

COCHRAN FELLOWSHIP PROGRAM

**FISCAL YEAR 2017 NOTICE OF FUNDING OPPORTUNITY
Asia**

Application Deadline: Monday, June 12, 2017 at 11:59 PM EDT
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Catalog of Federal Domestic Assistance Number (CFDA) - 10.962

USDA Funding Opportunity Number: *CFP-2017-[Asia]*

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FOREIGN AGRICULTURAL SERVICE
U.S. DEPARTMENT OF AGRICULTURE
COCHRAN FELLOWSHIP PROGRAM
Summary of Award Opportunity

USDA's Foreign Agricultural Service (FAS) is seeking to identify U.S. universities willing to host mid-level agricultural managers from lower and middle-income countries under the Cochran Fellowship Program. These Fellows have been competitively selected based on their qualifications and training priorities identified by the U.S. Embassy in their country. Each training program should last for 2 - 3 weeks, unless otherwise indicated in the appendix below.

Each group of Fellows has a specific training topic interest. Please find below in Appendix 1 brief descriptions of the Fellows' training interests.

This notice identifies the Cochran Fellowship Program deadline, legislative authority, eligibility and proposal requirements, funding restrictions, cost share requirements, allowable and unallowable costs, reporting requirements, program purpose and priorities, focus areas and recommended topics, application and submission information, application review, selection, and notification process, agency program contact information, and mailing address.

CATALOG OF FEDERAL DOMESTIC ASSISTANCE:

This program is listed in the Catalog of Federal Domestic Assistance under 10.962.

AWARD TYPE:

Cost Reimbursable Agreement for U.S. Universities (7USC 3319a)

DEADLINE:

Applications must be received by **Monday, June 12, 2017 at 11:59 PM EDT**

Applications received after this deadline will be considered on a rolling basis.

LEGISLATIVE AUTHORITY:

The legislative authority for the Cochran Fellowship Program is provided in Section 1543 of the Agriculture Development and Trade Act of 1990 (7 U.S. Code 3293) as amended in 1996 and supported by the National Agricultural Research, Extension, and Teaching Policy Act of 1977, as amended. When selecting a proposal for funding, FAS reserves the right to select the applicable authorization for an award. Available authorizations for this opportunity include: 7 USC 3318e, 7 USC 3319a, 7 USC 3291a, and 7 USC 3293. FAS grants officials will verify that all proposals and budgets comport with the legal requirements of the selected authorization before an award can be made. FAS reviews proposed project costs to make certain those costs are reasonable and allowable per applicable federal regulations. This program is subject to the provisions in 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards as adopted by USDA through 2 CFR Part 400.

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Grant, cooperative, joint venture, and cost-reimbursable agreement recipients/cooperators (including, universities, non-profits, States, Cities/Counties, Tribes, for-profits, and foreign organizations) are subject to Title 2 of the Code of Federal Regulations and other legal requirements, including, but not limited to:

2 CFR Part 25, Universal Identifier and Central Contractor Registration

2 CFR Part 170, Reporting Subaward and Executive Compensation Information

2 CFR Part 175, Award Term for Trafficking in Persons

2 CFR Part 180 and Part 417, OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)

Section I: Funding Opportunity Description

A. PROGRAM DESCRIPTION

Since 1984, the U.S. Congress has made funds available to the Cochran Fellowship Program for training agriculturalists from middle-income countries and emerging market countries. Training opportunities are for senior and mid-level specialists and administrators working in agricultural trade and policy, agribusiness development, management, animal, plant, and food sciences, extension services, agricultural marketing, and many other areas. Individuals selected for Cochran trainings come from both the public and private sectors. All training occurs in the United States. Training programs are designed and organized in conjunction with U.S. universities, USDA and other government agencies, agribusinesses, and consultants. Since its start in 1984, the Cochran Fellowship Program has provided U.S.-based training for over 17,500 international participants from 125 countries worldwide.

The Cochran Fellowship Program offers short-term training opportunities, most ranging from 2 to 3 weeks in length, depending on the objectives of the program. During training programs Fellows meet with professionals in their fields, participate in field observations and industry visits, experience on-the-job training, attend university courses and seminars, attend agricultural expos or conventions, or participate in a combination of the above. No training, however, will be approved which directly enhances a country's ability to export goods in competition with the United States. Cochran Fellowship Program staff work closely with the Foreign Agricultural Service's overseas offices and U.S. agricultural trade and market development associations to identify potential areas of training for countries participating in the Cochran Fellowship Program. Every effort is made to match U.S. agricultural interests with those of the recipient countries.

Program objectives are to provide high-quality training resulting in knowledge and skills that will:

- (1) Assist eligible countries to develop agricultural systems necessary to meet the food and fiber needs of their domestic populations; and
- (2) Strengthen and enhance trade linkages between eligible countries and

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agricultural interests in the United States.

