

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	Funding Opportunity Page
	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 maximum budget	8
	Proposed budget reflects personnel and planned activities	21
	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. <ol style="list-style-type: none"> a. Collaborations must be seamless and interdependent for overall programmatic success. b. Budget should adequately reflect the proposed effort and activities from collaborating institutions. 	3; 9; 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 Application Guide
	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"> • SF-424 • Budget Narrative • Project Abstract/Summary • Project Narrative • Data Management Plan • Key Personnel • Conflict of Interest (COI) List • Current and Pending (C&P) • Biosketch • Letters of support • Representation Regarding Felony Convictions or Tax Delinquent Status (corporate applicants only) • Supplemental Information 	14–15; Page 19 of the Application Guide COI template C&P template Tax and felony form
	Adhered to page limits and font size	14–15
	Included all required information in the Project Narrative.	14–15
	Incorporated an evaluation plan in the approach/methods	21
	Reviewed the evaluation criteria	20–21
	Converted ALL documents to PDF	14
	Applied to the FSOP prior to the deadline	1

**FSOP Technical Assistance – Grant Writing Skills
Evaluation Criteria**

Meet criterion (✓ or N/A)	Criterion used to assess Technical Assistance Grant Writing Skills Project
Objectives	
	Implement novel strategies for recruiting attendees and promoting grant writing skills events and resources to ensure potential participants are aware of the opportunities and tools to develop successful FSOP proposals
	Develop useful, creative, culturally appropriate, and accessible grant writing skills training opportunities, and resources
	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
Methods	
	Establish a broad outreach and communications plan for recruiting and promoting events and tools utilizing the FSOP Regional Centers
	Create interactive curricula or resources to reach, support, and engage non-traditional grant writers
	Work closely with respective Regional Centers to report project outcomes
	Develop a plan for evaluating the outcomes of the project, collecting outcome data, and reporting project outcomes to the respective Regional Centers
Key Personnel and Project Management	
	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
Budget and Budget Justification	
	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 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 **Technical Assistance – Grant Writing Skills Priority** submitted in response to the FY 2024 FSOP RFA and can be found on Pages 20–21 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).