



REQUEST FOR APPLICATIONS

Hispanic-Serving Institutions Education Grants Program

FUNDING YEAR: Fiscal Year (FY) 2024

APPLICATION DEADLINE: FY 2024

Regular: February 6, 2024

Collaboration: February 7, 2024

Conference: February 8, 2024

FY 2025 (Anticipated Dates)

Regular: February 4, 2025

Collaboration: February 5, 2025

Conference: February 6, 2025

ANTICIPATED PROGRAM FUNDING: FY 2024 \$15,332,800

FY 2025 \$15,332,800

FUNDING OPPORTUNITY NUMBER: USDA-NIFA-HSI-010310

ASSISTANCE LISTING NUMBER: 10.223

INITIAL ANNOUNCEMENT
National Institute of Food and Agriculture
United States Department of Agriculture

Assistance Listing Number (ALN): The Hispanic-Serving Institutions (HSI) Education Grants Program is listed in the Assistance Listings under number 10.223.

Table 1: Key Dates and Deadlines

Task Description	Deadline
Application:	FY 2024 Regular: February 6, 2024 Collaboration: February 7, 2024 Conference: February 8, 2024 FY 2025 (Anticipated Dates) Regular: February 4, 2025 Collaboration: February 5, 2025 Conference: February 6, 2025 (All at 5:00 P.M. Eastern Time) [<i>Ref to Part I, B of this RFA</i>]
Letter of Intent:	Not Required
Applicants Comments:	Within six months from the issuance of this notice <i>(NIFA may not consider comments received after the sixth month)</i>

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 HSI RFA.

EXECUTIVE SUMMARY

This notice identifies the objectives for HSI Education Grants Program projects, deadlines, funding information, eligibility criteria for projects and applicants, and application forms and associated instructions. In FY 2024 and FY 2025, NIFA requests HSI applications to promote and strengthen the ability of HSIs to carry out higher education programs that attract, retain, and graduate outstanding students capable of enhancing the nation's food, agriculture, natural resources, and human sciences (FANH) professional and scientific workforce.

This RFA is being released prior to the passage of a full appropriations act for FY 2024 and FY 2025. Enactment of a continuing resolution, appropriations act, or other authorizing legislation may affect the availability or level of funding for this program.

The expected amount available for grants in FY 2024 and FY 2025 is approximately \$15,332,800 per fiscal year.

The HSI Education Grants Program Supplemental Information file can be found on the [HSI program's funding webpage](#) under "relevant documents"; the document includes expanded information on:

1. Food and Agricultural Sciences Description
2. Educational Need Areas Supported
3. Eligible Student Recipient
4. Collaboration Projects: Linkages and Activities
5. USDA Agencies
6. Mission Critical Occupations
7. Suggested HSI Project Evaluation Plan

2024 UPDATES

1. Inclusion of the requirement for a mentoring plan in applications.
2. Removal of limitation on number of applications an institution can submit.
3. Increase of Collaboration Grant maximum award amount from \$1,000,000 to \$1,200,000.
4. Increase of Regular Grant financial aid maximum award amount from \$25,000 to \$40,000.
5. Addition of Conference DATA Grant subcategory, with total maximum award amount of \$100,000.
6. Added information on Limited English Proficiency.

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PART I. FUNDING OPPORTUNITY DESCRIPTION

A. Legislative Authority

Section 1455 of National Agricultural Research, Extension, and Teaching Policy Act of 1977 ([7 U.S.C. 3241](#)) provides the Secretary of Agriculture with the authority to make competitive grants to HSI for the purpose of promoting and strengthening their ability to carry out education, applied research, and community development programs.

B. Purpose and Priorities

The purpose of the HSI Education Grants Program is to encourage innovative teaching or education proposals with potential to impact and become models for other institutions that serve underrepresented students at the regional or national level.

Priority Need Areas. Projects supported by this program must include/address one or more of the following priority need areas:

1. Attract and support undergraduate and graduate students from underrepresented groups to prepare them for careers related to the food, agricultural natural resources, and human systems and sciences in the United States.
2. Enhance the quality of postsecondary instruction within the above disciplines.
3. Provide opportunities and access to food and agricultural careers in the public, non-profit and private sectors.
4. Align the efforts of HSIs and other non-profit organizations to support academic development and career attainment of underrepresented groups.

The HSI Education Grants Program is aligned with the following:

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

1. Strategic Goal 2: Ensure America's Agricultural System is Equitable, Resilient, and Prosperous
2. Strategic Goal 4: Provide All Americans Safe, Nutritious Food

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

1. Priority 3: Bolstering Nutrition Security & Health
2. Priority 5: Translating Research Into Action

Leadership Skills Development. The development of leadership skills, knowledge, and qualities are necessary to prepare students for agricultural and related careers in the private sector, government, and academia. HSI Education Grants Program teaching applications must demonstrably incorporate a leadership development component to equip underserved students with technical and leadership abilities upon graduation. Specific activities may include:

1. Developing practical applications to increase understanding of leadership roles, including critical thinking, problem solving, and communication skills; ethics and professionalism; and working in teams;
2. Connecting the academic classroom experience with daily leadership roles and organizational activities;
3. Providing opportunities for mentoring and shadowing; and
4. Organizing leadership academies, workshops, trainings, etc.

Disciplines. The HSI Education Grants Program will support applications from any number of disciplines in FANH. More specific information on what is considered FANH, and allowable program activities can be found in “[HSI Education Grants Program Supplemental Information](#).” Other disciplines will be considered provided there is strong justification for their relationship with agricultural enterprises.

Social and Behavioral Science Disciplines. Projects that integrate social and behavioral sciences with biological sciences to provide experiential learning opportunities for students in community development programs are encouraged. Incorporation of social and behavioral sciences is important for addressing many of the challenges facing agriculture and rural communities, such as increasing global demand for food production in the face of limited natural resources, improving health and reducing obesity by engaging in healthy diets, and alleviating poverty by fostering economic opportunity.

NEW: Mentoring Plan. A Mentoring Plan (MP) describing peer mentoring, layered mentoring, or similar mentoring activities is required. If various education levels of students or scholars are represented in the application, the MP must address how mentoring will be different and targeted to the specific education level (Undergraduate, Graduate, etc.), as appropriate. The MP should incorporate roles and responsibilities of the Project Director (PD) and Co-Project Directors, description of mentoring activities and timeline, and description of reasonable accommodations provided to program participants. Detailed information regarding the specific requirements of the MP can be found in [Part IV B](#).