Items provided by the Cochran Fellowship Program

Visa

- USDA/FAS will provide a DS-2019 to each Fellow to request and obtain a J-1 visa. Please note that **all** Fellows must obtain a J-1 visa to participate in this exchange program. This is a Department of State requirement for all exchange program participants and is strictly enforced.

Training Fees

- USDA/FAS will provide funding to cover cost associated with the curriculum development, implementation and execution of each training program.

Emergency Health Insurance

- Emergency medical health insurance coverage as required for all J1 visa holders (22 CFR 62.14). This medical insurance will be provided to each Fellow for the duration of training program. The host institution will alert USDA/FAS staff if any health/medical conditions arise during the Fellowship.

Meeting Coordination with USDA

- Meetings with all federal government agencies must be coordinated directly with the regional Cochran Fellowship Program team, no exceptions. Principal assigned to this activity must work directly with Cochran staff to secure meetings and visits (eg. ports and facilities) with Federal agencies . This includes meetings at Washington, DC headquarters and all locations nationwide.

B. PROGRAM RESPONSIBILITIES OF HOST INSTITUTIONS:

Assignment of a Principal Investigator (Training Coordinator)

The host institution will designate a contact person responsible for coordinating all administrative and programmatic arrangements.

Principal Investigator Roles

- The Principal Investigator (PI) will provide a draft of the program itinerary to USDA/FAS for consultation and approval two weeks prior to commencement of program.

Travel and Transportation

- The host institution will arrange and provide ground transportation throughout the duration of the training program, with the exception of Washington, DC. This includes airport pick-up/drop-off;
- The host institution will provide USDA/FAS with contact information of the institution's representative(s) responsible for meeting the Fellows at the airport upon arrival (important in the event of flight delays or other problems);

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- Upon program completion, the host institution will designate a staff member(s) to escort Fellows to their official U.S. designated departure location (airport).
- The host institution may provide domestic airline tickets as required. Please refer to the **Statement of Work** for specific needs of the program regarding the purchase of domestic airline tickets.

Meals and Incidentals (M&IE)

- The host institution will provide each Fellow with an allowance to cover their meals, lodging and incidental expenses. Please refer to the **Statement of Work** for specific needs of the program regarding issuance of per diem allowance. This daily allowance must be calculated based on current GSA prescribed per diem rates. Rates can be found at <http://www.gsa.gov/portal/category/104711>.

Lodging

- The host institution will secure lodging for the Fellows for the duration of their training program, taking into account gender and cultural norms. Lodging should include a private bedroom, private bathroom, and one Fellow per room unless otherwise noted in the **Statement of Work**;
- Lodging should be within walking distance to the training location or daily transportation shall be provided.
- This daily allowance must be calculated based on current GSA prescribed per diem rates. Rates can be found at <http://www.gsa.gov/portal/category/104711>.

Communication

- The host institution will develop the program and itinerary for the Fellows in consultation with USDA/FAS;
- The host institution will notify USDA/FAS immediately upon Fellows' physical arrival and departure from the U.S.
- The host institution will keep USDA/FAS informed regarding all logistical and program planning;
- The host institution will immediately notify USDA/FAS staff of any requested program modifications including but not limited to changes in Fellows' arrival/departure dates, inappropriate conduct of Fellows, actions that may affect their immigration status with the U.S. Department of Homeland Security, and changes in Fellows health/medical conditions.

Fellowship

- Provide educational materials and supplies to each Fellow necessary for their full participation in the fellowship;
- Arrange relevant field visits to local farms, processing plants, private industries, etc. as applicable to the program; Please refer to the **Statement of Work** for specific needs of the program regarding field visits;

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- Provide a thumb drive of the training highlights to each Fellow and the Cochran Fellowship Program;
- Ensure that each **Fellow** completes and submits a Cochran Fellowship Program **Evaluation Form** (online or paper) *and* an **Action Plan**. Both should be completed before the Fellow departs the United States. The Action Plan identifies goals and outlines specific steps or activities which each Fellow will perform upon their return to their home country. An Action Plan generally includes steps, milestones, measures of progress, responsibilities, assignments and timeline. The standard Cochran Fellowship Program Action Plan format will be provided.
- A pre-training questionnaire to determine Fellows baseline knowledge of the learning objectives. (Template and examples will be provided)
- A post-training questionnaire to determine the knowledge gained in each of the learning objectives. (Template and examples will be provided)
- Analysis of the pre- and post- training questionnaire. (Template and examples will be provided)

Orientation

- If a training program does not commence in Washington, DC, the host institution will provide the Fellows with an orientation session on the first day of their training. Documentation requiring Fellows signature will be submitted to USDA/FAS immediately. Information to be covered includes:
 - Institution information;
 - Lodging and M&IE allowance information;
 - Activating debit cards;
 - Program plan and anticipated site visits;
 - Explain what is and is not covered under emergency health insurance policy (e.g. no pre-existing conditions, no dental, etc.);
 - Transportation;
 - Explain cultural and legal expectations;
 - Fellowship rules, regulations, and expectations;
 - Review of program evaluation and action plan
 - Verification of J1 Visa upon entry into the United States
 - Photo release form (not required of fellows to sign)

Final Report

- The Principal Investigator is responsible for submitting a **Final Report** to USDA/FAS within 30 days of the Fellowship's program completion date;
- The report should summarize the activities, accomplishments, and any problems encountered;
- Photos should be included when possible;

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- Completed program Evaluations and Action Plans;
- Invoice payments will be withheld until final report is received by USDA/FAS.
- Provide USDA/FAS with a copy of the same thumb drive presented to the Fellows.

