



United States
Department of
Agriculture

National Institute
of Food and
Agriculture

**National Institute of Food and Agriculture (NIFA) Federal
Assistance Policy Guide:
Table of Contents, Acronyms, Glossary of Frequently Used Terms,
Using the Guide**

pp. ii-x

NIFA Office of Grants and Financial Management

April 21, 2021

The contents of this document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.



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Acronyms

The following are abbreviations used throughout this document.

| | |
|---------|---|
| ADO | Authorized Departmental Officer |
| AFRI | Agriculture and Food Research Initiative |
| AHDR | Continuing Animal Health and Disease Research Program |
| AMD | Awards Management Division (NIFA) |
| AO | Authorizing Official (ASAP) |
| AR | Authorized Representative (formerly Authorized Organizational Representative) |
| AREERA | Agricultural Research, Extension, and Education Reform Act |
| ASAP | Automated Standard Application for Payments system |
| CES | Cooperative Extension Service |
| CFDA | Catalog of Federal Domestic Assistance |
| CSREES | Cooperative State Research, Education, and Extension Service |
| DCPPERA | District of Columbia Public Postsecondary Education Reorganization Act |
| DUNS | Dun and Bradstreet Universal Numbering System |
| EFNEP | Expanded Food and Nutrition Education Program |
| FAIN | Federal Award Identification Number |
| FMD | Financial Management Division (NIFA) |
| FOIA | Freedom of Information Act |
| HSACU | Hispanic-Serving Agricultural College or University |
| HSI | Hispanic-Serving Institution |
| IACUC | Institutional Animal Care and Use Committee |
| iEdison | Interagency Edison |
| IHE | Institution of Higher Education |
| IRB | Institutional Review Board |
| MOU | Memorandum of Understanding |
| NARETPA | National Agricultural Research, Extension, and Teaching Policy Act of 1977 |
| NLGCA | Non-Land-Grant Colleges of Agriculture |
| NIFA | National Institute of Food and Agriculture |
| NOA | Notice of Award |
| NPL | National Program Leader |
| OGFM | Office of Grants and Financial Management (NIFA) |
| OMB | Office of Management and Budget |
| PARS | Planning, Accountability, and Reporting Staff (NIFA) |
| PD/PI | Project Director/Principal Investigator |
| POD | Policy and Oversight Division (NIFA) |
| POW | Plan of Work |
| PRA | Paperwork Reduction Act |
| PRS | Peer Review System |
| REEport | Research, Education, and Extension Project Online Reporting Tool |
| RFA | Request for Application |
| RREA | Renewable Resource Extension Act |
| SAES | State Agricultural Experiment Station |
| SAM | System for Awards Management |
| UG | Uniform Guidance |
| USDA | U.S. Department of Agriculture |
| VMLRP | Veterinary Medicine Loan Repayment Program |

Glossary of Frequently Used Terms

This glossary is a navigation aid to the definitions or explanations of common terms and subjects within the Policy Guide.

| Term | Page Number | Citation and hyperlink (if available) |
|--|----------------------------------|---|
| 1862 Land-Grant Institution | 192 | 7 U.S.C. 7601; 7 U.S.C. 301 et seq.; 7 CFR 3430.2, |
| 1890 Extension Administrator and Research Director | 21 | |
| 1890 Land-Grant Institution | 192 | 7 U.S.C. 7601; 7 U.S.C. 321 et seq. and 7 CFR 3430.2 |
| 1994 Land-Grant Institution | 192 | 7 CFR 3430.2 and 7 U.S.C. 301 note; Pub. L. No. 103–382 |
| Administrative Technical Representative (ATR) | 22 | |
| Agricultural Research | 192 | 7 U.S.C. 3103; 7 CFR 3430.2 |
| Agricultural Research, Extension, and Education Reform Act of 1998 (AREERA) | 193 | Pub. L. No. 105–185; 7 U.S.C. 7601 et seq. |
| Authorized Departmental Officer (ADO) | 19, 193 | 7 CFR 3430.2 |
| Authorized Representative | 19 | 7 CFR 3430.2 |
| ASAP | 58, 59, 193 | ASAP TOOL |
| Award | 193 | 7 CFR 3430.2 |
| Budget | 35, 88, 193, 194 | 2 CFR 200.308 |
| Capacity Funds | 194 | |
| Carryover Funds | 62, 143, 194 | |
| Closeout | 134, 194 | 2 CFR 200.1 |
| College or University | 195 | 7 CFR 3430.2 |
| College of Veterinary Medicine | 195 | AVMA COE |
| Cooperative Agreement | 25, 195 | 2 CFR 200.1 |
| Cooperative Extension Director | 21 | |

