students enrolled part time (determined based on the quotient of the sum of the credit hours of all part-time students divided by 12) at such institution.

**Independent Branch Campus:**

Means a unit of a 2-year or 4-year institution of higher education that is geographically apart from the main campus, is permanent in nature, offers courses for credit and programs leading to an associate or bachelor's degree, and is autonomous to the extent that it has its own faculty and administrative or supervisory organization and its own budgetary and hiring authority.

**Institution of Higher Education:**

Means an educational institution in any state that:

1. Admits as standard students only persons having a certificate of graduation from a school providing a secondary education, or the recognized equivalent of such a certificate,
2. Is legally authorized within such State to provide a program of education beyond secondary education,
3. Provides an educational program for which the institution awards a bachelor's degree or provides not less than a 2-year program that is acceptable for full credit toward such a degree,
4. Is a public or other nonprofit institution, and  
Is accredited by a nationally recognized accrediting agency or association, or if not so accredited, is an institution that has been granted pre-accreditation status by such an agency or association that has been recognized by the Secretary of Education for the granting of pre-accreditation status, and the Secretary of Education has determined that there is satisfactory assurance that the institution will meet the accreditation standards of such an agency or association within a reasonable time.

**Matching:**

According to the statutory or regulatory requirement for that grant program, a grant recipient matches awarded USDA funds with cash and in-kind contributions. The matching funds must derive from non-Federal sources.

**Junior or Community College:**

Means an institution of higher education that:

1. Admits as standard students' persons who are beyond the age of compulsory school attendance in the State in which the institution is located and who have the ability to benefit from the training offered by the institution,
2. Does not provide an educational program for which the institution awards a bachelor's degree (or an equivalent degree), and
3. Provides an educational program of not less than 2 years in duration that is acceptable for full credit toward such a degree; or offers a 2-year program in engineering, mathematics, or the physical or biological sciences, designed to prepare a student to work as a technician or at the semiprofessional level in engineering, scientific, or other technological fields requiring the understanding and application.

**Native Hawaiian:**

Means any individual who is a citizen of the United States; and is a descendant of the aboriginal people, who prior to 1778, occupied and exercised sovereignty in the area that now comprises the State of Hawaii, as evidenced by genealogical records, Kapuna (elders) or Kama'aina (long-term community residents) verification, or certified birth records.

**Need Area:**

Means the specific area(s) of educational, applied research, or community development activities identified in the solicitation for applications and addressed by the applicant's application. Need Areas are derived from statutory language authorizing the grants program and specific Need Areas are targeted for funding support in the solicitation for applications.

**New Application:**

An application not previously submitted to a program.

**Outcomes:**

Means specific, measurable project results and benefits that, when assessed and reported; indicate the project's plan of operation has been achieved. Measurable outcomes include:

1. Results that are intended or unintended consequences of the project, e.g., "...additional course materials now available online to reinforce student learning during non-classroom hours,"
2. Products that may be actual items or services acquired with funds, e.g., "...mechanisms and content to transition existing course(s) or elements of course(s) for web-based access" or "created new and innovative prevention and intervention initiatives", and
3. Impacts that are a measure of the results by comparing what might have happened in the absence of the funded project.

**Partnership:**

Means that all partners have a substantial involvement in the project throughout the life of the project. If a partnership between multiple entities is proposed, the proposal should clearly identify the following:

1. A narrative of each entity's clearly established role in the project,
2. How each entity involved as a partner on the project will contribute to execution of project objectives, determination of experimental design, development of the project work plan and timetable, and submission of collaborative, timely reports, and

3. A comprehensive project budget that reflects each entity's financial or in-kind contribution to the total project budget costs.

**Plan of Work:**

Means a detailed, step-by-step description of how the applicant intends to accomplish the project's objectives. At a minimum, the Plan of Work should include a timeline of major activities to be undertaken, descriptions of protocols and procedures to be followed, an explanation of how resources will be acquired and used, and an outline of the qualifications and responsibilities of all key project personnel.

**Renewal Application:**

A project application that seeks additional funding for a project beyond the period that was approved in an original or amended award.

**Resubmitted Application:**

A project application that was previously submitted to a program, but the application was not funded.

**Resubmitted Renewal Application:**

A project application that requests additional funding for a project beyond the period that was approved in the original award. This is an application that had previously been submitted for renewal to but not funded.