Financial Reporting

- Financial reports will follow the Uniform Administrative Requirements for Grants and Agreements, 2 CFR Part 200.
- Invoices will use the [Request for Advance or Reimbursement \(SF-270\)](#).
- Invoices will be submitted electronically to SF-270InvoicesMailbox@fas.usda.gov and copied to the USDA/FAS program manager and USD/FAS program assistant.
- A summary of expenses that aligns expense totals to the agreement's budget line items must be included with form SF-270. Payment will not be processed without this expense summary.
- A final invoice must be submitted within 90 days of the end of the period of performance for the agreement.
- Costs must be reported in accordance with the regulations that govern the agreement, and must follow the applicable Federal cost principles 2 CFR 200. The institution cannot be reimbursed for costs that are contrary to the specific terms of the agreement or are outside its scope.
- A [Federal Financial Report \(SF-425\)](#) must be submitted quarterly and within 90 days of the end of the period of performance for the agreement.
- An invoice cannot be paid if a financial report is past due, and it will not be paid until the required report has been received.

Section II: Award Information

A. ESTIMATE OF FUNDS

Subject to the availability of funds, USDA intends to award 4 Cochran Fellowships under this Notice of Funding Opportunity (NOFO). Awards are anticipated to start at approximately \$20,000 and increase or decrease depending on group size and language needs. The majority of funding support will be provided through USDA as part of the Cochran Fellowship Program, but may also be provided through USAID, U.S. Department of State, and other sources. For more information on the Cochran Program, please visit our website at: <http://www.fas.usda.gov/programs/cochran-fellowship-program>

B. START DATES AND PERFORMANCE PERIODS

Activities pursuant to this Notification of will be for a 12 month period. Applicants should estimate start and end dates at approximately one month before the training is to begin and 11 months after the training is completed.

C. TYPE OF AWARD

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USDA will enter into a cost reimbursable agreement under 7 USC 3319a with selected universities. Program staff will maintain involvement in the administration of the Cochran Fellowship Program.

Section III: Eligibility Information

A. ELIGIBILITY REQUIREMENTS:

Proposals may be received from U.S. State Cooperative Institutions or other colleges and universities and minority serving institutions (MSIs).

A single Principal Investigator (PI) may not host two groups of Fellows simultaneously. The PI must hold a position at an eligible U.S. institution.

B. COST SHARING AND MATCHING REQUIREMENTS:

This program has no statutory formula, and no matching requirements.

Section IV: Application and Submission Information

A. ADDRESS TO REQUEST APPLICATION PACKAGE

This announcement contains all instructions and links to all forms required to complete the application. All applications must be submitted in a single PDF document. The application deadline is **Monday, June 12, 2017 at 11:59 PM EDT**. No paper or fax submissions will be accepted.

B. CONTENT AND FORM OF APPLICATION SUBMISSION:

Institutions may submit proposals to host more than one group of Cochran Fellows. Institutions interested in hosting one or more groups should submit a proposal following the guidelines below:

- Complete SF-424 Application for Federal Assistance;
- Indicate the name of the institution applying to host the group(s);
- Indicate the country(ies) and training topic of the group;
- Provide a tentative training plan based on the group's training interests, including topics to be covered, possible field visits and other activities;
- Please include a narrative description of the proposed training, how it will be administered and the role of the university faculty and support staff;
- Provide a summary of relevant institutional capabilities for hosting international Fellows in the proposed field;
- Briefly describe the expertise and international experience of the trainer in the group's field of interest and country(ies) or world region;
- Demonstrate understanding of cultural context and needs of the trainees
- Identify the expected skills or knowledge to be acquired by the Fellows at the end of the program;

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- Briefly demonstrate flexibility in training plan to account for potential program changes and the ability to respond to unforeseen circumstances;
- Include a quality assurance plan. This should include information on how unforeseen problems that can arise will be addressed;
- Complete a budget using Standard Form 424A, Budget Information Non Construction Programs, along with a detailed budget worksheet using the budget worksheet on page 11 and a detailed budget narrative (**NOTE: A budget narrative must be provided**). All line items should be described in sufficient detail that would enable FAS to determine that the costs are reasonable and allowable for the project per federal regulations; and
- **Include all components of the proposal in a single PDF document.**

