

# Animal Health and Disease Research Program

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**FY 2009 Formula Grant Opportunity (FGO)- Final**

**APPLICATION DEADLINE: June 22, 2009**

 **U.S. Department of Agriculture**



**Cooperative State Research, Education, and Extension Service**

**COOPERATIVE STATE RESEARCH, EDUCATION, AND EXTENSION SERVICE;  
U.S. DEPARTMENT OF AGRICULTURE**

**ANIMAL HEALTH AND DISEASE RESEARCH PROGRAM**

**FINAL ANNOUNCEMENT**

**CATALOG OF FEDERAL DOMESTIC ASSISTANCE:** This program is listed in the Catalog of Federal Domestic Assistance under 10.207.

**DATES:** Applications must be received by close of business (COB) on June 22, 2009 at 5:00 p.m. Eastern Time.

**EXECUTIVE SUMMARY:** The Cooperative State Research, Education, and Extension Service (CSREES) requests applications for the FY 2009 formula grants authorized under authorized under section 1433 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (NARETPA) for the Animal Health and Disease Research (AHDR) Program. These grants are used to assist all states in carrying out a program of research activities designed to (1) to meet expenses of conducting animal health and disease research, publishing and disseminating the results of such research, and contributing to the retirement of employees subject to the provisions of the Act of March 4, 1940 (54 Stat. 39–40, as amended; 7 U.S.C. 331); (2) for administrative planning and direction; and (3) to purchase equipment and supplies necessary for conducting such research. The amount available for this program in FY 2009 is \$2,725,600.

This notice identifies the objectives for AHDR projects, the eligibility criteria for AHDR projects and applicants, and the application forms and associated instructions needed to apply for a FY 2009 AHDR formula grant allocation. CSREES additionally requests stakeholder input from any interested party for use in the development of the next Formula Grant Opportunity (FGO) for this program. Please send questions or comments to Formula Grants Section of the Office of Extramural Programs, Stop 2298, 1400 Independence Avenue, SW, Washington, D.C. 20250-2298; fax: (202) 690-3002; or e-mail: [formulagrantsquestions@csrees.usda.gov](mailto:formulagrantsquestions@csrees.usda.gov).

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## **PART I—FUNDING OPPORTUNITY DESCRIPTION**

### **A. Legislative Authority and Background**

Section 1433 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977, enacted as Title XIV of Public Law 95–113 (The Food and Agriculture Act of 1977) on Sept. 29, 1977, is also known as the Animal Health and Disease Research (AHDR) Program. This law provides the basis for Federal funding for research activities on animal health and diseases at accredited State schools or colleges of veterinary medicine or agricultural experiment stations that conduct animal health and disease research.

States are eligible for funds appropriated under this Act according to the following formula: One half of the State allotment will be distributed among the States in the proportion that the value of and income to producers from domestic livestock, poultry, and commercial aquaculture species in each State bears to the total value of and income to producers from domestic livestock, poultry, and commercial aquaculture species in all the States, based on the most current inventory of all cattle, sheep, swine, horses, poultry, and commercial aquaculture species published by the U.S. Department of Agriculture. The remainder of the State allotment will be distributed among the States in the proportion that the animal health and disease research capacity of the eligible institutions in each State bears to the total animal health and disease research capacity in all the States, as determined by CSREES.

In FY 2007, CSREES conducted a Grants.gov pilot for the solicitation of one of the CSREES Formula Programs, the McIntire-Stennis Cooperative Forestry Program. Under this pilot the institutions were required to submit a SF-424M Application (Cover Page Form), CSREES Supplemental Form, and Key Contacts Form through Grants.gov. CSREES implemented this process for all CSREES Formula Programs in FY 2008 and thereafter due to the mandated reporting requirements of the Federal Funding Accountability and Transparency Act (FFATA). Under this law, the U.S. Office of Management and Budget (OMB) was required to develop and maintain a public searchable data base for all Federal financial assistance awards, and Federal agencies are required to report specific data elements which will be collected via these applications (e.g., Dun and Bradstreet data Universal Numbering (D-U-N-S®) numbers, legal names of institutions, legal addresses, congressional districts). OMB makes this information available at <http://www.usaspending.gov>.

In FY 2009, CSREES requires both an initial submission (based on estimated amounts per the 2009 Continuing Resolution) followed by a final submission (based on the actual appropriated amount for FY 2009 and the actual formula distribution for FY 2009). The initial submission took place and CSREES now requests the final submission via this FGO. CSREES is not requiring the following forms for FY 2009 for the final submission:

- Standard Form (SF) 424-A, Budget Information for Non-Construction Programs
- Budget Narrative Attachment Form

Please note that the submission of this application package does not change the following:

- Delegated authorities of the Dean or Director;
- How funds are managed at your institution; and

-Indirect costs and tuition remission are unallowable costs.

