

## Food Safety Outreach Competitive Grants Program (FSOP) Request for Applications (RFA) Checklist

The RFA checklist is a companion resource to be used with the FSOP RFA. The resource is not a standalone document and is not a substitution for nor supersedes the RFA. If the RFA is updated at any time after publication, page numbers are subject to change.

Completed (✓ or N/A)	Action/Step	RFA Page Number(s) and/or relevant link(s)
	Reviewed the FSOP RFA	<a href="#">Funding Opportunity Page</a>
	Read funding opportunity summary and description	3; 5–10
	Meet eligibility requirements	12
	Followed method of application and completed registration in Grants.gov	13
	Did not exceed the budget	8
	Proposed budget reflects personnel and planned activities	20
	If applicable, adhered to the Collaborative Engagement Supplement requirements. Demonstrate significant collaborations with 1890s, 1994s, 1862s, entities in Insular Areas, Hispanic Serving Agricultural Colleges and Universities, Historically Black Colleges and Universities (non-1890s) and community-based organizations serving underserved populations. <ul style="list-style-type: none"> <li>a. Collaborations must be seamless and interdependent for overall programmatic success.</li> <li>b. Budget should adequately reflect the proposed effort and activities from collaborating institutions.</li> </ul>	3; 8; 21
	Applied to the correct Program Code (A4182) & Program Code Name (FSOP)	8; 15
	Completed the mandatory fields on each page of the SF-424 (R&R) Cover Sheet and R&R Budget form. The information on the SF-424 is correct and matches the information in the budget narrative	Overview starts on Page 19 of the <a href="#">Application Guide</a>
	If applicable, included the response to the previous review panel summary	11
	Followed the Key Application Instructions	14
	Identified project type in the Project Summary (PS)/Abstract	14
	Uploaded all application components in PDF including but not limited to: <ul style="list-style-type: none"> <li>• SF-424 Research and Related Forms</li> <li>• Budget Narrative</li> <li>• Project Abstract/Summary</li> <li>• Project Narrative</li> <li>• Data Management Plan</li> <li>• Key Personnel</li> <li>• Conflict of Interest (COI) List</li> <li>• Current and Pending (C&amp;P)</li> <li>• Biosketch</li> <li>• Letters of support</li> <li>• Representation Regarding Felony Convictions or Tax Delinquent Status (corporate applicants only)</li> <li>• Other Project Information</li> </ul>	14–15; Page 19 of the <a href="#">Application Guide</a>  <a href="#">COI template</a> <a href="#">C&amp;P template</a>  <a href="#">Tax and felony form</a>
	Adhered to page limits, spacing and font size	14–15
	Included all required information in the Project Narrative	14–15
	Incorporated an evaluation plan in the approach/methods	19
	Reviewed the evaluation criteria	19–20
	Converted ALL documents to PDF	14
	Applied to the FSOP prior to the deadline	1

**FSOP Collaborative Education and Training Projects  
Evaluation Criteria**

<b>Meet Criterion (✓ or N/A)</b>	<b>Criterion used to assess Collaborative Education and Training Projects</b>
<b>Objectives</b>	
	Support the development of multi-county, state-wide, or multi-state food safety education and outreach programs and other resources that are consistent with the FSMA guidelines
	Encourage collaborations among counties and states sharing common food safety concerns, commodities, or production and processing practices
	Leverage partnerships with non-governmental organizations, community-based organizations, extension, food hubs, farm cooperatives and/or others who typically work with owners and operators of small and/or medium-sized farms, beginning farmers, underserved farmers, small processors, and small fresh fruit and vegetable merchant wholesalers
<b>Methods</b>	
	Build and maintain partnerships among collaborating counties and states that are not necessarily located in the same regions. For example, Collaborative Education and Training Projects would support collaborations between entities in California and Florida
	Develop a communications plan for interacting with respective Regional Centers and for reporting project outcomes to the Regional Centers
	Develop a plan for evaluating the outcomes of the project, collecting outcome data, and reporting project outcomes to the respective Regional Centers. Both quantitative and qualitative measures may be used in the evaluation. Measures may include, but are not limited to, new or novel education and training materials developed or modified for use by specific target audiences, new or novel delivery mechanisms developed and implemented for specific target audiences, specific commodities or common food safety issues addressed, specific target audiences, including niche, hard-to-reach, or underserved audiences identified and trained, best practices identified for specific target audiences, number of education and training sessions conducted, participants reporting changes in knowledge and /or behavior as a result of participation in education and training sessions
<b>Key Personnel</b>	
	Clearly define the roles and responsibilities of key staff in the overall management of the project
	Develop a timeline that includes benchmarks for key events that address the project objectives
	Identify key personnel responsible for collecting project outcome data, reporting project outcomes, and interacting with staff at the respective Regional Centers
	Develop strong partnerships with those in local communities that enable them to address the needs of non-traditional, niche, and hard-to-reach audiences
	Coordinate food safety education and training efforts with local communities involved in the project
<b>Budget and Budget Justification</b>	
	Adequately support project activities that are consistent with the proposed objectives
	Incorporate innovative approaches for making use of currently available resources within local communities, while supporting development and implementation of new resources that are critical for meeting the food safety education and training needs of target audiences
	Allocate and justify resources to key personnel responsible for managing and conducting the project activities

The evaluation criteria will be used to evaluate **Collaborative Education and Training Projects** submitted in response to the FY 2024 FSOP RFA and can be found on Pages 19–20 of the RFA. Resubmitted applications must include the response 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).