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Budget Worksheet

Cochran Fellowship Program					
<u>Program Budget Worksheet</u>					
	Name of Host Institution:				
	Estimated Dates:				
	Fellows' Country(ies):				
	Training Topic Area:				
SF 424-A Cost Categories	Line Items	Rate/ Day	# of People	Days	Subtotal
	Logistical Expenses				
TRAVEL	1. Local Transportation	\$0.00			\$0.00
TRAVEL/HOUSING	2. Lodging (if applicable)	\$0.00			\$0.00
TRAVEL	6. Meals and Incidentals (if applicable)	\$0.00			\$0.00
TRAVEL	8. Airfare (if applicable)	\$0.00			\$0.00
				Subtotal	\$0.00
	Program Expenses				
TRAVEL	1. Field Tours/Site Visits	\$0.00			\$0.00
SUPPLIES	2. Educational Materials and IT Expenses	\$0.00			\$0.00
SUPPLIES	3. Shipping Materials	\$0.00			\$0.00
				Subtotal	\$0.00
	Host Institution Fees				
PERSONNEL	1. Training Coordinator (Salary)	\$0.00			\$0.00
FRINGE BENEFITS	1.b Training Coordinator (fringe benefits)				
PERSONNEL	2. Graduate Assistants	\$0.00			\$0.00
				Subtotal	\$0.00
	Monitoring and Evaluation				
PERSONNEL	1. Training Coordinator (Salary)	\$0.00			\$0.00
FRINGE BENEFITS	1.b Training Coordinator (fringe benefits)				
PERSONNEL	2. Graduate Assistants	\$0.00			\$0.00
				Subtotal	\$0.00
INDIRECT	Indirect Costs/Overhead (10%)				\$0.00
		TOTAL REQUEST	\$0.00		

Successful applicants will be required to submit all relevant national certifications and compliance documents prior to awards being issued.

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C. SUBMISSION DEADLINES AND TIMES

Please submit all proposals in a single PDF to the email listed below. Please also include the Standard Form (SF) 424 and Standard Form 424A with all proposals. The application deadline is **Monday, June 12, 2017 at 11:59 PM EDT**

Note: The SF-424 and SF- 424A may be found on the grants.gov website. All proposals must be submitted to the email address below with the accompanying SF-424 forms.

Funding opportunities will be distributed through ezFedGrants and advertised via the USDA/NIFA listserv. All proposals must be submitted to the email address below with all required forms. Proposals not submitted to the application email address by the stated deadline will not be accepted. Cochran Fellowship Program Regional Email: Phuong.Mai@fas.usda.gov and Jesse.Bockweg@fas.usda.gov

D. FUNDING RESTRICTIONS

This will be a cost reimbursable agreement issued under 7 U.S.C. 3319a. University indirect costs for cost reimbursable agreements are limited to 10% of direct costs.

Allowable Costs:

To help in this review, and expedite the award process, budgets must include a detailed budget narrative explaining all line item costs. The categories listed below are examples of some of the more common items found in project budgets. All items should be described in sufficient detail that would enable FAS to determine that costs are reasonable and allowable for the project per federal regulations.

1. Salaries and Fringe Benefits:

Requested funds may be allocated toward salaries, fringe benefits, or the combination thereof. Only individuals that hold positions at eligible U.S. institutions should be listed in this category.

2. Travel:

For domestic travel, provide the purpose of the travel and information used in calculating the estimated cost, such as the destination, number of travelers, and estimated cost per trip. There are several restrictions associated with traveling on federal funds. In most cases, airfare must be purchased in economy class from a U.S. carrier. Travelers must also adhere to federally mandated domestic per diem guidelines. Additional information may be found in the circulars listed in the "Legislative Authority" section of this announcement.

3. Supplies:

All personal property excluding equipment, intangible property, and debt instruments as defined in this section.

4. Other Direct Costs:

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Other Direct Costs are those anticipated charges not included in other budget categories, including materials and supplies, lab fees, publication costs, reasonable consultant fees, computer services, sub-awards (the level of detail required for the sub-award budget is the same as the recipient organization), equipment rental, facility rental, conferences and meetings, speaker fees, honorariums.

5. Indirect Costs:

Indirect Costs may not exceed 10% of direct costs (7 USC 3319a).

Unallowable Costs:

General purpose equipment (no particular scientific, technical, or programmatic purpose) and scientific equipment exceeding \$5,000 or more; entertainment; capital improvements; thank you gifts, and other expenses not directly related to the project are not allowed. "Please note, Cochran Fellows (as trainees, *not* students) are considered EXEMPT INDIVIDUALS under the IRS Substantial Presence Test for tax purposes. The exemption falls under one or both of the following categories: either the Foreign Government-Related Individuals standard or the Closer Connection Exception. The only requirement is to complete IRS Form 8843 (Sections 1 and 2). These funds are for federal financial assistance, as such no taxes should be withheld from Cochran Fellows since they are exempt."