| Term | Page Number | Citation and hyperlink (if available) |
|---|-----------------------------|--|
| Cooperative Extension Service | 204 | |
| Cost Sharing or Matching | 36, 87, 196 | 2 CFR 200.1 |
| Custodian of Funds or Legal Custodian | 21 | |
| Debarment and Suspension | 179, 196 | 2 CFR part 180 and Part 417 |
| Disallowed Costs | 150, 196 | 2 CFR 200.1 |
| EFNEP Coordinator | 23 | |
| Equipment | 90, 143, 151, 196, 198, 203 | 2 CFR 200.1 |
| ezFedGrants | 29, 57, 197 | |
| Financial Obligations | 197 | 2 CFR 200.1 |
| Fiscal Year | 198 | 31 U.S.C. 1102 |
| General Purpose Equipment | 198 | 2 CFR 200.1 |
| Insular Areas | 199 | 7 CFR 3430.2 |
| Insular Area Extension Director and Experiment Station Director | 22 | |
| Intangible Property | 94, 199 | 2 CFR 200.1 |
| Intellectual Property | 199 | |
| Land-Grant Institution | 199 | 7 CFR 3430.2 |
| Memorandum of Understanding | 77, 200 | |
| National Agricultural Research, Extension, and Teaching Policy Act of 1977 (NARETPA) | 200 | 7 CFR 3430.1 , P.L. 95-113 |
| No-Cost Extension | 63, 201 | |
| Notice of Award | x, 19, 55, 56, 57, 201 | |

| Term | Page Number | Citation and hyperlink (if available) |
|--|--------------------|---|
| Peer Reviewer | 48, 200, 201 | 7 CFR 3430.2 |
| Period of Performance | 60, 201 | 2 CFR 200.1 |
| Personally Identifiable Information | 81, 201 | 2 CFR 200.1 |
| Plan of Work | 121 | 7 U.S.C. 7614b |
| Prior Approval | 91, 142, 202 | 7 CFR 3430.2 |
| Project Director/Principal Investigator | 20 | 7 CFR 3430.2 |
| REEport | 95, 115, 119, 202 | REEport Reporting Portal REEport Guide for Project Directors |
| Request for Applications (RFA) | 27 | 7 CFR 3430.12 |
| Site Visit/Desk Review/Compliance Review | 130 | 2 CFR 200.329(f) |
| Special Purpose Equipment | 90, 151, 203 | 2 CFR 200.1 |
| State Agricultural Experiment Station (SAES) Director | 22 | |
| Subaward | 204 | 2 CFR 200.1 |
| Subrecipient | 204 | 2 CFR 200.1 |
| Supplies | 93, 204 | 2 CFR 200.1 |
| Unliquidated Obligation | 204 | 2 CFR 200.1 |
| Unobligated Balance | 205 | 2 CFR 200.1 |

Using the Guide

This Policy Guide was updated in 2020 to reflect changes in 2 CFR part 200 and other associated policies.

In this guide, NIFA's Office of Grants and Financial Management (OGFM) uses a system to denote whether the provisions apply to all awards (**ALL AWARDS**), Competitive Awards (**COMPETITIVE AWARDS**), or Capacity Awards (**CAPACITY AWARDS**). We will note if the general requirements do not apply to a particular program or type of financial assistance. In limited cases, NIFA makes noncompetitive awards. Also noted within the text is any information specific to competitive and capacity awards.

The Notice of Award will incorporate by reference, along with other provisions, the NIFA Policy Guide as an award provision. Specific requirements and regulations applicable to a particular funding opportunity will be noted directly in the RFA and the grant terms and conditions attached to the Notice of Award. The Policy Guide provides general information for NIFA staff and grantees; however, the requirements for each particular funding opportunity must be followed as indicated in the Request for Applications (RFA) and resulting award terms and conditions.

The NIFA Policy Guide links to many resources and additional program information on the NIFA website. It is not intended to provide detail on every grant process (pre-award through closeout) but, rather, be a compendium of policies and requirements. In particular, information about open NIFA federal assistance opportunities is available on the [NIFA website](#). Application details, requirements, and deadlines appear in individual RFAs. The NIFA website is the most comprehensive source of information on NIFA's program institutes (including contact information), programs, and funding opportunities. NIFA grants are also posted to www.Grants.gov when the application period is open. Additional information on Grants.gov is available online.

The [NIFA Policy Guide](#) is available online from the NIFA website. The Office of Grants and Financial Management (OGFM) maintains this document.