Applications may propose, as part of a formal education and teaching program, that students gain experience with an applied research and community outreach activity. Activities supported should better position the institution(s) involved to engage in its role as an HSI and include outreach to the current or potential underrepresented student population. Applicants must describe in the budget narrative how these funds will be allocated. Projects with budget requests exceeding the budgetary guidelines will not be reviewed.

Applicants are encouraged, but not required, to partner with a USDA agency to leverage resources and expertise for the proposed project.

For a program informational webinar please visit the [NIFA](#) calendar for dates, event registration, and link. If you need a reasonable accommodation to participate in any of the informational webinars listed, please contact the event host listed no later than 10 days prior to the event.

Table 2: Program Key Information

Title	Description
Program Code:	NJ
Program Code Name:	Hispanic-Serving Institutions Education Grants Program
ALN:	10.223
Project Type:	Education/Teaching Projects, Community Development Projects
Grant Type:	Regular, Collaboration, Conference Grants
Application Deadline:	FY 2024: Regular: February 6, 2024 Collaboration: February 7, 2024 Conference: February 8, 2024 FY 2025 Regular: February 4, 2025 Collaboration: February 5, 2025 Conference: February 6, 2025 (All at 5:00 P.M. Eastern Time)
Grant Duration:	48 Months – Regular and Collaboration 36 Months – Conference
Anticipated # of Awards:	Regular – 10 Collaboration – 10 Conference – 2
Maximum Award Amount:	Regular – \$400,000 Regular Bridge – \$200,000 Collaboration – \$1,200,000 Conference – \$50,000 Conference DATA – \$100,000

For FY 2024 and FY 2025, there is no limit on the number of Regular, Collaboration, or Conference applications that can be submitted by an institution.

For FY 2024 and FY 2025, a PD **may not** apply for a Collaboration grant as the lead PD if they currently have an active USDA NIFA HSI Education Grants Program Collaboration award in its first or second year of the project.

For FY 2024 and FY 2025, only two awards will be made to the same lead institution per fiscal year, with up to one being a Collaboration award. Conference awards are excluded from this award limitation.

PART II. AWARD INFORMATION

A. Available Funding

This RFA is being released prior to the passage of a full appropriations act for FY 2024 and FY 2025. Enactment of a continuing resolution, appropriations act, or other authorizing legislation may affect the availability or level of funding for this program. The amount available for the HSI Education Grants Program in FY 2024 and FY 2025 is approximately \$15,332,800 per fiscal year. USDA is not committed to fund any particular application or to make a specific number of awards.

The [Automated Standard Application for Payments](#), operated by the Department of Treasury, Bureau of Fiscal Service, is the designated payment system for awards resulting from this RFA.

B. Application Restrictions

NIFA will evaluate applications using the criteria described in [Part V](#) of this RFA. Applications for FY 2024 and FY 2025 are limited to the following application types:

1. *New application*: New applications will be evaluated using the criteria described in [Part V](#) of this RFA and are subject to the due dates herein (see [Appendix III](#) for definition).
2. *Resubmitted application*: 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).

C. Project and Grant Types

The following describes the types of *projects* or *grants* that are eligible for funding:

1. Project Types. In FY 2024 and FY 2025, the HSI grant program will accept:
 - a. *Education/Teaching Projects*. Single-function Education/Teaching Projects develop human capital relevant to overall program goals for U.S. agriculture. Projects should focus on developing skills necessary for entry- and mid-level technical employment or for entering graduate programs in FANH.

The specific Educational Need Areas that support the HSI program goals are:

1. Curricula Design, Materials Development, and Library Resources (including development of courses of study and degree programs)
2. Faculty Preparation and Enhancement for Teaching
3. Instruction Delivery Systems
4. Scientific Instrumentation for Teaching
5. Student Experiential Learning
6. Student Recruitment and Retention

More detailed information on these Educational Need Areas and participant eligibility can be found in “[HSI Education Grants Program Supplemental Information](#).”

- b. *Community Development Projects*. Single-function Community Development Projects must deliver science-based knowledge and informal educational programs

that lead to practical decision making. Program delivery may range from community-based to national audiences and use communication methods from face-to-face to electronic or a combination thereof. Community Development Projects will be funded as Regular Grants.

Community Development Projects may address one or more of the following:

1. Support informal education to increase food and agricultural literacy in youth and adults
2. Promote science-based agricultural literacy by increasing understanding and use of FANH science data, information, and programs
3. Build science-based capability to engage audiences and enable informed decision making
4. Develop new applications of instructional tools and curriculum structures that increase technical competency and ensure global competitiveness
5. Offer non-formal learning programs that increase accessibility to new ideas and technologies that are appropriate for community development
6. Develop programs that increase public knowledge and citizen engagement leading to actions that protect or enhance the Nation's food supply, agricultural productivity, environmental quality, community vitality, and/or public health and well-being.

These projects must lead to measurable, documented changes in learning, actions, or conditions in an identified audience or stakeholder group. In addition, these projects must synthesize and incorporate a wide range of the latest relevant research results.

2. Grant Types. There are five grant types for the HSIs Education Grants Program: Regular, Bridge, Collaboration, Conference, and Conference DATA Grants.

a. Regular Grant. Regular Grants support targeted, original, scientific Education/Teaching Projects and Community Development Projects. Applicants are eligible HSI institutions (two or four-year institutions, independent branch campuses, or branch institutions of a State system) with project activities to be undertaken principally on behalf of and for the benefit of the lead HSI. Applicants may partner with other HSIs or non-HSIs without the requirement of sharing grant funds with other project partners. Grants will be funded up to \$400,000 total and must be for a period of four years. Regular Grant applicants may allocate up to \$40,000 to provide financial assistance to one underrepresented student from the project - this financial assistance must be allocated towards a student pursuing graduate school. For more details, please see [Section IV, B.](#)

b. Bridge Grant. Bridge Grants, a subset of Regular Grants, may be available to enhance institutional capacity with the goal of strengthening the capacity

of the applicant's education programs and the competitiveness of future grant applications. To be considered for a Bridge Grant, applicant institutions must have not previously received USDA NIFA HSI Education Grants Program funds. Bridge applications will be reviewed and ranked with the rest of the regular grant applications and will be selected for funding by the review team based on their potential for enhancing agricultural education and the capacity of the applicant institution to be successful in future grant competitions. Awards made under this option will be funded up to \$200,000 for a project period of four years.