Guidelines for the administration of this program are published as The Administrative Manual for the Continuing Animal Health and Disease Research Program, which may be accessed at <http://www.csrees.usda.gov/business/awards/formula/manuals/animalhealth.pdf>. Please note that any instructions in this FGO supersede policies and procedures identified in this manual. CSREES will revise this manual and will promulgate administrative provisions for this program through rulemaking which includes a public comment period in 2010.

## **B. Purpose and Priorities**

The purpose of this funding is to increase animal health and disease research activities at accredited State veterinary schools or colleges or agricultural experiment stations that conduct animal health and disease research.

## **PART II—AWARD INFORMATION**

### **A. Available Funding**

The Omnibus Appropriation Act, 2009 (Public Law 111-8) provides \$2,725,600 in FY 2009 for this program. Fund will be released on a quarterly basis to the institutions. See Appendix A for the specific allocation.

AHDR funds must be fully expended in the fiscal year of appropriation; no waiver requests may be considered and approved as no carryover authority is provided in the authorizing legislation.

### **B. Types of Submission**

In FY 2009, pre-award form submissions must be submitted to the AHDR Program as a “new” application on the [www.grants.gov](http://www.grants.gov) website.

Specific project details and pertinent information should be entered in the Current Research Information System (CRIS) as in prior years. CRIS is the U.S. Department of Agriculture's documentation and reporting system for ongoing agricultural, food and nutrition, and forestry research and education. CRIS contains over 30,000 descriptions of current, publicly-supported research and education activities. This work is sponsored or conducted by the USDA research agencies, the State agricultural experiment stations, the State land-grant colleges and universities, State schools of forestry, cooperating schools of veterinary medicine, and USDA grant recipients. See Part VI.C. for specific CRIS requirements.

### **C. Project Types**

Applicants should request funding at the same level as stated in Appendix A to this announcement. CSREES will fund the AHDR program in FY 2009 for approved AHDR projects. Institutions who fail to have approved AHDR project(s) by June 30, 2009, will have their allocation redistributed to other eligible institutions during the final quarter of FY 2009.

## **PART III—ELIGIBILITY INFORMATION**

### **A. Eligible Applicants**

Applications may be submitted by accredited State veterinary schools or colleges or agricultural experiment stations that conduct animal health and disease research in accordance with NARETPA section 1433(c): Auburn University, Agricultural Experiment Station; Auburn University, School of Veterinary Medicine; Tuskegee University, School of Veterinary Medicine; University of Alaska, Agricultural Experiment Station; University of Arizona, Agricultural Experiment Station; University of Arkansas, Agricultural Experiment Station; University of California-Oakland, Agricultural Experiment Station; University of California-Davis, School of Veterinary Medicine; Colorado State University, Agricultural Experiment Station and College of Veterinary Medicine; University of Connecticut-Storrs, Agricultural Experiment Station; University of Delaware, Agricultural Experiment Station; University of Florida, Agricultural Experiment Station; University of Florida, College of Veterinary Medicine; University of Georgia, Agricultural Experiment Station; University of Georgia, College of Veterinary Medicine; University of Hawaii, Agricultural Experiment Station; University of Idaho, Agricultural Experiment Station; University of Illinois, Agricultural Experiment Station and College of Veterinary Medicine; Purdue University, Agricultural Experiment Station and College of Veterinary Medicine; Iowa State University, Agricultural and Home Economics Experiment Station; Iowa State University, College of Veterinary Medicine; Kansas State University, Agricultural Experiment Station and College of Veterinary Medicine; University of Kentucky, Agricultural Experiment Station; Louisiana State University, Agricultural Experiment Station; Louisiana State University, College of Veterinary Medicine; University of Maine, Agricultural Experiment Station; University of Maryland, Agricultural Experiment Station; University of Massachusetts, Agricultural Experiment Station; Tufts University, School of Veterinary Medicine; Michigan State University, Agricultural Experiment Station and College of Veterinary Medicine; University of Minnesota, Agricultural Experiment Station; University of Minnesota, College of Veterinary Medicine; Mississippi State University, Agricultural and Forestry Experiment Station and College of Veterinary Medicine; University of Missouri, Agricultural Experiment Station; University of Missouri, College of Veterinary Medicine; Montana State University, Agricultural Experiment Station; University of Nebraska, Agricultural Experiment Station; University of Nevada, Agricultural Experiment Station; University of New Hampshire, Agricultural Experiment Station; Rutgers University, Agricultural Experiment Station; New Mexico State University, Agricultural Experiment Station; Cornell University, Agricultural Experiment Station; Cornell University, College of Veterinary Medicine; North Carolina State University, Agricultural Experiment Station; North Carolina State University, College of Veterinary Medicine; North Dakota State University, Agricultural Experiment Station; Ohio State University, Ohio Agricultural Research & Development Center; Ohio State University, College of Veterinary Medicine; Oklahoma State University, Agricultural Experiment Station and College of Veterinary Medicine; Oregon State University, Agricultural Experiment Station; Pennsylvania State University, Agricultural Experiment Station; University of Pennsylvania, College of Veterinary Medicine; University of Puerto Rico, Agricultural Experiment Station; University of Rhode Island, Agricultural Experiment Station; Clemson University, Agricultural Experiment Station; South Dakota State University, Agricultural Experiment Station; University of Tennessee, Agricultural Experiment Station; University of

