

The Hatch Act of 1887 (Regular Research Fund)

Fiscal Year 2025 Request for Applications

APPLICATION DEADLINE: September 30, 2024

**INITIAL ANNOUNCEMENT
NATIONAL INSTITUTE OF FOOD AND AGRICULTURE
U.S. DEPARTMENT OF AGRICULTURE**

The Hatch Act of 1887 (Regular Research Fund)

Assistance Listing Number: This program is listed in the Assistance Listings under 10.203.

Dates: Applications must be received by **5:00 p.m. Eastern Time on September 30, 2024**. Comments regarding this Request for Applications (RFA) are requested within six months from the issuance of this notice. Comments received after that date will be considered to the extent practicable.

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. Please use the following subject line: Response to the Hatch Regular Research RFA.

Executive Summary

NIFA requests applications for the Hatch Act of 1887 (Hatch Regular Research Fund) program for fiscal year (FY) 2025 to assist State Agricultural Experiment Stations, the District of Columbia, and the U.S. Insular Areas in conducting agricultural research programs. These activities are broad and include research on all aspects of agriculture, including soil and water conservation and use; plant and animal production, protection, and health; processing, distribution, safety, marketing, and utilization of food and agricultural products; forestry, including range management and range products; multiple use of forest rangelands, and urban forestry; aquaculture; home economics and family life; human nutrition; rural and community development; sustainable agriculture; molecular biology; and biotechnology. Research may be conducted on problems of local, state, regional, or national concern.

This RFA is being released prior to the enactment of a FY 2025 Appropriations Act. Subject to any FY 2025 Continuing Resolution, NIFA will distribute funds to the institutions according to the amounts allocated in FY 2024. NIFA will adjust the allocations for FY 2025 once appropriations are finalized. The amount available for support of this program in FY 2024 was \$185,855,137. Allocations for specific institutions can be found on the program's [FY 2024 Distribution Schedule](#)¹. NIFA will issue FY 2025 payments subject to the availability of funds and the applicant having met the previous year's reporting requirements. [Part III, B](#) of this RFA identifies if matching is a requirement and, if so, applicants should pay particular attention to the matching instructions included in [Part IV, B](#)

This notice identifies the objectives for the Hatch Regular Research Fund projects/programs, the eligibility criteria for projects/programs and applicants, and the application forms and associated instructions.

The USDA NIFA web page for the Hatch Regular Research Fund program is: <https://www.nifa.usda.gov/grants/programs/capacity-grants/hatch-act-1887>.

¹ The prior year Hatch Regular Research Fund Distribution Schedule was previously included as Appendix A of this document and is now located on the NIFA website at: <https://www.nifa.usda.gov/capacity-program-distribution-schedules>.

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PART I – FUNDING OPPORTUNITY DESCRIPTION

A. Legislative Authority and Background

The Hatch Act of 1887 ([7 U.S.C. 361a et seq](#)) provides the basis for federal funding for agricultural research activities at the State Agricultural Experiment Stations in the 50 states, the District of Columbia, and the Insular Areas.

State Agricultural Experiment Stations are eligible for funds appropriated under this Act according to the following formula: The previous year’s base plus the current year increase as follows: three percent for federal administration, 20 percent equally, 26 percent in an amount which bears the same ratio to the total amount to be allotted as the rural population of the State bears to the total rural population of all the states as determined by the last preceding decennial census; 26 percent in an amount which bears the same ratio to the total amount to be allotted as the farm population of the State bears to the total farm population of all the states as determined by the last preceding decennial census; and 25 percent for the Hatch Multistate Research Fund (which is allocated under a separate formula).

B. Purpose

The purpose of Hatch Regular Research Fund is to conduct agricultural research programs at State Agricultural Experiment Stations in the 50 States, the District of Columbia, and the Insular Areas. Hatch activities are broad and include research on all aspects of agriculture, including soil and water conservation and use; plant and animal production, protection, and health; processing, distribution, safety, marketing, and utilization of food and agricultural products; forestry, including range management and range products; multiple use of forest rangelands, and urban forestry; aquaculture; home economics; human nutrition; rural and community development as it relates to agriculture; sustainable agriculture; and molecular biology and biotechnology inasmuch as work can contribute to agricultural advancements. Research may be conducted on issues of local, state, regional, or national concern.

