

# **McIntire-Stennis Cooperative Forestry Research Program**

**Fiscal Year 2025 Request for Applications**  
**APPLICATION DEADLINE: September 30, 2024**

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

**McIntire-Stennis Cooperative Forestry Research Program**

**Assistance Listing Number:** This program is listed in the Assistance Listings under 10.202.

**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](mailto:Policy@usda.gov). Please use the following subject line: McIntire-Stennis Cooperative Forestry Research Program RFA.

## Executive Summary

NIFA requests applications for the McIntire-Stennis Cooperative Forestry Research (MSCFR) Program for fiscal year (FY) 2025 to assist all states in carrying out a program of state forestry research at state forestry schools and colleges and developing a trained pool of forest scientists capable of conducting needed forestry research under the following research topics: 1) Reforestation and management of land for the production of crops of timber and other related products of the forest; 2) Management of forest and related watershed lands to improve conditions of water flow and to protect resources against floods and erosion; 3) Management of forest and related rangeland for production of forage for domestic livestock and game and improvement of food and habitat for wildlife; 4) Management of forest lands for outdoor recreation; 5) Protection of forest land and resources against fire, insects, diseases, or other destructive agents; 6) Utilization of wood and other forest products; and 7) Development of sound policies for the management of forest lands and the harvesting and marketing of forest products.

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 \$35,474,478. Allocations for specific institutions can be found on the program's [FY 2024 Distribution Schedule](#)<sup>1</sup>. 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, 6](#).

This notice identifies the objectives of MSCFR projects, the eligibility criteria for projects and applicants, and the application forms and associated instructions.

The USDA NIFA web page for MSCFR is: <https://www.nifa.usda.gov/grants/programs/mcintire-stennis-capacity-grant>

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<sup>1</sup> The prior year MSCFR 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 McIntire-Stennis Cooperative Forestry Research Act ([16 U.S.C. 582a-1](#)) provides the basis for federal funding in forestry research and graduate education programs at State-certified schools of forestry in the United States. Section 7412 of the Food, Conservation, and Energy Act of 2008 amended section 2 of the McIntire-Stennis Cooperative Forestry Act to include the 1890 Land-grant Institutions. Section 7502 of The Agriculture Improvement Act of 2018 ([Public Law 115-334](#)) amended the McIntire-Stennis Cooperative Research Act to include 1994 Institutions (as defined in section 532 of the [Equity in Educational Land-Grant Status Act of 1994](#)) that offer an associate's degree or a baccalaureate degree in forestry. Forestry Research is defined as: reforestation and management of land for the production of crops of timber and other related products of the forest; management of forest and related watershed land to improve conditions of water flow and to protect resources against floods and erosion; management of forest and related rangeland for production of forage for domestic livestock and game and improvement of food and habitat for wildlife; management of forest lands for outdoor recreation; protection of forest land and resources against fire, insects, disease, or other destructive agents; utilization of wood and other forest products; development of sound policies for the management of forest lands and marketing of forest products; and such other studies as may be necessary to obtain the fullest and most effective use of forest resources.

Funding is provided to the states through a formula-based allocation process which depends on several factors. First, a base amount (approximately \$25,000) is allocated to each State; however, this base amount is excluded from the formula. The balance of funding to each State is determined through a ranking process and dependent upon the following three factors:

1. forty percent of the remaining balance is allocated based on the area of non-federal commercial forest land;
2. forty percent is allocated based upon the volume of timber cut annually from stock; and
3. twenty percent is allocated based on the total expenditures for forestry research from non-federal sources.

Funds are then distributed to the eligible State-certified Institutions within the State as determined by the Governors or their Designee.

### **B. Purpose and Priorities**

The purpose of this funding is to increase forestry research in the production, utilization, and protection of forestland; to train future forestry scientists; and to involve other disciplines in forestry research. The eligible forestry research mandated areas as defined by the McIntire-Stennis legislation are:

1. reforestation and management of land for the production of crops of timber and other related products of the forest;
2. management of forest and related watershed lands to improve conditions of water flow and to protect resources against floods and erosion;
3. management of forest and related rangeland for production of forage for domestic livestock and game and improvement of food and habitat for wildlife;
4. management of forest lands for outdoor recreation;

5. protection of forest land and resources against fire, insects, diseases, or other destructive agents;
6. utilization of wood and other forest products; and
7. development of sound policies for the management of forest lands and the harvesting and marketing of forest products; and such other studies as may be necessary to obtain the fullest and most effective use of forest resources.

All research projects submitted to NIFA must fall in one or more of the mandated seven forestry research areas listed above.

The MSCFR Program 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 5:** Expand Opportunities for Economic Development and Improve Quality of Life in Rural and Tribal Communities

[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 \$35,474,478.