Tennessee, College of Veterinary Medicine; Texas A&M University, Agricultural Experiment Station and College of Veterinary Medicine; Utah State University, Agricultural Experiment Station; University of Vermont, Agricultural Experiment Station; Virginia Polytechnic Institute and State University, Agricultural Experiment Station and College of Veterinary Medicine; Washington State University, Agricultural Experiment Station and College of Veterinary Medicine; West Virginia University, Agricultural and Forestry Experiment Station; University of Wisconsin, Agricultural Experiment Station and College of Veterinary Medicine; and University of Wyoming, Agricultural Experiment Station.

Award recipients may subcontract to organizations not eligible to apply for funding provided that such arrangements are necessary to complete the project or activity.

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

7 U.S.C. 3200 provides that “No funds in excess of \$100,000 ... shall be paid by the Federal Government to any State under this subchapter during any fiscal year in excess of the amount from non-Federal sources made available to and budgeted for expenditure by eligible institutions in the State during the same fiscal year for animal health and disease research. The Secretary is authorized to make such payments in excess of \$100,000 on the certificate of the appropriate official of the eligible institution having charge of the animal health and disease research for which such payments are to be made. If any eligible institution certified for receipt of matching funds fails to make available and budget for expenditure for animal health and disease research in any fiscal year sums at least equal to the amount for which it is certified, the difference between the Federal matching funds available and the funds made available to and budgeted for expenditure by the eligible institution shall be reapportioned by the Secretary among other eligible institutions of the same State, if there are any which qualify therefor, and, if there are none, the Secretary shall reapportion such difference among the other States.”

## **PART IV—SUBMISSION INFORMATION**

### **A. Address to Request Formula Grants Opportunity Package**

Only electronic applications may be submitted via Grants.gov to CSREES in response to this FGO.

Prior to preparing an application, it is suggested that the Dean of the School or College of Veterinary Medicine (Dean) or Director of the Agricultural Experiment Station (Director) first contact an Authorized Representative (AR) to determine if the organization is prepared to submit electronic applications through Grant.gov. If the organization is not prepared, the AR should see [http://www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp) for steps for preparing to submit applications through Grants.gov.

The Dean or Director, or his or her designee, also must contact the institution's AR in order to be granted permission for the submission of applications through Grants.gov. Once that permission is granted, the Dean or Director, or his or her designee, can obtain a login and password.

The steps to access application materials are as follows:

1. In order to access, complete and submit applications, applicants must download and install a version of Adobe Reader compatible with Grants.gov. This software is essential to apply for CSREES Federal assistance awards. For basic system requirements and download instructions, please see [http://www.grants.gov/help/download\\_software.jsp](http://www.grants.gov/help/download_software.jsp). To verify that you have a compatible version of Adobe Reader, Grants.gov established a test package that will assist you in making that determination. Grants.gov Adobe Versioning Test Package: <http://www.grants.gov/applicants/AdobeVersioningTestOnly.jsp>.
2. <http://www.grants.gov>, click on "Apply for Grants" in the left-hand column, click on "Step 1: Download a Grant Application Package and Instructions," enter the funding opportunity number "USDA-CSREES-AHFP-002296" in the appropriate box and click "Download Package." From the search results, click "Download" to access the application package.

**If assistance is needed to access the application page** (e.g., downloading or navigating PDF forms, using Adobe with a Macintosh computer), refer to the resources available on the Grants.gov Web site first (<http://grants.gov>). Grants.gov assistance is also available as follows:

Grants.gov customer support  
Toll Free: 1-800-518-4726  
Business Hours: M-F 7:00 am – 9:00 pm Eastern Standard Time  
Email: [support@grants.gov](mailto:support@grants.gov)

See <http://www.csrees.usda.gov/funding/electronic.html> for additional resources for applying electronically.

## B. Content and Form of Formula Grants Opportunity Package Submission

### General

Each grant application must contain an “Application for Federal Assistance,” Form SF-424 Mandatory; “Supplemental Information Form,” CSREES Supplemental Information Form; and “Key Contacts Form,” SF-424 Key Contacts. These forms should be completed in accordance with the instructions accompanying the form on the grants.gov website. The following are the government-wide instructions followed by *agency specific guidelines*, if any, for each data element for each form:

### Grant Application Package

Verify that the information shown corresponds to the grant for which the applicant wishes to apply. Grants.gov will auto-populate the following information:

- Opportunity Title
- Offering Agency
- Catalog of Federal Domestic Assistance (CFDA) Number
- CFDA Description
- Opportunity Number
- Competition ID
- Opportunity Open Date
- Opportunity Close Date
- Agency Contact

Enter a name for the application in the \* ***Application Filing Name*** field. This field is required. This name is for use solely by the applicant for you to track through the Grants.gov submission process. It is not used by the receiving agency.