The Hatch Act of 1887 is aligned with the following:

[USDA Strategic Plan FY 2022-2026](#) goals:

1. **Strategic Goal 1:** Combat Climate Change to Support America’s Working Lands, Natural Resources and Communities
2. **Strategic Goal 2:** Ensure America’s Agricultural System is Equitable, Resilient, and Prosperous
3. **Strategic Goal 3:** Foster an Equitable and Competitive Marketplace for All Agricultural Producers
4. **Strategic Goal 4:** Provide All Americans Safe, Nutritious Food
5. **Strategic Goal 5:** Expand Opportunities for Economic Development and Improve Quality of Life in Rural and Tribal Communities
6. **Strategic Goal 6:** Attract, Inspire, and Retain an Engaged and Motivated Workforce that’s Proud to Represent USDA

[USDA Science and Research Strategy, 2023–2026](#) priorities:

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

PART II – AWARD INFORMATION

A. Available Funding

This RFA is being released prior to the enactment of a FY 2025 Appropriations Act. Subject to any FY 2025 Continuing Resolution, NIFA will allocate and distribute funds to the institutions according to the [amounts distributed in FY 2024](#). NIFA will adjust the allocations for FY 2025 once appropriations are finalized. The amount available for support of this program in FY 2024 was \$185,855,137.

The [Automated Standard Applications for Payment System \(ASAP\)](#), operated by the Department of Treasury’s Bureau of the Fiscal Service, will be the payment system for all NIFA grant awards. Questions or concerns regarding the ASAP system and its functionality or use should be sent to ASAPCustomerService@usda.gov for the quickest resolution.

B. Type of Application

Applications for FY 2025 are limited to “new” applications.

C. Responsible and Ethical Conduct of Research

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 shall, 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. Eligible Applicants

The following list of State Agricultural Experiment Stations located in the 50 States, the District of Columbia, and the Insular Areas in accordance with the Hatch Act of 1887 ([7 U.S.C. 361a-i](#)) are eligible for the Hatch Regular Research Fund. Award recipients may subcontract to organizations not eligible to apply provided the subcontracts are necessary for the conduct of the project. Failure to meet an eligibility criterion by the time of application deadline may result in the application being excluded from consideration, or even though an application may have been reviewed, will preclude NIFA from making an award.

1. University of Alaska Fairbanks
2. Auburn University
3. University of Arkansas
4. American Samoa Community College
5. University of Arizona
6. University of California
7. Colorado State University
8. University of Connecticut
9. Connecticut Agricultural Experiment Station
10. University of the District of Columbia
11. University of Delaware
12. University of Florida
13. University of Georgia
14. University of Guam
15. University of Hawaii
16. Iowa State University
17. University of Idaho
18. University of Illinois
19. Purdue University
20. Kansas State University
21. University of Kentucky
22. Louisiana State University
23. University of Massachusetts
24. University of Maryland
25. University of Maine
26. Michigan State University
27. University of Minnesota
28. University of Missouri
29. Northern Marianas College
30. Mississippi State University
31. Montana State University
32. North Carolina State University
33. North Dakota State University
34. University of Nebraska
35. University System of New Hampshire
36. Rutgers, The State University of New Jersey

37. New Mexico State University
38. Nevada System of Higher Education
39. Cornell University – Ithaca
40. Cornell University – Geneva
41. Ohio State University
42. Oklahoma State University
43. Oregon State University
44. Pennsylvania State University
45. College of Micronesia
46. Puerto Rico Agricultural Extension
47. University of Rhode Island
48. Clemson University
49. South Dakota State University
50. University of Tennessee
51. Texas A&M
52. Utah State University
53. Virginia Polytechnic Institute and State University
54. University of the Virgin Islands
55. University of Vermont
56. Washington State University
57. University of Wisconsin
58. West Virginia University
59. University of Wyoming

B. Cost Sharing or Matching

Section 3(d)(1) of the Hatch Act of 1887 ([7 U.S.C. 361c\(d\)\(1\)](#)) is summarized with regard to institutions where no allotment shall be made to a State under subsection (b) or (c) of the regulation, and no payments from the allotment provided shall be made to a State, in excess of the amount the State makes available out of non-federal funds for agricultural research and the establishment and maintenance of facilities for the performance of the research. However, section 3(d)(4) ([7 U.S.C. 361c\(d\)\(4\)](#)) provides the following: the insular areas of the Commonwealth of Puerto Rico, Guam, and the Virgin Islands of the United States and the District of Columbia shall provide matching funds from non-Federal sources in an amount equal to not less than 50 percent of the formula funds distributed by the Secretary to each of the insular areas ([7 U.S.C. 3103\(12\)](#)), respectively, and the District of Columbia under this section. The Secretary may waive the matching fund requirement [of 50 percent] for any fiscal year if the Secretary determines that the government of the insular area or the District of Columbia will be unlikely to meet the matching requirement for the fiscal year.