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](mailto: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 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-Certified Schools of Forestry are eligible for MSCFR funds. 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. Alabama A&M University
2. Alcorn State University
3. American Samoa Community College
4. Auburn University
5. Cal Poly Corporation
6. Cal Poly Humboldt
7. Central State University
8. Clemson University
9. Colorado State University
10. Connecticut Agricultural Experiment Station
11. Cornell University
12. Delaware State University
13. Florida A&M University
14. Fort Valley State University
15. Iowa State University
16. Kansas State University
17. Kentucky State University
18. Leech Lake Tribal College
19. Lincoln University
20. Louisiana State University Agricultural Center
21. Louisiana Tech University
22. Michigan State University
23. Michigan Technological University
24. Mississippi State University
25. Nevada System of Higher Education
26. New Mexico State University
27. North Carolina State University
28. North Dakota State University
29. Northern Arizona University
30. Ohio Agricultural Research & Development
31. Oklahoma State University
32. Oregon State University
33. Pennsylvania State University
34. Puerto Rico Agricultural Extension
35. Purdue University
36. Regents of the University of Michigan
37. Regents of the University of Minnesota
38. Rutgers, The State University of New Jersey



39. Salish Kootenai College
40. South Dakota State University
41. Southern Illinois University
42. Southern University and A & M College
43. State University of New York
44. Stephen F Austin State University
45. Tennessee State University
46. Texas A&M
47. Tuskegee University
48. University of Alaska Fairbanks
49. University of Arizona
50. University of Arkansas
51. University of California
52. University of Connecticut
53. University of Delaware
54. University of Florida
55. University of Georgia
56. University of Guam
57. University of Hawaii
58. University of Idaho
59. University of Illinois
60. University of Kentucky
61. University of Maine
62. University of Maryland
63. University of Maryland Eastern Shore
64. University of Massachusetts
65. University of Missouri
66. University of Montana
67. University of Nebraska
68. University of Rhode Island
69. University of Tennessee
70. University of the Virgin Islands
71. University of Vermont
72. University of Washington
73. University of Wisconsin
74. University of Wyoming
75. University System of New Hampshire
76. Utah State University
77. Virginia Polytechnic Institute & State University
78. Virginia State University
79. Washington State University
80. West Virginia State University
81. West Virginia University

## **B. Cost Sharing or Matching**

MSCFR recipients are to provide matching, either cash or in-kind, on a dollar-for-dollar basis on all federal funds allotted. [16 U.S.C. 582a-3](#) states, “The amount paid by the Federal Government to any State-certified institutions eligible for assistance under this subchapter shall not exceed during any fiscal year the amount available to and budgeted for expenditure by such college or university during the same fiscal year for forestry research from non-Federal sources.” The matching funds requirement is not applicable to the Virgin Islands and Guam. In accordance with [48 U.S.C. 1469a\(d\)](#), eligible institutions located in other insular areas (i.e., American Samoa, Guam, the Virgin Islands, Micronesia, and the Northern Mariana Islands) are not required to match if the allocation is below \$200,000.

[7 CFR 3419.6](#) states, “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 Specific Terms and Conditions](#).

## 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
<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-10202-MSCFRXXX-25-0001</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 2: 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 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 <a href="#">NIFA Grants Application Guide</a> )
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 <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 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 [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 FY 2024 Distribution Schedule, please contact [capacitygrantquestions@usda.gov](mailto:capacitygrantquestions@usda.gov) or [1890@usda.gov](mailto:1890@usda.gov) (as applicable) 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 2023 allocation and matching as listed in the [FY 2024 Distribution Schedule](#)<sup>2</sup>.
- d. **Field 19. Authorized Representative** – Signature of Authorized Representative in this

<sup>2</sup> The prior year MSCFR 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>.

box shall match information completed within this section. If the 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. This 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:  
“”,!@#%&\*;<>:=+[]{}()'^\_
- 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 Project Role field.

- a. **Contact 1 Project Role “Administrative – Technical Representative”**: Enter the contact information for the representative assigned as the Administrative -Technical Representative.

- b. **Contact 2 Project Role “Administrative – Technical Representative Designee”**: Enter the contact information for the representative assigned as the Administrative -Technical Representative 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 if there is no designee on this Key Contact form.
- 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 “McIntire Stennis Cooperative Forestry Research Program.”
- b. **Field 2. Program to which you are applying** – Enter this information into the fields within this section:
  - i. Program Code Name – McIntire Stennis Cooperative Forestry Research
  - ii. Program Code – MSCFR
- c. **Field 3. Type of Applicant** - Enter the Institution type as registered in SAM.gov. This field must match the entry in Field 7 on 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 award.
- 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, 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 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.

### **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 **5:00 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 MSCFR Projects**

McIntire Stennis Cooperative Forestry Research funding may be used on approved McIntire Stennis Cooperative Forestry Research projects.

#### **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 MSCFR 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**

McIntire-Stennis funds are expected to be fully expended in the fiscal year of appropriation; however, current policy allows 50 percent of the allocation from the fiscal year of appropriation to be carried over into the next fiscal year. These carryover funds must be fully expended by September 30 of the carryover year (e.g., September 30, 2026, for FY 2025 funds). However, waiver requests for a greater than 50 percent carryover of funds may be considered and approved. Requests should be submitted to the national program leaders listed in [Part VII](#) of this RFA, who will provide the required format for requesting a greater than 50 percent carryover of funds.

## **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 ineligible 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 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 that a copy of the NOA, 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 MSCFR funding from NIFA are required to submit the following reports:

1. Annual MSCFR Program of Research (PoR);
2. Program/Project Initiation in the NIFA Reporting System (NRS);
3. Program/Project progress reports;
4. Project Financial Report; and
5. Federal Financial Reports (SF-425)

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 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 [McIntire-Stennis](#) for additional McIntire Stennis reporting requirements.

## **PART VII—AGENCY CONTACTS**

For questions regarding MSCFR projects/programs, please contact:

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For general administrative application questions contact us at  
[Grantapplicationquestions@usda.gov](mailto:Grantapplicationquestions@usda.gov).

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