Open and complete all of the documents listed in the “Mandatory Documents” box. Complete the SF-424 first. Data entered on the SF-424 will populate other mandatory and optional forms where possible.

To open an item, simply click on it to select the item, click the =>button to move it to the Mandatory Documents for Submission box and then click on the “Open Form” button. To remove a form/document from the “Mandatory Documents” box, click the form/document name to select it, and then click the <= button. This will return the form/document to the “Mandatory Documents” or “Optional Documents” box.

#### 1. Application for Federal Assistance (Standard Form (SF)-424 M (Mandatory))

- 1a. **Type of Submission:** Select one Type of Submission with agency instructions. *Select “Application.”*
- 1b. **Frequency:** Select applicable frequency for the Type of Submission in 1.a. *Select “Annual.”*

- 1c. **Consolidated Application/Plan/Funding Request?** Indicate if the submission is a consolidated application/plan/funding request. *Select “No.”*
- 1d. **Version:** Select the applicable version for the Type of Submission in 1.a:  
*Initial: Select “Initial” in response to this FGO. Use it to submit your institution’s final submission application package, including the actual formula distribution amount for FY 2009 per Appendix A and available matching funds.*
2. **Date Received:** Federal use only.
3. **Applicant Identifier:** Applicant use only. *Use or leave blank.*
- 4a. **Federal Entity Identifier:** Enter Federal entity identifier, if any, as specified in agency instructions. *Leave blank.*
- 4b. **Federal Award Identifier:** Enter Federal award identifier assigned by agency (if applicable). *Enter “USDA-CSREES-AHFP-002296”*
5. **Date Received by State:** State use only. *Use or leave blank.*
6. **State Application Identifier:** State use only. *Use or leave blank.* This field is for use when an institution has its own system for tracking applications. This field allows the applicant to enter its application identifier on the application.
- 7a. **Legal Name:** Enter the following: Legal name of applicant. *Enter the name of the institution.*
- 7b. **Employer/Taxpayer Identification Number (EIN/TIN):** Enter: Employer Identification Number (EIN) or Taxpayer Identification Number (TIN) as assigned by the Internal Revenue Service.
- 7c. **Organizations DUNS:** Enter: Organization’s D-U-N-S® number (received from D&B) or the D-U-N-S +4® number (if available).
- 7d. **Address:** Enter: Complete address of applicant. *Enter the institution’s mailing address.*
- 7e. **Organizational Unit:** Enter: Name of primary organizational unit (and department/division, if applicable), which will undertake the assistance activity. *Enter the office where the Dean or Director is located.*
- 7f. **Name and contact information of person to be contacted on matters involving this application:** For the person to contact on matters related to this submission: name, organizational affiliation (if affiliated with an organization other than the applicant organization, e-mail address, phone number, and fax number. *Enter the contact information for the person performing this electronic submission.*

- 8a. **Type of Applicant:** Select the appropriate letter and enter in the space provided. Letters O, P, Q, R, S, T, U, V, and W are not applicable.
- A. State Government
  - B. County Government
  - C. City or Township Government
  - D. Special District Government
  - E. Regional Organization
  - F. U.S. Territory
  - G. Independent School District
  - H. Public/State Controlled Institution of Higher Education
  - I. Indian/Native American Tribal Government (Federally Recognized)
  - J. Indian/Native American Tribal Government (Other than Federally Recognized)
  - K. Indian/Native American Tribally Designated Organization
  - L. Public/Indian Housing Authority
  - M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)
  - N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)
  - X. Other (specify in accordance with agency instructions)

*Please enter the appropriate code for your institution.*

9. **Name of Federal agency:** Enter name of Federal agency from which assistance is being requested. *No entry required. This field is pre-populated from the opportunity package.*
10. **Catalog of Federal Domestic Assistance Number:** Enter the Catalog of Federal Domestic Assistance (CFDA) number and title of the program under which assistance is requested. Use the continuation sheet to enter multiple CFDA numbers and titles. *No entry required. This field is pre-populated from the opportunity package.*
11. **Areas Affected by Funding (Cities, Counties, States, etc. Use continuation sheet on page 5 if necessary):** List areas or entities affected using categories specified in agency instructions. Use the continuation sheet to enter multiple entities beyond the space provided. *Enter cities, counties, states, etc. anticipated to be affected by the FY 2009 allocation you will receive.*
- 12a. **Congressional Districts of (Use continuation sheet on page 5 if necessary), Applicant:** Applicant-Enter the applicant's congressional district. Enter the congressional district. *Enter the Congressional district where the main campus is located.*
- 12b. **Congressional Districts of (Use continuation sheet on page 5 if necessary), Program/Project:** Program/Project-Enter the congressional district(s) affected by the program or project. If all congressional districts are included for a State, use "all", e.g., all congressional districts in Maryland would show as MD-all). Use the continuation sheet to enter multiple congressional districts that represent less than all congressional districts in a State or congressional districts in multiple States. *(Note: If this application*