E. OTHER SUBMISSION REQUIREMENTS

All applications must be submitted electronically as indicated above.

Section V: Application Review Information

All proposals are carefully reviewed by USDA/FAS Program Officers, other FAS staff and experts in the particular field against the criteria listed below as appropriate.

A. REVIEW CRITERIA

Technical Expertise and Experience (45 points)

Trainer must have appropriate technical background to provide the desired training. If necessary, other appropriate collaborating scientists should be identified to meet any of the objectives which the primary trainer cannot address. Trainer's experience and knowledge of relevant agricultural conditions within the Fellows' country(ies) or a similar location will be considered as appropriate. Also taken into account is the trainer's experience with international training and adult-education.

Overall Program (50 points)

The overall program plan and design should be relevant to the specified training objectives and Fellows' backgrounds. The program plan should be thorough, well thought out, and will achieve the desired post-program deliverables. Relevant agricultural practices within the region of the university will be considered as appropriate. Relevant University resources should be identified. Additional resources/organizations should be identified as appropriate.

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Site visits and meetings should be meaningful to the content of the program. Overall Program will also be reviewed based on host institutions ability to demonstrate flexibility and their quality assurance plan.

Budget (25 points)

The proposed budget should be appropriate for the number of Fellows and length of the program. The budget should include appropriate cost savings where available and narrative should accompany each line item. Host is strongly encouraged to use the Budget Worksheet provided in this NOFO.

Quality (5 points)

The overall proposal will be reviewed for overall quality, ensuring that proposal is comprehensive, well thought-out and contains correct spelling and grammar.

B. REVIEW AND SELECTION PROCESS

Other factors may also be taken into consideration such as regional diversity in the review process. After review by appropriate offices, it is expected that all applicants will be notified within three weeks after the closing date for applications.

Section VI: Award Administration Information

A. AWARD NOTICES

Applicants should expect to be contacted by program staff for clarification and additional discussion on any budget related issues before final determination of successful applicants. Any notification by the program office regarding the selection of an institution is not an authorization to begin performance. No pre-award costs can be charged without prior approval by the Program Manager. The notice of award signed by the Deputy Administrator of USDA/FAS/OCBD is the authorizing document. This document will be sent by email to the university. Both parties must sign this document before the agreement is in force. Unsuccessful applicants will be notified of the status of their application by email.

B. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

Certifications regarding debarment Suspension, Drug Free Workplace, Felony Conviction and Tax Delinquent Status, and other national administrative assurances and policies are required. The cooperator must adhere to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards as contained in 2 CFR Part 200, as adopted by USDA through 2 CFR Part 400.

C. REPORTING REQUIREMENTS:

Principal Investigators are required to ensure submission of Fellows' program evaluations and action plans, as well as a final report on the overall success of the program.

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The program's final financial report will utilize the SF-425. Invoices should be submitted on the SF-270 as detailed in Section 1B under Financial Reporting in this NOFO.

Section VII: Agency Contact

Potential applicants can direct their questions or request help with problems before the deadline for submission of the application for these funding opportunities via the contact information below:

Email: Phuong.Mai@fas.usda.gov and Jesse.Bockweg@fas.usda.gov

Telephone: (202)690-2986 or (202) 260-8368

Section VIII: Other Information

Related NOFOs will be distributed by region including: Africa and Middle East, Eastern Europe and Eurasia, and Latin America and Caribbean. These will also be posted on the NIFA listserv.

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**U.S. Department of Agriculture
Foreign Agricultural Service**

Statement of Work

**Cochran Fellowship Program for Thailand – U.S. Administration on Plant Variety and Protection
Asia Region**

SCOPE OF WORK

The Cochran Fellowship Program's Asia region is requesting the design and delivery of a training program for six (6) officials from Thailand's Department of Agriculture and the Office of the Council of State, including (2) Directors, (2) Research Officers, (1) Plant Variety Protection Advisor, and (1) Legal Officer. This training will help Thai Government officials to harmonize the current Plant Variety Protection Act (PVPA) with the International Union for the Protection of New Varieties of Plants (UPOV). Also, the Thai Government urges the Ministry of Agriculture and Cooperatives to amend the Plant Variety Protection (PVP) to facilitate trade among ASEAN countries as key ASEAN members have already aligned their PVP act with UPOV. This training activity should focus on the U.S. procedures for granting Plant Breeders' Rights under the Intellectual Property Law for Plants in the U.S., which includes the Plant Patent Act and the Plant Variety Protection Act. Conservation aspects should be included in this training as the Thai PVP covers both protection of new varieties and conservation of traditional varieties.

As a result of this program, the officials should gain a greater understanding of U.S. plant variety practices, laws and regulations, intellectual property rights, biodiversity, and patents. The new Plant Variety Protection Act will help expand U.S. seed exports and investment in the Thai market, currently worth approximately \$720 million.

