

**U.S. Department of Agriculture (USDA) National Institute
of Food and Agriculture (NIFA)**

**Establishing Eligibility for the Animal Health and Disease Research
(AHDR-1433) Capacity Grants Program**

The purpose of this Notice is to provide guidance on the process for adding eligible accredited colleges of veterinary medicine to the AHDR-1433 capacity and infrastructure grant program, as authorized by Section 1433(a) of the National Agricultural Research Extension and Teaching Policy Act of 1977, [7 U.S.C. § 3195\(a\)](#) - Continuing animal health and disease, food security, and stewardship research, education, and extension programs. This Notice outlines the requirements for NIFA's Capacity Branch, NIFA Program staff, and the accredited college of veterinary medicine to be incorporated into the AHDR-1433 capacity grant program. This notice is specific to the AHDR-1433 Capacity Grant Program funded under [7 U.S.C. § 3195\(c\)\(4\)](#) only.

To be eligible for the AHDR-1433 capacity program, an entity must be listed in the Request for Application (RFA). The funds available to states pursuant to [7 U.S.C. § 3195\(c\)\(4\)](#) can be reallocated between a new accredited college of veterinary medicine and other eligible institutions in the State, based on the animal health capacity of each eligible institution. For an accredited college of veterinary medicine to be eligible for funding under the AHDR-1433 Capacity Grant program, the process is as follows:

- A. The entity has acquired the American Veterinary Medical Association (AVMA)-Council on Education (COE) accreditation.¹

¹ Veterinary colleges meeting all Standards of Accreditation are granted an accreditation classification by the AVMA Council on Education (COE) for a period of no more than seven years, contingent upon satisfactory review by the COE of annual progress reports. To initiate the accreditation process, a written request must be received by the COE from the dean of the veterinary school and the president/provost of the university.

- B. The new accredited college of veterinary medicine sends a letter on the entity's letterhead, signed by their Dean or director, to the NIFA Capacity Awards Management Division requesting inclusion within the AHDR-1433 Capacity grant program.
- C. The AHDR National Program Leader (NPL) consults with the Dean of the new college, and Deans of any other AVMA-COE accredited colleges of veterinary medicine existing in the respective state.
- D. The AHDR NPL and Capacity Awards Management Division consults with the Deputy Director of the Office of Grants and Financial Management (OGFM) for approval/denial decision. The Deputy Director of OGFM sends out a determination letter to the new college indicating if the request has been approved or denied.
- E. NIFA allocates the total formula determined AHDR-1433 funds available to all states, including the new approved accredited college of veterinary medicine.

PROCEDURES:

For NIFA to recognize an accredited college of veterinary medicine as an eligible entity to join the AHDR-1433 capacity program, the entity must request, in writing, inclusion into the AHDR-1433 program and provide supporting documentation.

- (1) The new accredited college of veterinary medicine's authorized administrative leadership of the applying entity (typically the cognizant Deans(s) of Research and/or the Dean of the accredited College of Veterinary Medicine) sends, via email to Capacitygrantquestions@usda.gov, a letter on the entity's letterhead, signed by the Dean that includes the following information:
 - (a) requesting addition to the list of existing eligible entities receiving funds under the AHDR-1433 authority;
 - (b) providing a point-of-contact (POC) for the cognizant administrative leader(s) (typically an Associate Dean or Associate Director) and support staff (typically clerical support or CRIS/ REEport Administrator) who will be responsible for communication with, and reporting necessary information to, NIFA administrative and program staff during each annual AHDR-1433 program cycle;
 - (c) providing supporting documentation including, but not limited to:

- i. AVMA-COE US Veterinary School Accreditation.
- ii. The entity's organizational chart.

(2) After reviewing provided documentation and confirming the applicant meets 'eligible entity requirements' (is an AVMA-COE Accredited US Veterinary School), NIFA makes internal administrative changes necessary to add the new entity into the annual AHDR-1433 programmatic and administrative processes.

- (a) If a station code² does not already exist based on other non-AHDR-1433 projects their faculty already may have entered into the CRIS/REEport, a new unique station code is established for the entity by Program Staff (e.g. WUCVM was developed for Western University of the Health Sciences College of Veterinary Medicine).
- (b) Program and OGF staff add the appropriate new-entity POC information to respective AHDR-1433 contact lists for communication purposes. Annually, NIFA Program staff will communicate with the designated POC, providing important program information and announcements (e.g. annual RFA) and requesting reports required for entity participation each program year.

Reports that must be provided to NIFA by an eligible entity for funds to be granted to that entity each year include:

- (a) **Annual Program of Research (PoR)**
 - i. An 'empty' PoR submission through REEport is accepted from the entity in their first year because, by definition, an AHDR-1433 PoR is constituted by at least one active AHDR-1433 project. Since a new school cannot have a prior active AHDR-1433 project, this requirement must be waived for any new accredited college of veterinary medicine on-boarding into the program.

² As referenced in the REEport User Manual, while PIs set their requirements for project numbers (i.e. their preferred combination of letters and numbers) the Division Station Code will always automatically be appended by REEport as a prefix to the number entered.

1. By year two, however, the grantee will be required to submit a populated PoR reflecting projects funded with first year distributions.

(b) Annual Research Capacity Report

- i. Entities new to AHDR-1433 participation (as well as all other existing eligible entities) must submit an annual Animal Health Research Capacity Report to the NIFA Animal Health program team. This report contains a listing of all agricultural animal health and disease-relevant research expenditures and “scientists” years’ (SYs) for projects active at the entity during a NIFA-designated fiscal year (FY) occurring two years prior. This list must EXCLUDE AHDR-1433 funded projects. Participating entities, therefore, report to NIFA, on an individual project basis and in spreadsheet format, expenditures and SYs (adjusted for % animal health) for all agricultural animal health-related projects funded by any and all public and private funding sources, other than the AHDR-1433 program, for the specified FY. Additional guidance will be provided by NIFA program staff.
- ii. NIFA Capacity Branch includes the new school into the “Capacity calculation formula” so when NIFA’s Program staff provides the distilled and validated Research Capacity Report values (total expenditures and SYs adjusted for % animal health), and the corresponding state’s National Agricultural Statistics Service (NASS) values, for the new and all other eligible entity(ies), the formula is executed and funding distribution is calculated for each eligible entity, inclusive of the new entity. NIFA Capacity Branch will seek an opinion and clearance from the NIFA Policy Division and NIFA Office of General Counsel regarding adequacy and accuracy of the modified formula prior to implementation.

Questions regarding this process may be directed to Albert Nyakatura at (816) 908-3260 or email address: albert.nyakatura@usda.gov