*is being completed by someone other than the Dean or Director, or his or her designee, the Dean or Director, or his or her designee, may need to be consulted on this question.)*

- 13a. **Funding Period, Start Date:** Enter the start date of the funding period for this submission. *Enter "10/01/2008".*
- 13b. **Funding Period, End Date:** Enter the end date of the funding period for this submission. *Enter "09/30/2009"*
- 14a. **Estimated Funding, Federal:** Federal-Enter the amount requested from the Federal agency. If the agency has specified an amount, enter that amount. *Enter your institution's actual FY 2009 allocation as listed in Appendix A to this announcement.*
- 14b. **Estimated Funding, Match:** Match-Enter the amount of funds from all other sources. *Enter your institution's required match as listed in Appendix B to this announcement. Institutions which are not required to match should enter "0."*
15. **Is Submission Subject to Review By State Under Executive Order 12732 Process?** *Select "c. Program is not covered by E.O. 12372."*
16. **Is the Applicant Delinquent On Any Federal Debt?** Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans, and taxes. This question applies to the applicant (institution) organization.
17. **By signing this application, I certify (1) to the statements contained in this list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances and agree to comply with any resulting terms (as identified under Part VI, B) if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001) To be signed by the Dean or Director, or his or her designee, of the applicant organization. Enter the name, title, phone number, e-mail address, and fax number of the Dean or Director, or his or her designee. The required assurances designated here includes the institutions compliance with all Federal laws and regulations associated with receipt of Federal Domestic Assistance for this program, including the matching certification and certification regarding lobbying activities. By hitting the submit button of the application, the Dean or Director, or his or her designee, certifies to the above.**

## **2. CSREES Supplemental Information Form (Required)**

1. **Funding Opportunity Name:** *No entry required. This is pre-populated from the opportunity package.*  
**Funding Opportunity Number:** *No entry required. This is pre-populated the opportunity package.*

2. **Program Code Name:** *Enter “Animal Health Formula”*  
**Program Code:** *Enter “AHF”*
3. **Type of Applicant:** *No entry required. This will be pre-populated from your entry on the application cover sheet.*
4. **Additional Applicant Types:** *If you are a Land-Grant Institution, select the appropriate institution type from the drop down menu in this block. If you are NOT a Land-Grant Institution, skip this block.*
5. **Supplemental Applicant Types:** *Please check all that apply.*
6. **HHS Account Information:** *Click on the radio button next to “Yes”. Enter your HHS PIN number in the appropriate box. IMPORTANT: IN THIS CONTEXT YOUR PIN NUMBER IS YOUR HHS ACCOUNT NUMBER. DO NOT ENTER THE PASSWORD YOU USE TO ACCESS THE HHS PAYMENT MANAGEMENT SYSTEM.*
7. **Key Words:** *Enter “Not applicable.”*
8. **Conflict of Interest List:** *Leave blank.*

### 3. Key Contacts Form (Required)

**Applicant Organization Name:** Enter the complete legal name of the institution.

**Contact 1 Project Role:** *Enter the contact information for the Dean or Director.*

**Contact 2 Project Role:** *Enter the contact information for the Dean’s or Director’s designee, if applicable.*

**Contact 3 Project Role:** *Enter the contact information for the Business Office Manager/Administrator for this program.*

**Contact 4 Project Role:** *Enter the contact information for the person responsible for drawdowns.*

### Saving the Application

The application package can only be saved from the Grant Application Package screen. It is recommended that after the applicant completes each form/document that they click on the “Close Form” button to close the form and then save the application package by clicking on the “Save” button at the top of the Grant Application Package Screen. It is important to note that the application package will be saved to the last active directory on the applicant’s computer. Therefore, the applicant should save the application package to their hard drive where it can be easily accessed. The applicant may save their application package at any time and should save the application package with the same file name each time. An error message will occur each

time that the applicant saves the form before completing all of the mandatory fields on the mandatory forms or the optional forms are moved to the Optional Completed Documents for Submission column on the application package. The applicant may ignore this warning. This warning will not appear when all of the mandatory fields have been completed on all of the forms/documents in the application package.

### **Check Package for Errors**

To initiate the Grants.gov edit check process, simply click on the “Check Package for Errors” button at the top of the screen. This process will identify all mandatory fields that have not been completed by the applicant. These errors will be displayed one at a time.