LEARNING OBJECTIVES

The trainer will ensure that Fellows develop competencies in the following areas:

1. The U.S. Plant Variety Protection System: formulation and practices
2. Distinct, Uniformity, and Stability (DUS) Testing procedures
3. Techniques to develop a plant variety protection and patent database
4. Methods to develop an intellectual property management system
5. Procedures to develop a genetically modified plant breeding program
6. U.S. plant breeding programs established by the federal government and private sector
7. Roles and responsibilities of the U.S. Patent and Trade Office, Union for the Protection of New Varieties of Plants, Federal Agencies, and the private sector
8. Role of the federal government, private sector, and academia in monitoring and enforcing laws and regulations
9. Benefit of PVP to U.S. farmers and the economy

PERIOD OF PERFORMANCE

This one week training program should take place during September 2 - 9, 2017 or September 16 – 23, 2017.

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PLACE OF PERFORMANCE

- The host institution shall propose the place(s) of performance in their Technical Proposal.
- The host institution will be reimbursed for travel and subsistence expenses based on GSA's Joint Travel Regulation.

DELIVERABLES

- Provide a thumb drive of the training highlights to each Fellow and the Cochran Fellowship Program
- Ensure that each Fellow completes the Cochran Training Program Evaluation
- Development an Action Plan with each Fellow, in accordance with the Action Plan template. The Action Plan identifies goals and outlines specific steps or activities which each Fellow will perform upon return to **Thailand**. An Action Plan generally includes steps, milestones, measures progress, outlines responsibilities, sets assignments, and fixes a timeline. The contractor shall provide a copy of each fellow's Action Plan to the Cochran Fellowship Program.
- A brief final report (format at the discretion of the offeror)
- A pre-training questionnaire to determine Fellows baseline knowledge of the learning objectives (Template and examples will be provided)
- A post-training questionnaire to determine the knowledge gained in each of the learning objectives (Template and examples will be provided)
- Analysis of the pre and post training questionnaire (Template and examples will be provided)
- Deliverables are due two weeks after the completion of the training

GOVERNMENT FURNISHED ITEMS

- Emergency Medical Insurance
- Certificates of Eligibility for J-1 visas

HOST INSTITUTION SHALL PROVIDE

- Ground transportation in applicable cities; except Washington, DC
- Secure and guarantee lodging during the entire program
- Domestic airline tickets
- The Fellows' subsistence expenses (lodging, all meals, and per diem allowance)

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**U.S. Department of Agriculture
Foreign Agricultural Service**

**Statement of Work
Cochran Program for Vietnam – Exposure to Agribusiness Systems
Asia Region**

SCOPE OF WORK

The Cochran Fellowship Program's Asia Region is requesting the design and delivery of a training program for six (6) Fellows from Vietnam, including (1) Deputy Director, (1) R&D Project Director, (1) Deputy Director General, (2) Directors, and (1) Vice Director. This program targets the leading Vietnamese corporations as they seek investment opportunities in Vietnam's agricultural sector, in doing so these corporations are slated to promote U.S. feed, livestock, meat processing, and seed exports. This training will educate them on quality and supply capacity of U.S. input and supplies. This program will also provide an overview on U.S. agricultural production and the export infrastructure network, in order to increase U.S. exports to Vietnam.

The program should be designed to improve the Fellows' understanding of the types and structures of U.S. agribusiness groups. The training should cover the following topics: strategic planning, review of government programs, futures and commodity markets; developing and implementing business plans; techniques to enhance farm profitability, risk management, credit and finance systems; farm credit systems and extension services. Additional topics should include the government's role in support of agribusiness, how lobbying organizations operate, and international trade barriers and requirements. The program's objective is to strengthen Vietnam's agribusiness industry and promote business partnership between the American and Vietnamese agricultural industries. The program's goal is for these business partnerships to increase the demand for agricultural food imports from the United States.

LEARNING OBJECTIVES

The trainer will ensure that Fellows develop competencies in the following areas:

1. U.S. agricultural business management and marketing systems
2. Ownership and management of agricultural production facilities such as farmlands and livestock facilities
3. Manufacture and distribution of agricultural supplies including feed and fertilizers
4. Processing and distribution of agricultural products, including marketing and financing
5. Strategic planning including business plans development and implementation

PERIOD OF PERFORMANCE

This consecutive 2 week training program should take place during June – September 2017.

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PLACE OF PERFORMANCE

- The host institution shall propose the place(s) of performance in their Technical Proposal.
- The host institution will be reimbursed for travel and subsistence expenses based on GSA's Joint Travel Regulation.