- c. *Collaboration Grant.* Collaboration Grants for this program must be submitted by a group of two or more HSIs, forming a linkage arrangement for the purpose of carrying out common objective(s) on the group's behalf. The arrangement must be formed to promote and strengthen institutional abilities to carry out higher education programs related to FANH. Collaboration Grants must support Education/Teaching Projects. Collaboration Grants for Community Development Projects will not be accepted. Collaboration Grants are designed to help institutions develop competitive projects and to attract new students into careers in high-priority areas of national need. To ensure the cost-effectiveness of funded projects, the institutions will work together to recruit and graduate a minimum of fifteen undergraduate and ten graduate students from underrepresented groups in an Associate, Baccalaureate, MS, or PhD degree program. The twenty-five students must be recruited during the duration of the grant.

Collaboration Grants will be funded up to \$1,200,000 total and must be for a project period of four years. All partners must have a significant role in the collaboration and each institution's budget needs to be appropriate to support its activities. More information regarding partnership and allowed activities can be found in "[HSI Education Grants Program Supplemental Information.](#)"

- d. *Conference Grant.* Conference Grants support scientific meetings that bring together educators to identify research, education/teaching, and/or extension needs, update information, or advance an area of education/teaching. Individual Conference Grants must not exceed \$50,000 total for a project period of up to three years. Conference Grants are not renewable. Indirect costs are not permitted on Conference Grant awards.

Conference activities should bring together participants from a range of backgrounds and institution types to learn ways to evaluate and assess their projects, discuss challenges facing HSIs, and provide opportunities for participants to discuss their own experiences. Invitees will be determined in collaboration with NIFA with a minimum of twenty-five institutions expected to attend. The conference date will be determined with guidance from NIFA program staff to accommodate agency and stakeholder needs.

Conference Grant applications should include:

- i. a comprehensive plan for outreach and ensuring attendance of a diverse and representative group of HSIs and stakeholders
- ii. a robust dissemination plan for the conference proceedings.

The awardee is required to develop conference proceedings which will include, but are not limited to:

- i. a detailed conference agenda
- ii. a list of the individuals, and their institutional affiliations, who participated as speakers or attendees in the formally planned sessions of the meeting
- iii. a summary of topics discussed, including current trends in evaluation methodology and recommendations of products that can assure preservation of and ready access to information and outputs from projects, and conclusions
- iv. an analysis of future HSI research, education, and extension needs in FANH, as determined by the participants

- e. *Conference DATA Grant.* In FY 2024 and FY 2025, one of the Conference Grants will be awarded to an institution each fiscal year to bring together HSIs that have previously received an HSI Education Grant for an Assessment and Evaluation Conference to convene HSI awardees from across the country and Puerto Rico (minimum 25 institutions). The budget for this specific Conference DATA Grant is \$100,000. Applications are expected to propose a conference that will emphasize research and practice as related to educational assessment and evaluation of projects funded through the NIFA HSI Education Grants program.

Projects should focus on the following areas:

- i. Measuring to what extent previously funded projects from the NIFA HSI Education Grants Program achieve the following program goals to guide currently funded and future project applicants:
 - a. Attract and support undergraduate and graduate students from underrepresented groups to prepare them for careers related to FANH in the United States.
 - b. Enhance the quality of postsecondary instruction within the above disciplines.
 - c. Provide opportunities and access to food and agricultural careers in the public and private sector.
 - d. Align the efforts of HSIs and other non-profit organizations to support academic development and career attainment of underrepresented groups.
- ii. Capturing the outcomes and impacts of NIFA funds on student recruitment, retention, and graduation and faculty professional development, including retention and promotion.

- iii. Disseminating and reporting outcomes, impacts, and best practices to federal agencies, the greater HSI community, and other stakeholders.
- iv. Promoting and strengthening the ability of HSIs to carry out education, applied research, and related community development programs.

D. Ethical Conduct of Funded Projects

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 must, 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. Eligibility Requirements

Applicants for the HSI Education Grants Program must meet all the requirements discussed in this RFA. Applications may only be submitted by Hispanic-Serving Institutions. For the purpose of the HSI Education Grants Program, an HSI is an institution of higher education that is an eligible institution as defined in [20 U.S.C. 1101a\(a\)\(2\)](#) and has a minimum of 25 percent undergraduate full-time Hispanic enrollment ([20 U.S.C. 1101a\(a\)\(5\)](#)). Failure to meet an eligibility criterion by the application deadline may result in the application being excluded from consideration and, even though an application may be reviewed, will preclude NIFA from making an award.

Duplicate or Multiple Submissions – duplicate submissions are not allowed. NIFA will disqualify both applications if an applicant submits duplicate submissions. For those new to Federal financial assistance, NIFA’s [Grants Overview](#) provides highly recommended information about grants and other resources to help understand the Federal awards process.

B. Cost Sharing or Matching

No Match Required – The HSI Education Grants Program has no matching requirement. NIFA will not factor institutional matching resources into the review process as an evaluation criterion.

PART IV. APPLICATION AND SUBMISSION

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](#). **Table 3** provides instructions on how to obtain an electronic application. Part III of the [NIFA Grants Application Guide](#) contains detailed information regarding the [Grants.gov](https://www.grants.gov) registration process. The NIFA Grants Application Guide is contained in the specific funding opportunity package or [a sample of the guide can be found here](#). 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 3: 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-HSI-010310, 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 4: Help and Resources

Grants.gov Support	NIFA Support
Grants.gov Online Support Telephone support: 800-518-4726 (U.S) 606-545-5035 (International) 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 the Application

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. NIFA will assign a proposal number to all applications that meet the requirements of this RFA. Applicants must refer to the proposal number when corresponding with NIFA. **Table 5** outlines other key instructions for applicants.

Table 5: Key Application Instructions

Instruction	References (All references are to the Application Guide)
Attachments must be in a portable document format (PDF) format.	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

SF 424 R&R Application for Federal Assistance. See **Part V** of the [NIFA Grants Application Guide](#) for the required certifications and assurances.

SF 424 R&R Project/Performance Site Location(s). See **Part V** of the [NIFA Grants Application Guide](#).