No checks against CSREES business rules will take place at this time.

### **Submitting the Application**

The AR must open the browser, open the application and then press the Submit button. To submit the application:

1. Close all open browser(s) and running applications.
2. Open the internet browser.
3. Navigate to the physical location where the application file is located. Select the application to open.
4. The internet browser will open the application. This may take a few moments. Please be patient.
5. Once the application is completely open, click the **Save and Submit** button. (The Save and Submit button will not become active until all mandatory documents have been properly completed and the application has been saved.) You are required to save the application again at this point in order to begin the application submission process.
6. Click **Save and Submit**.
7. A dialog box will appear and you will need to, enter your Grants.gov username and password.
8. Lastly, click **Login**.

Only the AR has the authority and user rights to **Save and Submit** an application to Grants.gov. Additional submission tips may be found at the Grants.gov website.

Grants.gov Submission Tips: [http://www.grants.gov/help/submit\\_application\\_faqs.jsp](http://www.grants.gov/help/submit_application_faqs.jsp)

### **C. Certifications**

**Important Note:** By signing Form SF-424-M, the applicant is providing the certifications required by 7 CFR Part 3017, regarding Debarment and Suspension, 7 CFR Part 3018, regarding Lobbying, 7 CFR 3021, regarding Drug-Free Workplace, and compliance with the provisions of Administrative Manual for the Animal Health and Disease Research Program, including 7 CFR 3015, Uniform Federal Assistance Regulations; 7 CFR 3019, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-profit Organizations; 7 CFR 3016, Uniform Administration Requirements for Grants and Cooperative Agreements to States and Local Governments; and OMB Circulars A-21, Cost Principles for Educational Institutions (now codified at 2 CFR Part 220), and A-110, Uniform

Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-profit Organizations (now codified at 2 CFR Part 215). If the project will involve a subcontractor or consultant, the subcontractor and/or consultant should submit a Form AD-1048, Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions, to the grantee organization for retention in their records. This form should not be submitted to USDA.

#### **D. Submission Dates and Times**

An “Application for Federal Assistance,” Form SF-424 Mandatory; “Supplemental Information Form,” CSREES Supplemental Information Form; and “Key Contacts Form,” SF-424 Key Contacts, should be submitted online at the [www.grants.gov](http://www.grants.gov) website no later than June 22, 2009, at 5:00 pm Eastern time.

The receipt of all applications will be acknowledged by e-mail. Therefore, applicants are strongly encouraged to provide accurate e-mail addresses on the Application for Federal Assistance SF-424-Mandatory Form..

**If an applicant has not received an acknowledgment within 60 days of the submission, the applicant must contact the Agency contact (see Part VII) immediately and ask for the application number assigned to the application. Failure to do so may result in the application not being processed and funding being held.** Once the application has been assigned an application number, this number should be cited on all future correspondence.

#### **E. Funding Restrictions**

##### **(1) Approved CSREES AHDR Projects**

AHDR Federal funding must be used on AHDR approved projects.

##### **(2) Matching**

7 U.S.C. 3200 provides that “No funds in excess of \$100,000 ... shall be paid by the Federal Government to any State under this subchapter during any fiscal year in excess of the amount from non-Federal sources made available to and budgeted for expenditure by eligible institutions in the State during the same fiscal year for animal health and disease research. The Secretary is authorized to make such payments in excess of \$100,000 on the certificate of the appropriate official of the eligible institution having charge of the animal health and disease research for which such payments are to be made. If any eligible institution certified for receipt of matching funds fails to make available and budget for expenditure for animal health and disease research in any fiscal year sums at least equal to the amount for which it is certified, the difference between the Federal matching funds available and the funds made available to and budgeted for expenditure by the eligible institution shall be reapportioned by the Secretary among other eligible institutions of the same State, if there are any which qualify therefor, and, if there are none, the Secretary shall reapportion such difference among the other States.”

### **(3) Indirect Costs and Tuition Remission**

In accordance with section 1473 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (7 U.S.C. 3319), indirect costs and tuition remission are unallowable as AHDR formula grant expenditures.

### **F. Other Submission Requirements**

Program information for the AHDR Program should be submitted to the CRIS office as in previous years. See the website at: <http://cwf.uvm.edu/cris>. Required submissions include:

- 1) Program of Research
- 2) Project Listing\*
- 3) Work Unit Description (AD-416)\*
- 4) Project Classification (AD-417)\*
- 5) Assurance Form (CSREES-2008)\*
- 6) Accomplishments Report (AD-421)
- 7) Financial and Staff Support Report (AD-419)

\*Submitted at program initiation.

## **PART V—SUBMISSION REVIEW REQUIREMENTS**

The National Program Leader and the OEP Formula Grants Section will be reviewing submitted documents to determine if all program, financial, and administrative requirements have been met and are current.