DELIVERABLES

- Provide a thumb drive of the training highlights to each Fellow and the Cochran Fellowship Program
- Ensure that each Fellow completes the Cochran Training Program Evaluation
- Development an Action Plan with each Fellow, in accordance with the Action Plan template. The Action Plan identifies goals and outlines specific steps or activities which each Fellow will perform upon return to **Vietnam**. An Action Plan generally includes steps, milestones, measures progress, outlines responsibilities, sets assignments, and fixes a timeline. The contractor shall provide a copy of each fellow's Action Plan to the Cochran Fellowship Program.
- A brief final report (format at the discretion of the offeror)
- A pre-training questionnaire to determine Fellows baseline knowledge of the learning objectives (Template and examples will be provided)
- A post-training questionnaire to determine the knowledge gained in each of the learning objectives (Template and examples will be provided)
- Analysis of the pre and post training questionnaire (Template and examples will be provided)
- Deliverables are due two weeks after the completion of the training

GOVERNMENT FURNISHED ITEMS

- Emergency Medical Insurance
- Certificates of Eligibility for J-1 visas

HOST INSTITUTION SHALL PROVIDE

- Ground transportation in applicable cities; except Washington, DC
- Secure and guarantee lodging during the entire program
- Domestic airline tickets
- The Fellows' subsistence expenses (lodging, all meals, and per diem allowance)

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U.S. Department of Agriculture
Foreign Agricultural Service

Statement of Work
Cochran Program for India – Cold Chain Management
Asia Region

SCOPE OF WORK

The Cochran Fellowship Program’s Asia Region is requesting the design and delivery of a training program for six Fellows: four from India, one from Sri Lanka, and one from Bangladesh. The group includes: (1) Managing Director for Harvest Rich Agro Industries, (1) Manager of Stores & Distribution for Cargills Agrifoods, (1) Executive Director for Yupaa Fresh, (1) Director for Banyan Fine Foods India, (1) Executive Officer for the Confederation of Indian Industry, and (1) Managing Director for Max Food Inc & Convener of the Forum of Indian Food Importers.

India’s demand for imported agricultural goods has expanded from \$13.2b in 2009 to \$25.3b in 2015. In spite of this, India’s cold chain capacity still lags as domestic producers and importers both work to catch up with the last decade’s growth in the domestic market. Due to the lack of cold chain capacity and the added difficulties of maintaining a controlled temperature in a tropical environment, post-harvest loss in India is a major cost for businesses. This program will bring together CEOs of import and distribution companies, as well as the leaders of industry groups tackling cold chain logistics and development in India. These leaders of industry import a range of goods including fresh fruits, horticultural products, meat, dairy, and specialty products. This training should expose the fellows to the most up-to-date cold chain technologies being employed in developed markets and best practices in logistics and handling. Special attention should be paid to strategies for addressing the particular challenges of importing and maintaining product quality in a tropical climate with very high temperatures and humidity.

The objective of this Cochran Fellowship Program is to train Fellows on cold chain management techniques, technologies, and logistics. The goal is to strengthen Indian companies’ cold chain capacity, increasing market penetration to more distant cities and improving quality to consumers, thereby expanding the market for US exports.

LEARNING OBJECTIVES

The trainer will ensure that the Fellows develop competencies in the following areas:

1. Newest Technologies
 - a. Energy Efficient technologies and strategies
 - b. Multi-commodity cold stores
2. Cold Chain Logistics in:
 - a. Ports
 - b. Transport
 - c. Warehouse Management
 - d. Tracking

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3. Standardizing Protocols & Best Practices
 - a. Hazard Analysis and Critical Control Points
 - b. Remediation strategies for temperature shocks
 - i. Impacts of temperature variations
 - c. Pro-active steps to maintain quality after products depart an importer's care (at retail outlets).
 - d. Communication strategies to teach retailers and consumers
4. Handling practices for a range of products, including:
 - a. Fresh Fruit
 - b. Fresh Produce
 - c. Dairy
 - d. Meat
 - e. Grains, cereals, & processed products that require temperature or humidity control in tropical environments

PERIOD OF PERFORMANCE

This consecutive 2 week training program should be conducted in July - August 2017.

PLACE OF PERFORMANCE

- The host institution shall propose the place(s) of performance in their Technical Proposal.
- The host institution will be reimbursed for travel and subsistence expenses based on GSA's Joint Travel Regulation.

DELIVERABLES:

- Provide a thumb drive of the training highlights to each Fellow and the Cochran Fellowship Program;
- Ensure that each Fellow completes the Cochran Training Program Evaluation; and
- Development of an Action Plan by each Fellow, in accordance with the Action Plan template. The Action Plan identifies goals and outlines specific steps or activities which each Fellow will perform upon return to their home country. An Action Plan generally includes steps, milestones, and measures of progress, responsibilities, assignments, and timeline. The contractor shall provide a copy of each Fellow's Action Plan to the Cochran Fellowship Program.
- A brief final report (format at the discretion of the offeror).
- A pre-training questionnaire to determine Fellows baseline knowledge of the learning objectives. (Template and examples will be provided)
- A post-training questionnaire to determine the knowledge gained in each of the learning objectives. (Template and examples will be provided)
- Analysis of the pre and post training questionnaire. (Template and examples will be provided)
- Deliverables are due two weeks after the completion of the training.