R&R Other Project Information Form. See **Part V** of the [NIFA Grants Application Guide for instructions and suggested templates.](#)

1. Field 7. Project Summary (PS)/Abstract. The PS must show how the project goals align with the goals of the HSI Education Grants Program and must not exceed 1 single-spaced page. The summary must include the following:
 - a. Project Title: Title character limit is 140 characters. Descriptive of the project;
 - b. Program Code: NJ;
 - c. PD; Co-PD(s), if applicable (include institutional affiliation for each);
 - d. Project’s Degree Level;
 - e. Priority Need Area(s): (See [Part I, B](#));

- f. Educational Need Area(s): (See [Part II, C](#));
 - g. Primary Discipline/Subject Matter: (the primary academic major focus of the project)
 - h. If a Collaboration Project: list all partners that will share grant funding
 - i. Total Funds Requested: List funds by partner/subaward (if applicable)
 - j. Summary Text: Provide a very concise (approx. 250 word) summary of your project to include: Problem the project will address, number of intended beneficiaries and an impact statement in quantitative and qualitative terms.
2. Field 8. Project Narrative (PN). The PN must not exceed the total page limit of 25 double-spaced pages, including figures and tables. Font size for written text should be no smaller than 12 points, Times New Roman. Tables and figure legends may be single-spaced and font size for tables and figure legends should be no smaller than 11 points, Times New Roman. The page limits outlined here ensure fair and equitable competition. Appendices to the PN are allowed if they are directly related to the proposed project. Do not add appendices to circumvent the page limit. The PN must include all of the following:
- a. Potential for Advancing the Quality of Education: NIFA's programs are intended to promote advances in FANH. If relevant to the overall goals of the program, applicants may include international partnerships or engagement activities. Applicants must clearly describe how the proposed international activities will support the objectives and desired domestic outcomes.
 - i. *Institutional Long-Range Goals*. Discuss how the project will contribute to the achievement of the institution's long-term (five- to ten-year) goals, explain how the project will help satisfy the institution's high priority objectives, or how the project is linked to and supported by the institution's strategic plan.
 - ii. *Identification of Educational Problem(s) and Project Impact*. Clearly identify and explain how the proposed project will address at least one of the Educational Need Areas listed in [Part II, C](#). Briefly explain the project's anticipated, overall impact on improving the quality of FANH education and how it will advance the goals of the HSI Education Grants Program.
 - iii. *Project Justification*. Clearly state the specific instructional problem or opportunity to be addressed. Describe how and by whom the focus and scope of the project were determined. Summarize the body of knowledge justifying the need for the proposed project. Discuss how the project will be of value at the State, regional, national, or international level(s). Describe any ongoing or recently completed significant activities related to the proposed project for which previous HSI funding was received under this program.
 - iv. *Innovation*. Describe the application's creative approach to improving the quality of FANH education, solving a higher education problem, or advancing educational equity.
 - v. *Multidisciplinary and/or Problem-based Focus*. Identify the

- Discipline(s) (described in [Part I, B](#)) supported. Discuss whether the project may be adapted by or serve as a model for other institutions.
- vi. *Level of Study*. Include a table describing the expected number of students benefiting from this project and the level of education, such as associate, baccalaureate, master’s, or doctoral degrees, at each of the institutions participating in the program. Please include in your project narrative a table similar to the one presented below (**Table 6**) summarizing the students supported by level of study. Collaboration Grants must include and clearly account for the twenty-five students the project will recruit and graduate.

Table 6: Number of Students Supported by Level of Study

Institutions Participating in the Project (1 to X)	K to 12	K-12 Teachers	Associate Arts/ Associate in Science	Bachelor’s in Science	Master’s in Science	Doctoral Degree
Institution 1						
Institution 2						
Institution 3						
Institution 4						

b. Proposed Approach and Cooperative Linkages:

Objectives. Cite and discuss the specific performance objectives of the project. Indicate how they align with the HSI Education Grants Program objectives. Performance-based objectives should be used as they will inform the evaluation plan.

NOTE: You can use the ABCD method for creating a performance objective (Heinich, Molenda, Russell, & Smaldino, 2001. *Instructional Media and Technologies for Learning*) to systematically think about writing appropriate performance objectives towards your project goals:

- i. A is for audience - Who are the learners? Are they adult learners? Are they workshop participants? Are they young students? How many? At what level?
 - ii. B is for behavior – What learning is overt and observable?
 - iii. C is for condition – How? In what context or under what circumstances will learning occur? Will the audience be expected to know pieces of information to accomplish learning?
 - iv. D is for degree – How much will be accomplished? How well or to what level does this learning need to be perfected?
- c. Plan of Operation and Methodology: Describe the activities for accomplishing the objectives of the project. Describe plans for management of the project to ensure its proper and efficient administration. Describe the way in which resources and personnel will be used to conduct the project.
- d. Timetable: Provide a timetable of activities for conducting the project. Identify all important project milestones and dates as they relate to project start-up, execution, evaluation, dissemination, and close-out.

- e. Products, Results, and Measurable Outcomes: Explain the expected products and results (outcomes) and their potential impact. (Important Note: “Products” may be actual items or services acquired with funds, e.g., “...developed three new Web- based courses containing supplemental materials;” “Results” are intended or unintended consequences of the project, e.g., “...additional course materials now available online to reinforce student learning during non-classroom hours;” and “Outcomes/Impacts” are a measure of the results by comparing what might have happened in the absence of the funded project, e.g., “...an observed, overall increase in student learning based upon 8% higher average test scores of those students who both attended class and used the supplemental, web-based course materials.”). Quantify outputs and/or outcomes.
- f. Evaluation Plan: Provide a methodology and implementation plan for evaluating the accomplishment of stated products, results and measurable outcomes during the project. Indicate the criteria, and corresponding weight of each, to be used in the evaluation process, describe any data to be collected and analyzed, and explain the methodology that will be used to determine the extent to which the needs underlying the project are met. Identify data to be used as baseline data. Demonstrate that the project’s impact on improving education will be evaluated. More detailed information on a suggested evaluation plan can be found in “[HSI Education Grants Program Supplemental Information](#).”

Baseline Data. For quantitative, baseline, student enrollment, degrees granted and employment data to make comparisons in meeting HSI Education Grants Program goals, applicants could reference the Food and Agricultural Education Information System (FAEIS) resource at: <https://faeis.cals.vt.edu/>.

Independent Evaluator. Grantees are encouraged to obtain an independent evaluation, preferably from outside the applicant’s institution, to secure appropriate documentation of the project’s outcomes and impacts. Regular Grants may use up to 5 percent of their grant funds for this purpose. Collaboration Grants may use up to 4 percent of their grant funds for this purpose.

Results of evaluated metrics, products, outcomes, and impact data, including a detailed student count by Classification of Instructional Program (CIP) codes, should be submitted as part of the project’s annual progress report and final technical report via NIFA’s REEport system.