## **PART VI—AWARD ADMINISTRATION**

### **A. General**

The CRIS Office will notify the OEP Formula Grants Section regarding institutions submitting a Program of Research, which has subsequently been approved by CSREES for the current fiscal year. Once all program and administrative requirements have been met by the eligible institution, funding will be released on a quarterly basis.

### **B. Administrative and National Policy Requirements**

Several Federal statutes and regulations apply to grant applications considered for review and to project grants awarded under this program. These include, but are not limited to:

7 CFR Part 1, subpart A — USDA implementation of the Freedom of Information Act.

7 CFR Part 3 — USDA implementation of OMB Circular No. A-129 regarding debt collection.

7 CFR Part 15, subpart A — USDA implementation of Title VI of the Civil Rights Act of 1964, as amended.

7 CFR Part 331 and 9 CFR Part 121 — USDA implementation of the Agricultural Bioterrorism Protection Act of 2002.

7 CFR Part 3015 — USDA Uniform Federal Assistance Regulations, implementing OMB directives (i.e., OMB Circular Nos. A-21 and A-122, now codified at 2 CFR Parts 220 and 230) and incorporating provisions of 31 U.S.C. 6301-6308 (formerly the Federal Grant and Cooperative Agreement Act of 1977, Pub. L. No. 95-224), as well as general policy requirements applicable to recipients of Departmental financial assistance.

7 CFR Part 3017 — USDA implementation of Governmentwide Debarment and Suspension (Nonprocurement).

7 CFR Part 3018 — USDA implementation of Restrictions on Lobbying.

7 CFR Part 3019 — USDA implementation of OMB Circular A-110, Uniform Administrative Requirements for Grants and Other Agreements With Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations (now codified at 2 CFR 215).

7 CFR Part 3021 — USDA Implementation of Governmentwide Requirements for Drug-Free Workplace (Financial Assistance).

7 CFR Part 3052 — USDA implementation of OMB Circular No. A-133, Audits of States, Local Governments, and Nonprofit Organizations.

7 CFR Part 3407 — CSREES procedures to implement the National Environmental Policy Act of 1969, as amended.

29 U.S.C. 794 (section 504, Rehabilitation Act of 1973) and 7 CFR Part 15b (USDA implementation of statute) —prohibiting discrimination based upon physical or mental handicap in Federally assisted programs.

35 U.S.C. 200 et seq. —Bayh Dole Act, controlling allocation of rights to inventions made by employees of small business firms and domestic nonprofit organizations, including universities, in Federally assisted programs (implementing regulations are contained in 37 CFR Part 401).

### **C. Expected Program Outputs and Reporting Requirements**

Institutions are expected to submit an annual Program of Research, a listing of all approved AHDR projects for said institution. Institutions must submit a Form AD-416, Work Unit Description; Form AD-417, Project Classification; CSREES-2008, Assurance Form; and Project Proposal through the Current Research Information System prior to the initiation of each AHDR project. The project must undergo a review process and be approved before it is incorporated into the Program of Research. Each institution shall submit a CRIS Form AD-421,

Accomplishments Report, annually for each eligible project. Reports from institutions reporting on a calendar year shall be submitted by April 1, 2010 for the preceding calendar year. Reports from institutions reporting on a fiscal year shall be submitted by February 1, 2010 for the preceding fiscal year.

An Accomplishments Report, CRIS Form AD-421, shall be submitted to CSREES for each completed or terminated project. Such reports shall be submitted at the same time as are progress reports on active projects and should include a brief summary of accomplishments for the entire life of the project.

A CRIS Form AD-419, Funding and Staff Support Report, shall be submitted to CSREES annually for all projects. CRIS Form AD-419 reports are also required for expenditures on all State projects that are to be included in the non-Federal funds and matching funds computation. Reports shall be made on a fiscal year basis and are to be submitted by February 1, 2010.

Financial reporting via the SF-269, Financial Status Report, for FY 2009 is due to the OEP Formula Grants Section on December 31, 2010. The SF-272, Federal Cash Transactions Report, for each calendar quarter is due online at the DHHS website ([www.dpm.psc.gov](http://www.dpm.psc.gov)) usually on the 15th day of November, February, May, and August for the preceding calendar quarter. DHHS may restrict payment requests from the grantee's account if the SF-272 report is not submitted on time.

## **PART VII—AGENCY CONTACT**

For questions regarding AHDR projects and the AHDR Program, please contact: Dr. Gary Sherman, National Program Leader, Veterinary Science, Stop 2220, 1400 Independence Avenue, S.W., Washington, D.C. 20250-2220; Telephone: (202) 401-4952; Fax: (202) 401-6156; E-mail: [gsherman@csrees.usda.gov](mailto:gsherman@csrees.usda.gov).