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GOVERNMENT FURNISHED ITEMS:

- Emergency Medical Insurance
- Certificates of Eligibility for J-1 visas

HOST INSTITUTION SHALL PROVIDE:

- Ground transportation in applicable cities; except Washington, DC
- Secure and guarantee lodging during the entire program
- Domestic airline tickets
- The Fellows' subsistence expenses (lodging, all meals, and per diem allowance)

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2017 Cochran Fellowship Program- Asia

**U.S. Department of Agriculture
Foreign Agricultural Service**

**Statement of Work
Cochran Program for Burma on U.S. Food Safety and Regulatory System
Asia Region**

Scope of work

The Cochran Fellowship Program's Asia region is requesting the design and delivery of a training program for six Cochran Fellows from Burma, including: (1) Deputy Head of the Department of Health, Rangoon; (1) Deputy Director in the Department of Research and Innovation; (1) Assistant Director and (1) Director of Food Safety at the Food and Drug Administration; (1) Deputy Director at the Department of Agriculture; and (1) Assistant Director at the Union Attorney General's Office.

The Government of Burma is currently writing new legislation that governs the safety of all imported food products, including registration and labeling. While Burma's Food and Drug Administration (FDA) is the focal point for formulating the new regulations, it is collaboratively working with other ministries such as the Ministry of Agriculture, Livestock, and Irrigation; Ministry of Health; and Rangoon City officials to revise the country's food law. This program is intended to inform and educate Burma officials about international food safety regulations and help them as they move forward with implementing the Burma Food Law. The development of the regulatory infrastructure is going to be the key component of assuring that the final law is implemented effectively and in line with international standards. FAS Post recommends that a stronger inter-agency process be developed to assure there is no duplication of responsibilities between agencies and that there is harmonization across regulations and enforcement.

This training will provide Burma regulatory officials the opportunity to learn about and ultimately incorporate internationally-recognized food safety standards into the Food Safety Law. The proposed training should provide officials insight into how the United States formulates its food laws. The training should incorporate topics such as testing methodologies, conducting risk-based assessments, establishing tolerance levels, and the science behind the U.S. food safety system for all food products. In addition it would be beneficial for the Fellows to understand the importance of establishing science-based protocols and the benefits of being in line with international standards. The objective of this program is to educate Burma officials about international food safety standards and requirements, with the goal of encouraging policy makers to adopt rules and regulations that are in line with WTO, CODEX, OIE, IPPC and other international standard setting bodies that ensure food safety and facilitate trade.

LEARNING OBJECTIVES

The trainer will ensure that the Fellows develop competencies in the following areas:

- Understanding the U.S. regulatory process in ensuring the safety of all food products
- Managing information management systems relating to packaging, labeling and traceability
- Conducting and establishing science-based risk assessment

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- Impact of food safety standards on producers and consumers
- Inspection of plant and meat products from farm to table
- Harmonizing food safety standards with internationally recognized principles
- Establishing internationally recognized protocols for the use food additives and pesticides
- Lab Quality Assurance
- Dealing with foodborne disease outbreaks and recalls
- Adopting Codex equivalent standards
- Proper inspection of food processing facilities
- Generating and enforcing rules and regulation and imposing penalties

PERIOD OF PERFORMANCE

This consecutive 2 week training program should take place during July – August 2017.

PLACE OF PERFORMANCE

- The host institution shall propose the place(s) of performance in their Technical Proposal.
- The host institution will be reimbursed for travel and subsistence expenses based on GSA's Joint Travel Regulation.

DELIVERABLES:

- Provide a thumb drive of the training highlights to each Fellow and the Cochran Fellowship Program;
- Ensure that each Fellow completes the Cochran Training Program Evaluation; and
- Development of an Action Plan by each Fellow, in accordance with the Action Plan template. The Action Plan identifies goals and outlines specific steps or activities which each Fellow will perform upon return to their home country. An Action Plan generally includes steps, milestones, and measures of progress, responsibilities, assignments, and timeline. The contractor shall provide a copy of each Fellow's Action Plan to the Cochran Fellowship Program.
- A brief final report (format at the discretion of the offeror).
- A pre-training questionnaire to determine Fellows baseline knowledge of the learning objectives. (Template and examples will be provided)
- A post-training questionnaire to determine the knowledge gained in each of the learning objectives. (Template and examples will be provided)
- Analysis of the pre and post training questionnaire. (Template and examples will be provided)
- Deliverables are due two weeks after the completion of the training.

GOVERNMENT FURNISHED ITEMS:

- Emergency Medical Insurance
- Certificates of Eligibility for J-1 visas

HOST INSTITUTION SHALL PROVIDE:

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- Ground transportation in applicable cities; except Washington, DC
- Secure and guarantee lodging during the entire program
- Domestic airline tickets
- The Fellows' subsistence expenses (lodging, all meals, and per diem allowance)