- g. Logic Model: Applications for projects must include the elements of a logic model detailing the activities, outputs, and outcomes of the proposed project. This information may be provided as a narrative or formatted into a logic model chart. The logic model planning process is a tool that should be used to develop your project before writing your application. More information and resources related to the logic model planning process are provided at [Generic Logic Model for NIFA Reporting](#).
- h. Collaborating USDA Agency: Document, if applicable, how applicants will find and partner with a sponsoring USDA agency to leverage grant funds and/or contribute towards the proposed project overall goals and objectives.

- i. **Previous Award:** If you are a PD or co-PD on a previous or current USDA HSI award, indicate to what extent the current application builds upon the outcomes of the prior award and the differences in the proposed approach and methodology. Explain why it is necessary to provide additional funds and how this application will complement any existing USDA HSI awards at the institution, if applicable.
- j. **Dissemination Plan:** Applications must include a description of how the applicant plans to communicate project accomplishments (i.e., products, results and impacts, etc.) to the broadest extent throughout the academic community. This plan should include the following: educational journals; professional discipline publications; a website; presentations at regional or national conferences and workshops; and the Annual HSI Project Director's Meeting. Discuss the institution's commitment to disseminate project results and products. Identify target audiences and explain methods of communication. Consider distributing materials to other HSIs, especially HSI Education Grants Program grantees. Applicants are encouraged to develop a project web page within the first six months of the project as part of their dissemination activities.

As part of the award, you will be required to disseminate your findings and best practices at two types of meetings. The proposed budget should include attendance to the HSI Education Grants Program's Project Director Meeting at the end of the first year and the annual PD Meeting every year during the life of the project. Travel funds should also be requested for at least four students to attend these or other meetings as identified by the agency and PD.
- k. **Institutional Capability and Capacity Building:**
 - i. *Institutional Commitment and Capability.* Demonstrate that the program administration is committed to the project and has the capability to ensure its completion. Discuss how the benefits to be derived from the project will transcend the applicant institution during the project period. For example, substantiate that the institution attributes a high priority to the project.
 - ii. *Institutional Resources.* Document that the necessary institutional resources (administrative, facilities, equipment, and/or materials), and other appropriate resources, will be made available to the project. Demonstrate how the institutional resources to be made available to the project, when combined with any support requested from USDA, will be adequate to carry out the activities of the project.
 - iii. *Academic Enhancement.* Document how this project will improve and strengthen teaching at the institution (including any partner institutions, if applicable). Discuss how the benefits to be derived from the project will transcend the applicant institution and/or the project period.
 - iv. *Continuation Plans.* Discuss the likelihood of, or specific plans for, continuation or expansion of the project beyond the period of USDA support. For example, does the institution's long-range budget or academic plan provide for the realistic continuation or expansion of the initiative

undertaken by this project after the end of the project grant period? Are plans for eventual self- support built into the project? Are plans being made to institutionalize the program if it meets with success? Are there indications of other continuing non-Federal support?

- l. Key Personnel: Discuss the adequacy and specific attributes and project responsibilities of each key person associated with the project. Also include the background and qualifications of those personnel who will be responsible for assessing project results and administering the project evaluation and reporting process. Appropriate bilingual and bicultural personnel should be included to better serve and attract underrepresented students to the programs offered.
 - m. Cost-effectiveness:
 - i. Discuss how the budget specifically supports the proposed project activities.
 - ii. Justify the project’s cost-effectiveness. Show how the project maximizes the use of limited resources, optimizes educational value for the dollar, achieves economies of scale or leverages additional funds.
 - iii. If the application addresses more than one Educational Need Area or Discipline (e.g., student experiential learning and instruction delivery systems) (i) state which one (primary) is most representative and list all the others in descending order of importance, and (ii) estimate the proportion of the funds requested from USDA that will support each respective Educational Need Area (see [Part II, C](#)) or Discipline (see [Part I, B](#)). Make sure you explain how the primary Educational Need (or Discipline) supports one or more of the four current Priority Need Areas (see [Part I, B](#)).
 - iv. For Regular Grants only: The information and expenses listed below should be used as a guide to document the \$40,000 designated for financial assistance. These funds are to be distributed to only one underrepresented student based on merit and need, and should aid the student in pursuing graduate school (see “Eligible Student Recipient” in the [HSI Education Grants Program Supplemental Information](#) for more information).
 - Degree Student will Pursue (MS, Ph.D.)
 - Institution at which Degree will be pursued
 - Degree Discipline
 - Student Scholarship - Total Amount (\$)
 - Breakdown of Expenses:
 - Tuition Amount
 - Computer Amount
 - Stipend Amount
 - Travel Expense to Professional Conference Amount
 - Expense X
 - Expense Y
3. Field 12, Add Other Attachments. See **Part V** of the [NIFA Grants Application Guide](#).

Logic Model – PDF Attachment. 1-Page Limit per Application. Title the attachment as ‘Logic Model’ in the document header and save file as ‘Logic Model.’ The Logic Model counts toward the 25-page Project Narrative page limit.

Mentoring Plan – PDF Attachment. 2-Page Limit per Application. Required for all applications. Title the attachment as ‘Mentoring Plan’ and save file as ‘MentoringPlan’. The Mentoring Plan (MP) must describe the training and/or credentials of individuals who will serve as mentors (i.e., mentor training), mentoring activities project participants will be engaged in, and processes to ensure reasonable accommodations for program participants with disabilities or challenges with accessing program activities. The two-page “Mentoring Plan” does not count against the 25-page limit of the Project Narrative.

Response to Previous Review – PDF Attachment. 1 Page Limit. This requirement only applies to “Resubmitted Applications” as described under [Part II, B](#), “Resubmitted application.” PDs must respond to the previous review panel summary..” Title the attachment as “Response to Previous Review” in the document header and save file as “ResponsetoPreviousReview.” The one-page “Response to Previous Review” does not count against the 25-page limit of the Project Narrative. If desired, additional comments may be included in the text of the Project Narrative, subject to the page limitations of that section.

Expected Outcomes – PDF Attachment. Title the attachment “Expected Outcomes” in the document header and save file as “ExpectedOutcomes.” Please use a format, similar to what is provided below (**Figure 1**), to submit expected impacts and attach it as the last page of the application. This data will be requested when a grant is recommended for an award. A fillable version of this document can be found at [Recommended Format for Submitting Expected Outcomes](#).