Matching Funds Requirements for Agricultural Research and Extension Capacity Funds at 1890 Land-grant Institutions, including Central State University, Tuskegee University, and West Virginia State University, and at 1862 Land-grant Institutions in Insular Areas are published at [7 CFR 3419](#).

[7 CFR 3419.6](#) states that “The required matching funds for the capacity programs must be used by an eligible institution for the same purpose as Federal award dollars: Agricultural research

and extension activities that have been approved in the plan of work required under sections 1445(c) and 1444(d) of the National Agricultural Research, Extension, and Teaching Policy Act of 1977, section 7 of the Hatch Act of 1887, and section 4 of the Smith-Lever Act. For all programs, tuition dollars and student fees may not be used as matching funds.” Projects funded by non-federal funds intended to be utilized as match are subject to the provisions found in [2 CFR Part 200](#) – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, the [NIFA Federal Assistance Policy Guide](#), and the [NIFA Capacity Award Terms and Conditions](#).

Match Waivers:

[7 CFR 3419.3](#), Limited Waiver Authority, and [7 CFR 3419.4](#), Applications for waivers for both 1890 Land-grant Institutions and 1862 Land-grant Institutions in insular areas, address the criteria an institution must meet to be granted a waiver as well as the process and supporting documentation required for submitting a waiver. See [Part IV, B, 6 b](#) of this RFA for additional instructions about how to request a waiver. Until a matching waiver is approved by NIFA, the amount of the required matching funds identified in the application as well as matching documentation must be the same as listed in the [FY 2024 Distribution Schedule](#). Documentation of any other amount will cause the application to be returned and corrected resubmission will be required.

PART IV – APPLICATION AND SUBMISSION INFORMATION

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](#). The tables below provide instructions on how to obtain an electronic application.

The [NIFA Grants Application Guide](#) contains necessary, detailed information to prepare and submit Grant applications to NIFA through Grants.gov and is contained within the specific funding opportunity package. 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 1: Steps to Obtain Application Materials

Steps	Action
Step One: Register	<i>New Users</i> to Grants.gov must register early with Grants.gov prior to submitting an application (Register Here).
Step Two: Download Adobe	Download and Install Adobe Reader (see Adobe Software Compatibility for basic system requirements).
Step Three: Find Application	Using this funding opportunity number USDA-NIFA-10203-HFPXXXXX-25-0001 , search for application here: Opportunity Package .
Step Four: Assess Readiness	Contact an AR prior to starting an application to assess the organization’s readiness to submit an electronic application.

Table 2: Help and Resources

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

B. Content and Form of Application Submission

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

Each grant application must contain the following:

1. Application for Federal Assistance, Form SF-424 R&R Cover Sheet
2. Project/Performance Site Location(s) Form
3. Project Abstract Form (include attachment in PDF)

4. Key Contacts Form
5. NIFA Supplemental Information Form
6. Attachment Form (including attachments in PDF)

The [NIFA Grants Application Guide](#) includes instructions for additional forms not needed for an application in response to this RFA. Complete and submit only the forms associated with the funding opportunity package and as instructed below.

Table 3: Key Application Instructions

Instruction	References (All references are to the NIFA Grants Application Guide)
Attachments must be in a portable document format (PDF).	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 Grants.gov helpdesk for technical support and keep a record of the correspondence.	N/A
Contact NIFA if applicant does not receive correspondence from NIFA regarding an application within 30 days of the application deadline.	N/A

1. SF 424 R&R Cover Sheet

Information related to the fields within this form is available in Part V of the [NIFA Grants Application Guide](#). The following are additional instructions. The information included in the [FY 2024 Distribution Schedule](#) is based on FY 2024 applications received for this program. If your organization intends to apply using information other than what appears in the FY 2024 Distribution Schedule, please contact capacitygrantquestions@usda.gov prior to submitting.

- a. **Field 7. Type of Applicant** – Enter the Institution type as registered in SAM.gov.
- b. **Field 11. Descriptive Title of Applicant’s Project** – Limit title to 200 characters including spaces. Do not use acronyms or special characters.
- c. **Field 15. Estimated Project Funding** – For items a and b, enter your institution’s FY 2024 allocation and matching as listed in the [FY 2024 Distribution Schedule](#)².

² The prior year Hatch Regular Research Fund Distribution Schedule was previously included as Appendix A of this

- d. **Field 19. Authorized Representative** – Signature of Authorized Representative in this box shall match information completed within this section. If signature is a designee or other party, a letter on institution letterhead designating the signature authority must be included with the submission as part of the attachments within the Attachment Form. The application may be returned if this document is missing.

2. Project/Performance Site Location(s) Form

Information related to the requirements on this form is available in Part V of the [NIFA Grants Application Guide](#). The following are additional instructions.

- a. County – If work is performed in multiple counties and not the entire state, enter “Multiple County” into this field. Insular Areas enter “All” into this field.
- b. Zip/Postal Code – Enter the nine-digit postal code of the primary performance location. If work is performed in more than one postal code within a city enter “city-wide” into this field.
- c. Project/Performance Site Congressional District – Specific entries are required for the following states/territories:
 - i. 000 – Alaska, Delaware, North Dakota, South Dakota, Vermont, Wyoming
 - ii. 098 – Washington, DC, American Samoa, Guam, Northern Mariana Islands, Puerto Rico, US Virgin Islands
 - iii. 099 – Micronesia, Marshall Islands, Palau, US Minor Outlying Islands

3. Project Abstract Form

The Project Abstract information is important to Data Act requirements for tracking federal spending more effectively with agency programs. The abstract submitted should follow these requirements:

- a. One continuous paragraph (no hard returns and no bullet points)
- b. 4,000 characters or less (including spaces, dashes, etc.)
- c. Only the following special characters should be used within the abstract, if necessary:
“”,!@#\$%^&*;<>:-=+[]{}O'\^_
- d. Abstract information should include the following items to describe the work:
 - i. A plain language description of the purpose of the federal award.
 - ii. Activities to be performed with the funds from the award.
 - iii. Deliverables and expected outcomes from the activities.
 - iv. Intended beneficiaries of the activities.
 - v. Any subrecipient activities if known/specified at the time of the award.
- e. Information provided in this abstract will be displayed to the public via the [USA Spending](#) website. Do not include any proprietary or confidential information.

4. Key Contacts Form

Information related to the requirements of this form is available in Part V of the [NIFA Grants Application Guide](#). The following are additional instructions. The Project Role field of the Key Contact form must contain the exact roles indicated below for each contact listed. A separate Key Contacts Form must be completed for each of the four project roles listed below. Enter the Contact’s official job title in the “title” field of the form. Do not enter an official job title in the

document and is now located on the NIFA website at: <https://www.nifa.usda.gov/capacity-program-distribution-schedules>.

Project Role field.

- a. **Contact 1 Project Role “Director”**: Enter the contact information for the representative assigned as the Director.
- b. **Contact 2 Project Role “Director’s Designee”**: Enter the contact information for the representative assigned as the Director’s designee, if one is appointed. A designee letter on institution letterhead must be included with this submission as part of the attachments within the Attachment Form. Enter N/A on this Key Contact form if there is no designee.
- c. **Contact 3 Project Role “Business Office Manager/Administrator”**: Enter the contact information for the representative assigned as the Business Office Manager/Administrator.
- d. **Contact 4 Project Role “ASAP Draw Administrator”**: Enter the contact information for the representative assigned to process the ASAP grant award withdrawals. This contact may not be the Authorized Representative.

5. Supplemental Information Form

Information related to the requirements of this form is available in Part V of the [NIFA Grants Application Guide](#). The following are additional instructions.

- a. **Field 1. Funding Opportunity Name** – Enter in this field “The Hatch Act of 1887 - Regular Research Fund.”
- b. **Field 2. Program to which you are applying** – Enter this information into the fields within this section:
 - i. Program Code Name - Hatch Formula Program
 - ii. Program code - HFP
- c. **Field 3. Type of Applicant** - Enter the Institution type as registered in SAM.gov. This field must match the entry in Field 7 of the SF 424 R&R.
- d. **Field 6. ASAP Recipient Information** – Check “Yes” and enter in the ASAP Recipient ID that corresponds with the Institution receiving the funds.
- e. **Field 8. Conflict of Interest List** -Do not attach a conflict-of-interest list, leave this section blank.

6. Attachment Form

Information related to the requirements on this form is available in Part V of the [NIFA Grants Application Guide](#). The following are additional instructions.

- a. **Matching Requirement** - If matching funds are required as specified under [Part III, B](#) of this RFA, then matching is an eligibility criterion, and applicants must include the non-federal source documentation with the application. NIFA will consider this documentation when ascertaining final matching requirements or in determining if required matching can be waived. NIFA retains the right to make final determinations regarding matching requirements.