Figure 1. Recommended Format for Submitting Expected Impacts

Recommended Format for Submitting Expected Outcomes	
Primary Project Function: (Choose one)	
EDUCATION: <input type="checkbox"/>	EXTENSION: <input type="checkbox"/>
RESEARCH: <input type="checkbox"/>	
DATA FOR MSI PROGRAMS: 1890s, HSI, 1994s, ANNH, Insular	
Total expected impact during entire grant period	Expected Number
1. Number of farmers/community members to be served, for example, provided with training and/or new information regarding markets, technology, production practices, etc.	
2. Number of products to be developed for the education and training of students through grant funds during the project period	
2-A. curricula, academic programs	
2-B. recruitment/retention programs	
2-C. teaching or educational materials, distance education capability, experiential learning opportunities	
3. Number of faculty supported by this grant for professional development during the grant period: participation in sabbaticals, workshops, conferences, etc.	
4. Number of students who will indirectly benefit from the products produced from the grant during the grant period (i.e., using the curriculum/instrumentation, enrolled in the program, recruited or retained but not paid by the grant using scholarships, fellowships and assistantships).	
5. Number of <u>male</u> students to be directly supported by this grant (i.e., scholarships, fellowships, assistantships, internships included as a cost in your project budget) for undergraduate or post-graduate education	
6. Number of underrepresented ¹ <u>male</u> students to be supported during the grant period (Provide the best estimate based on past experience)	
7. Number of <u>female</u> students to be directly supported by this grant (i.e., scholarships, fellowships, assistantships, internships included as a cost in your project budget) for undergraduate or post-graduate education	
8. Number of underrepresented ¹ <u>female</u> students to be supported during the grant period (Provide the best estimate based on past experience)	
9. Number of students supported by this grant (i.e., scholarships, fellowships, assistantships) who are pursuing their degree	
9-A. Two year or other certificates	
9-B. Undergraduate or other 4 year degrees	
9-C. Master's degree	
9-D. Ph.D. degree	
9-E. Postdoctoral training	
10. Number of students who will be supported by this grant on an internship or other experiential learning opportunity	
10-A. Domestic experiences, with a government or non-governmental organization that is not affiliated with your university	
10-B. International experiences, including study abroad, educational travel longer than a month, etc.	
¹ underrepresented = those whose representation among food, agriculture, natural resources and human sciences professionals is disproportionately less than their proportion in the general population as indicated in standard statistical references, or as documented on a case-by-case basis by national survey data (e.g. the U.S. Department of Education's Digest of Education Statistics, U.S. Department of Agriculture's Food and Agricultural Education Information Systems, etc.).	
Note <ol style="list-style-type: none"> 1. Please provide your best estimate based on past experiences, graduation rates, retention rates, etc. 2. Number of underrepresented students to be supported during the grant period (questions #6 and #8) should be less than or equal to total number of students supported by the grant (questions #5 and #7). 3. Response to question #9 should be the sum of 9-A through 9-E; Response to question #6 should be the sum of 10-A and 10-B. 	

R&R Senior/Key Person Profile (Expanded). See **Part V** of the [NIFA Grants Application Guide](#) for profile requirements, details about the biographical sketch, and suggested support templates.

1. Biographical Sketch - The following are additional instructions of information to include:
 - a. Author identifier ([ORCID](#)) of the researcher if available.
 - b. Digital Object Identifier (DOI) of all publications where possible. You may also include a list of data publications or published data products

relevant to the proposed project, following recommended data citation format.

R&R Personal Data: Senior/Key Person Profile. See **Part V** of the [NIFA Grants Application Guide](#). This information is voluntary and is not a precondition of award.

R&R Budget. See **Part V** of the [NIFA Grants Application Guide](#). Budgets for each year of the grant and a cumulative budget along with a budget justification for each year are required. Collaborating institutions with sub-awards are also required to submit the same.

1. Indirect costs (IDC) – See [Part IV, C](#) of this RFA for funding restrictions regarding indirect cost.
2. Regular and Collaboration Grant applications must submit budgets reflecting a four-year project period. Budgets for shorter project durations will not be considered for recommendation.
3. PDs are required to disseminate findings and best practices at two types of meetings (see [Part VI, C](#)). The proposed budget should include the attendance at a new PD meeting at the end of the first year and an annual meeting every year during the life of the project. Travel funds should be requested to attend these meetings and a budget for at least four students to travel to meetings designated by the NIFA.

Data Management Plan. A DMP is required for this program. Applicants should clearly articulate how the PD and co-PDs plan to manage and disseminate the data generated by the project. The DMP will be considered during the merit review process (see [Part V, A](#) of this RFA, [NIFA's Data Management Plan](#)).

Supplemental Information Form. See **Part V** of the [NIFA Grants Application Guide](#).

1. Field 2. Program to which the applicant is applying. Enter the Program Code Name **HSI** and the Program Code **NJ**. Accurate entry is critical.
2. Field 8. Conflict of Interest List. See **Part V** of the [NIFA Grants Application Guide](#).

C. Funding Restrictions

Indirect Cost (IDC) not to exceed 30 percent of Total Federal Funds Awarded (TFFA).

Section 1462(a) and (c) of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 ([7 U.S.C. 3310\(a\) and \(c\)](#)) limits IDC for the overall award to 30 percent of TFFA under a research, education, or extension grant. The maximum IDC rate allowed under the award is determined by calculating the amount of IDC using:

1. the sum of an institution's negotiated indirect cost rate and the indirect cost rate charged by sub-awardees, if any; or
2. 30 percent of TFFA

The maximum allowable IDC rate under the award, including the IDC charged by the sub-awardee(s), if any, is the lesser of the two rates.

If the result of number one is the lesser of the two rates, the grant recipient is allowed to charge the negotiated IDC rate on the prime award and the sub-award(s), if any. Any sub-awards would be subject to the sub-awardee's negotiated IDC rate. The sub-awardee may charge its negotiated

IDC rate on its portion of the award, provided the sum of the IDC rate charged under the award by the prime awardee and the sub-awardee(s) does not exceed 30 percent of the TFFA.

If the result of number two is the lesser of the two rates, then the maximum IDC rate allowed for the overall award, including any sub-award(s), is limited to 30 percent of the TFFA. That is, the IDC of the prime awardee plus the sum of the IDC charged by the sub-awardee(s), if any, may not exceed 30 percent of the TFFA.