The matching documentation shall include:

- i. the non-federal sources (e.g., the type as third party or cash; the source as state or non-state, county, or non-tax) and the amount from each source;
- ii. the program name;
- iii. the fiscal year; and
- iv. signed by an authorized representative authority of the institution.

The match information must be in PDF (see Part IV of the [NIFA Grants Application Guide](#) for attachment requirements) and included as a separate attachment identified on the Attachment Form.

To establish the value of applicant contributions in accordance with applicable cost principles, refer to [2 CFR Part 200](#), “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” for further guidance and other requirements relating to matching and allowable costs.

- b. **Matching Funds Waiver Request (Optional)** - If your institution is applying for a matching funds waiver, prepare a request in PDF for inclusion within your submission and identify on the Attachment Form (see Part IV of the [NIFA Grants Application Guide](#) for attachment requirements). [7 CFR 3419](#) details the requirements for matching funds for agricultural research and extension capacity funds at 1890 Land-grant Institutions and 1862 Land-grant Institutions in insular areas.

The following information shall be included with your submission:

- i. a request to waive matching requirements under this RFA including the name of the eligible institution and the type of Federal capacity funds (i.e., research, extension, Hatch, Smith-Lever);
- ii. a statement of the fiscal year(s) for which the waiver is requested;
- iii. a statement of the exact dollar amount of waiver being requested by fiscal year and how the amount was computed (by matching fund category);
- iv. a statement of why the waiver is requested using criteria listed in [7 CFR 3419.3](#);
- v. documentation supporting the need for the waiver (documentation must be current, within the past two years from the date of the letter requesting the waiver);
- vi. Institution’s change in State Appropriation documentation such as communications and/or final budget information from the State and any other communications regarding changes in other non-federal funding resulting in the need for the waiver; and
- vii. a statement regarding the University’s efforts to meet future matching needs.

Other information submitted may include but is not limited to a statement from the State asserting what portion of the required match amount the State contribution will be; a schedule of projected cash flows showing what portion of the matching funds the Institution will have available; letters from the State or Institution budget personnel; and/or newspaper articles providing supporting information. Newspaper articles may be provided as supporting documentation but will not be considered as primary documentation. In requesting the waiver, the Institution must consider the availability of all permissible forms of matching in detail. Approval of your waiver will not be determined at the time of the application.

C. Submission Dates and Times

Instructions for submitting an application are included in Part IV of the [NIFA Grants Application Guide](#).

Applications must be received by Grants.gov by **5 p.m. Eastern Time on September 30, 2024**. Applications received after this deadline will normally not be considered for funding.

In case of trouble submitting an application to Grants.gov, you should FIRST contact the [Grants.gov Help Desk](#) to resolve any problems. Keep a record of any such correspondence. See [Part IV, A](#) of this RFA for Grants.gov contact information.

You may check the status of your application in the [ezFedGrants](#) portal or by looking in [Grants.gov](#).

If you are not able to validate that NIFA received your application by **October 14, 2024**., contact the Agency Administrative Contact identified in [Part VII](#) of this RFA. Failure to do so may result in the application not being processed and funding being held. You should cite your [Grants.gov](#) tracking number on all inquiries until an award number is assigned.

D. Funding Restrictions

1. Approved NIFA Hatch Regular Research Fund Projects

Hatch Regular Research Fund may only be used on approved Hatch projects, which could include Hatch Multistate Research Fund projects (if funding from the award has been expended).

2. Indirect Costs and Tuition Remission

In accordance with section 1473 of NARETPA ([7 U.S.C. 3319](#)), indirect costs and tuition remission are unallowable as Hatch Regular Research Fund capacity grant expenditures. Further, costs that are a part of an institution's indirect cost pool (e.g., administrative, or clerical salaries) may not be reclassified as direct costs for the purpose of making them allowable.

3. Carryover of Funds

Hatch funds are expected to be fully expended in the fiscal year of appropriation; however, up to 100 percent of funds may be carried over for up to one year after the end of the year for which they were appropriated. No prior approval is required.

4. Retirement Contributions

Employer contributions to land-grant college retirement systems are limited to five percent of that portion of the salaries paid, under this award, to employees who participate in the system ([7 U.S.C. 331](#)) and are subject to the other conditions in [7 U.S.C. 331](#). Note the five percent limitation does NOT apply to any state or individual contribution. Contributions of funds under this award may not exceed the contributions from non-Federal sources made by or on behalf of the individual concerned. See Section VI of the [NIFA Federal Assistance Policy Guide](#) for additional information.