In the event of an award, the prime awardee is responsible for ensuring the maximum indirect cost allowed for the award is not exceeded when combining IDC for the Federal portion (i.e., prime and sub-awardee(s)) and any applicable cost-sharing (see [7 CFR 3430.52\(b\)](#)). Amounts exceeding the maximum allowable IDC are considered unallowable. See sections [408](#) and [410](#) of [2 CFR 200](#).

If the applicant does not have a negotiated rate and NIFA is the cognizant agency, the applicant must calculate an IDC rate in order to request IDC. Applicants are not required to complete the IDC package during the application process. Applicants need only to calculate an IDC rate to serve as a basis for requesting IDC. If awarded, the applicant will be required to submit a complete IDC proposal package to obtain a negotiated rate.

Organizations that do not have a current negotiated (including provisional) rate, may elect the De Minimis rate ([2 CFR 200.414](#)). The Uniform Guidance offers the option of electing to charge a de Minimis rate of 10 percent of modified total indirect costs (MTDC) which may be used indefinitely. As described above and in [2 CFR 200.403](#), costs must be charged consistently as either indirect or direct costs but may not be double charged or inconsistently charged as both. If elected, this methodology must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which it may do at any time.

PART V. APPLICATION REVIEW REQUIREMENTS

A. NIFA's Evaluation Process

NIFA evaluates each application in a two-part process. First, we screen each application to ensure that it meets the administrative requirements set forth in this RFA. All administrative requirements must be met for the application to proceed to the next level of review. Second, a scientific peer-review process will be used to technically evaluate applications that have met the administrative requirements using a review panel (see [NIFA Peer Review Process](#)).

Scientific Peer Review Process:

NIFA selects reviewers for the review panel based upon their training and experience in relevant scientific, extension, or education fields, taking into account the following factors:

1. The level of relevant formal scientific, technical education, or extension experience of the individual, as well as the extent to which an individual is engaged in relevant research, education, or extension activities.
2. The need to include experts from various areas of specialization within relevant scientific, education, or extension fields.
3. The need to include other experts (e.g., producers, range or forest managers/operators, researchers, public health practitioners, educators, consumers, and commercial reviews) who can assess relevance of the applications to targeted audiences and to program needs.
4. The need to include experts from a variety of organizational types (e.g., colleges, universities, industry, state and Federal agencies, and private profit and non-profit organizations) and geographic locations.
5. The need to maintain a balanced composition with regard to race, ethnicity, gender representation, and an equitable age distribution.
6. The need to include reviewers who can judge the effective usefulness of each application to producers and the general public.

After each peer review panel has completed its deliberations, the responsible program staff of NIFA will recommend that your project is either approved for support from currently available funds or declined due to insufficient funds or unfavorable review.

NIFA reserves the right to negotiate with the PD/PI and/or the submitting organization or institution regarding project revisions (e.g., reductions in the scope of work, funding level, period, or method of support) prior to recommending any project for funding.

After the review process has been completed, NIFA sends copies of reviews, *not* including the identity of reviewers, and a summary (if applicable) of the review panel comments to the PD.

Conflicts of interest. NIFA takes extreme care to prevent any actual or perceived conflicts of interest that may influence the review or evaluation (see [NIFA Peer Review Process for Competitive Grant Applications](#)).

B. Evaluation Criteria

NIFA will use the following criteria to evaluate this RFA:

1. *Potential for Advancing Quality of Education; Significance of the Problem.* This criterion is used to assess the likelihood that the project will have an impact upon and advance the quality of food, agricultural, natural resources, and human sciences by strengthening institutional capacities to meet clearly delineated needs, have a greater impact, and ability to strive to achieve equity. Elements considered include institutional long-range goals, alignment with USDA's Goals, identification of a problem or opportunity to be addressed, justification for the project, innovation, advancing educational equity, multidisciplinary and/or problem-based focus, and potential for adoption by other institutions.
2. *Proposed Approach and Cooperative Linkages.* This criterion relates to the soundness of the proposed approach including objectives, methodology, plan of operation, timetable, logic model, expected products and results, evaluation, and dissemination plans. Emphasis is placed on the quality of educational or research support provided to the applicant institution through its partnerships and collaborative initiatives and on the potential cooperative linkages likely to evolve as a result of this project.
3. *Institutional Capability and Capacity Building.* This criterion relates to the institution's capability to perform the project and the degree to which the project will strengthen its teaching or research capacity. Elements include the institution's commitment to the project, the adequacy of institutional resources (administrative, facilities, equipment, and/or materials) available to carry out the project, potential for academic or research enhancement, and plans for project continuation or expansion beyond the period of USDA support.
4. *Key Personnel.* This criterion relates to the adequacy of the number and qualifications of key persons who will develop and carry out the project, and the qualifications of project personnel who will provide for the assessment of project results and impacts and dissemination of these findings.
5. *Budget and Cost-Effectiveness.* This criterion relates to the extent to which the total budget adequately supports the project and is cost-effective. Elements considered include the necessity and reasonableness of costs to carry out project activities and achieve project objectives; the appropriateness of budget allocations between the applicant and any collaborating institution(s); the adequacy of time committed to the project by key project personnel; and the degree to which the project maximizes the use of limited resources, optimizes educational value for the dollar, achieves economies of scale, and focuses expertise and activity on high-priority Educational Need Areas.

C. Organizational Management Information

Applicants must submit specific management information prior to an award and update the information as needed. Applicants may only need to provide an update if there was a change in previously provided information under this or another NIFA program. NIFA provides the requisite forms during the pre-award process. Although an applicant may be eligible for award under this program, 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, or a determination that an applicant is not responsible).

D. Application Disposition

Applicants may withdraw at any time before NIFA makes a final funding decision. NIFA will retain all applications, including withdrawn applications and unfunded applications.

PART VI. AWARD ADMINISTRATION

A. General

Within the limit of funds authorized, the NIFA awarding official will make grants to responsible and eligible applicants whose applications are judged most meritorious under the procedures set forth in this RFA. The date specified by the NIFA awarding official as the effective date of the grant must be no later than September 30 of the federal fiscal year in which the project is approved for support and funds are appropriated for such purpose, unless otherwise permitted by law. The project need not be initiated on the grant effective date, but as soon thereafter as practical so that project goals may be attained within the funded project period. All funds granted by NIFA under this RFA may be used only for the purpose for which they are granted in accordance with the approved application and budget, regulations, terms and conditions of the award, applicable federal cost principles, USDA assistance regulations, and [NIFA General Awards Administration Provisions, 7 CFR part 3430, subparts A through E](#).

Award Notice. The award document will provide pertinent instructions and information as described in [2 CFR 200.211](#) (see [NIFA's Terms and Conditions](#)).