E. Other Submission Requirements

Unique Entity Identifier (UEI) and System for Award Management (SAM) – each applicant (unless excepted under [2 CFR 25.110\(b\) or \(c\)](#), or has an exception approved by the federal awarding agency under [2 CFR 25.110\(d\)](#)) is required to:

1. be registered in SAM before submitting an application;
2. provide a valid UEI number in its application; and
3. continue to always maintain an active SAM registration with current information at all times during which it has an active federal award or an application or plan under consideration by a federal awarding agency.

If you have not complied with all applicable UEI and SAM requirements, you may be considered unqualified to receive an award.

Your SAM registration information determines your organization ID in the [ezFedGrants](#) system, and the information must match your ASAP recipient UEI and EIN.

PART V – APPLICATION REVIEW REQUIREMENTS

A. General

NIFA will review submitted documents to determine if all program, financial, and administrative requirements are met and are current. Missing or incomplete information within an application may require additional submittals and deletion of application(s) already submitted.

B. Organizational Management Information

Specific applicant organizational management information shall be submitted on a one-time basis, with updates submitted as needed. If this information has not been submitted under this or another NIFA program, it is the responsibility of the organization to do so for determination of eligibility prior to the award of a grant identified under this RFA.

NIFA will provide the forms to fulfill these requirements as part of the Pre-Award process. Although an applicant may be eligible, 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 involved, or a determination an applicant is not responsible based on submitted or discovered organizational management information.)

PART VI – AWARD ADMINISTRATION

A. General

Within the limit of funds available for such purpose, the NIFA awarding official shall make grants to those responsible, eligible applicants.

B. Award Notice

The notice of federal award is the authorizing document. The award document will provide pertinent instructions and information as described in [2 CFR 200.211](#) (see [NIFA's Terms and Conditions](#)). Awardees should ensure a copy of the Notice of Award, as well as all future amendments, are retained within their institutional systems.

C. Administrative and National Policy Requirements

Several federal statutes and regulations apply to grant applications considered for review and to project grants awarded under this program. These may include, but are not limited to, those listed at [USDA/NIFA Federal Regulations](#). Unless specifically noted by statute or award-specific requirements, [NIFA Federal Assistance Policy Guide](#) applies to all NIFA awards.

D. Expected Program Outputs and Reporting Requirements

Institutions receiving Hatch Regular Research Fund funding from NIFA are required to submit the following reports:

1. FY 2026 Plan of Work (POW) update;
2. FY 2024 Annual Report of Accomplishments and Results (Annual Report);
3. Program/Project Initiation in the NIFA Reporting System (NRS);
4. Program/Project progress reports;
5. Project Financial Report;
6. OGFM Supplemental; and
7. Federal Financial Report (SF-425)

The FY 2026 POW update is due June 1, 2025, and the FY 2024 Annual Report is due by April 1, 2025. Program/Project Initiations and Progress Reports are to be completed by any institution who has been granted authority to use capacity dollars. NIFA is building an integrated reporting portal for research and extension grants. Information regarding requirements for submittals of reporting through the NRS are available at the NRS web page <https://nifa.usda.gov/tool/pow-nifa-reporting-system>.

A Project Financial Report must be submitted to NIFA annually for all eligible projects from the preceding fiscal year. A Project Financial Report is also required for expenditures on all state projects to be included in the non-federal funds and matching funds computation. Reports shall be made on the federal fiscal year basis.

Federal Financial Report (SF-425) – Federal Financial reporting via the SF-425, is due within the ezFedGrants portal, at minimum on an annual basis. Please see your Notice of Award (NOA) for information on additional SF-425s that may be required throughout the life of the award. Information on how to access the ezFedGrants portal can be found on the [ezFedGrants Grants and Agreements System Overview](#) page.

See [The Hatch Act of 1887](#) for additional details of reporting requirements.

PART VII – AGENCY CONTACTS

For questions regarding Hatch Regular Research Fund projects/program, please contact:

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For general administrative application questions contact us
at Grantapplicationquestions@usda.gov.

For questions relating to NRS forms and submissions, please contact the Planning,
Accountability and Reporting Staff; Email: nrs@usda.gov.

For questions relating to the 5-Year Plan of Work Update or the Annual Report of
Accomplishments and Results, contact Planning, Accountability and Reporting Staff; Email:
nrs@usda.gov.