B. Administrative and National Policy Requirements

Several federal statutes and regulations apply to grant applications and the projects outlined in this RFA (some are listed here: [Federal Regulations](#)). Unless specifically noted by statute or award-specific requirements, [NIFA Federal Assistance Policy Guide](#) applies to all NIFA awards.

C. Expected Program Outputs and Reporting Requirements

The output and reporting requirements are included in the [award terms and conditions](#). If there are any program or award-specific award terms, those, if any, will be identified in the award. Project Directors are required to disseminate findings and best practices at two types of meetings. The proposed budget should include the attendance at a new project director's meeting at the end of the first year and an annual meeting every year during the life of the project. Travel funds should be requested to attend these meetings and a budget for at least four students to travel to meetings designated by the agency.

PART VII. OTHER INFORMATION

A. Use of Funds and Changes in Budget

Delegation of fiscal responsibility. Unless the terms and conditions of the award state otherwise, awardees may not in whole or in part delegate or transfer to another person, institution, or organization the responsibility for use or expenditure of award funds.

Changes in Budget or Project Plans. In accordance with [2 CFR 200.308](#), awardees must request prior approval from NIFA for the following program or budget-related reasons (the awardee is subject to the terms and conditions identified in the award):

1. Change in the scope or the objective of the project or program without prior written approval (even if there is no associated budget revision requiring).
2. Change in a key person specified in the application or the federal award.
3. Disengagement from the project for more than three months, or a 25 percent reduction in time devoted to the project.
4. Inclusion of costs that require prior approval in accordance with [2 CFR 200 Subpart E \(Cost Principles\)](#), or [45 CFR Part 75 Appendix IX, \(Principles for Determining Costs Applicable to Research and Development under Awards and Contracts with Hospitals\)](#), or [48 CFR](#), unless waived by the federal awarding agency, [48 CFR Part 31, Contract Cost Principles and Procedures](#);
5. Transfer of funds budgeted for participant support costs to other categories of expense ([2 CFR 200.456 Participant support costs](#));
6. Sub-awarding, transferring or contracting out of any work under a federal award, including fixed amount sub-awards (see [2 CFR 200.333, Fixed Amount Sub-awards](#)), unless described in the application and funded in the approved federal awards. This provision does not apply to the acquisition of supplies, material, equipment, or general support services.
7. Changes in the approved cost-sharing or matching provided by the non-federal entity; and
8. The need for additional federal funds to complete the project.

B. Confidential Aspects of Applications and Awards

When an application results in an award, it becomes a part of NIFA transaction records, which are available to the public. Information that the Secretary of Agriculture determines to be confidential, privileged, or proprietary in nature will be held in confidence to the extent permitted by law. Therefore, applicants should clearly mark any information within the application they wish to have considered as confidential, privileged, or proprietary. NIFA will retain a copy of an application that does not result in an award for three years. Such an application will be released only with the consent of the applicant or to the extent required by law. An applicant may withdraw at any time prior to the final action thereon.

C. Regulatory Information

This program is not subject to the provisions of [Executive Order 12372](#), which requires intergovernmental consultation with state and local officials. Under the provisions of the [Paperwork Reduction Act of 1995 \(44 U.S.C. Chapter 35\)](#), the collection of information requirements contained in this notice have been approved under [OMB Document No. 0524-0039](#).

D. Limited English Proficiency

NIFA offers language access services, such as interpretation and translation of vital information, free of charge. If you need interpretation or translation services, please visit NIFA Language Access Services or contact Lois Tuttle, Equal Opportunity Specialist, at Lois.Tuttle@usda.gov or (443) 386-9488.

APPENDIX I: AGENCY CONTACT

Program Contact

Irma Lawrence

ILawrence@usda.gov

202-531-0633

Decatur Foster

Decatur.Foster@usda.gov

774-991-5205

Administrative Contacts

For administrative questions related to;

1. Grants.gov, see [Part IV](#) of this RFA
2. Other RFA or application questions, please email grantapplicationquestions@usda.gov
3. Awards under this RFA, please email awards@usda.gov

U.S. Postal Mailing Address:

National Institute of Food and Agriculture

U.S. Department of Agriculture

P.O. Box 419205, MS 10000

Kansas City, MO 64141-6205

Courier/Package Delivery Address:

National Institute of Food and Agriculture

U.S. Department of Agriculture

2312 East Bannister Road, MS 10000

Kansas City, MO 64141-3061

APPENDIX II: GLOSSARY OF TERMS

Glossary of Terms

Authorized Representative – AR
Assistance Listing Number – ALN
Catalog of Federal Domestic Assistance – CFDA
Classification of Instructional Program – CIP
Data Management Plan – DMP
Diversity, Equity, Inclusion, and Accessibility - DEIA
Digital Object Identifier – DOI
Fiscal Year - FY
Food and Agricultural Education Information System – FAEIS
Food, Agricultural, Natural Resources, and Human Sciences– FANH
Hispanic-Serving Institutions – HSI
Indirect Cost – IDC
Modified Total Indirect Costs - MTDC
National Agricultural Research, Extension, and Teaching Policy Act of 1977 – NARETPA
National Institute of Food and Agriculture – NIFA
Primary Investigator - PI
Project Director – PD
Project Narrative – PN
Project Summary – PS
Research & Related – R&R
Request for Applications – RFA
Total Federal Funds Awarded – TFFA
United States Department of Agriculture – USDA

APPENDIX III: DEFINITIONS

Refer to [7 CFR 3430 Competitive and Noncompetitive Non-formula Federal Assistance Programs](#) – General Award Administrative Provisions for additional definitions.

Matching:

The process through which a grant recipient match awarded USDA funds with cash and in-kind contributions on a dollar-for-dollar basis. The matching funds must derive from non-Federal sources.

New Application:

An application not previously submitted to a program.

Partnership:

Partnership requires that all partners have a substantial involvement in the project throughout the life of the project. If a partnership between multiple entities is proposed, the proposal must clearly identify the following:

1. A narrative of each entity's clearly established role in the project;
2. How each entity involved as a partner on the project will contribute to execution of project objectives, determine experimental design, develop the project work plan and timetable, and submit collaborative, timely reports; and
3. A comprehensive project budget that reflects each entity's financial or in-kind contribution to the total project budget costs.

Resubmitted Application:

A project application that was previously submitted to a program, but the application was not funded.

Resubmitted Application:

A project application that was previously submitted to a program, but the application was not funded.