For questions relating to the completion of the grants.gov forms and funding release, please contact: Brenda Barnett, Office of Extramural Programs, Stop 2298, 1400 Independence Avenue, S.W., Washington, D.C. 20250-2298; Telephone: (202) 401-6520; Fax: (202) 690-3002; E-mail: [formulagrantquestions@csrees.usda.gov](mailto:formulagrantquestions@csrees.usda.gov)

For questions relating to CRIS forms and submissions, please contact the Current Research Information System Office, USDA/CSREES, Stop 2270, 1400 Independence Avenue, S.W., Washington, D.C. 20250-2250; Telephone: (202) 690-0009; Fax: (202) 690-0634; E-mail: [cris@csrees.usda.gov](mailto:cris@csrees.usda.gov).

If help is needed with the Grants.gov registration process for the applicant organization, downloading or navigating PDF forms, using Adobe Reader with a Macintosh computer or with the technical aspects of submitting to the Grants.gov system, check the resources available on the Grants.gov Web site first (<http://grants.gov>).

Grants.gov assistance is also available as follows:

Grants.gov customer support  
Toll Free: 1-800-518-4726  
Business Hours: M-F 7:00 am – 9:00 pm Eastern Standard Time  
Email: [support@grants.gov](mailto:support@grants.gov)

If the Authorized Representative (AR) has not received a confirmation message from Grants.gov within 48 hours of submission of an application, please contact Grants.gov customer support.

When Grants.gov is contacted, a ticket number is issued to track the response. The applicant should maintain the ticket number as documentation of electronic issues associated with the application.

Grants.gov Help Desk Operations Process is described below:

Tier 1: Grants.gov Contact Center Operator

- Handles the initial contact and attempts to resolve the call.
- If not, files a research request (escalation).

Tier 2: Research Analyst

- Escalations go to the research analyst who does further research on the issue.
- Unable to resolve, issue escalated to Grants.gov Program management Office.

Tier 3: Grants.gov PMO

- Research Analyst works with PMO to resolve the issue.
- Typical escalations: Policy questions/System bugs/Training or Meeting Requests.

## **PART VIII—OTHER INFORMATION**

### **A. CSREES' Grants.gov Implementation Plans**

CSREES is continuing to develop its capacity to exchange proposal and grant data electronically with its grantees through [Grants.gov](http://Grants.gov) and to process, review, and award proposals and grants electronically.

In Fiscal Year (FY) 2007, CSREES conducted a pilot on the submission of the SF-424 Mandatory application package through the Grants.gov website for the McIntire-Stennis Cooperative Forestry Research Program. The pilot was successful as all eligible grantees submitted their applications through Grants.gov.

The Federal Funding Accountability and Transparency Act of 2006 requires all Federal agencies to report monthly to a publicly-accessible website on all Federal assistance awards (including grants). This requirement became effective for all awards made in FY 2007 and thereafter.

As a result, for the FY 2008 (October 1, 2007 - September 30, 2008) and later cycles, CSREES is requiring electronic submission through Grants.gov for all Federal assistance programs (i.e., grants). For more information about CSREES' Grants.gov plans, including important announcements, program implementation details, and detailed requirements, see the CSREES' web site, [http://www.csrees.usda.gov/business/other\\_links/egov/egov.html](http://www.csrees.usda.gov/business/other_links/egov/egov.html). The information on these web sites will be updated as appropriate. It is suggested that the sites be visited periodically for important updates.

**Authorized Under Public Law 95-113, Section  
1433, September 29, 1977, As Amended  
Appendix A**

			<b>FY 2009</b>	<b>MATCHING</b>
		<b>Grant</b>	<b>SECTION 1433</b>	<b>OFFSET</b>
<b>STATE</b>	<b>INSTITUTION</b>	<b>Number</b>	<b>FORMULA FUNDS</b>	<b>REQUIRED</b>
<b>ALABAMA</b>	AL-Auburn University, Agricultural Experiment Station	2009-36100-06001	\$12,143	
	AL-Auburn University, School of Veterinary Medicine	2009-36100-01401	51,015	
	AL-Tuskegee University, School of Veterinary Medicine	2009-36100-08918	433	
<b>ALASKA</b>	AK-University of Alaska, Agricultural Experiment Station	2009-36100-06002	449	
<b>ARIZONA</b>	AZ-University of Arizona, Agricultural Experiment Station	2009-36100-06004	30,525	
<b>ARKANSAS</b>	AR-University of Arkansas, Agricultural Experiment Station	2009-36100-06005	57,251	
<b>CALIFORNIA</b>	CA-University of California-Oakland, Agricultural Experiment Station	2009-36100-06006	39,581	\$ 22,504
	CA-University of California-Davis, School of Veterinary Medicine	2009-36100-00629	236,370	153,447
<b>COLORADO</b>	CO-Colorado State Univ., Agric. Exper. Station & College of Vet. Medicine	2009-36100-06008	169,160	69,160
<b>CONNECTICUT</b>	CT-University of Connecticut-Storrs, Agricultural Experiment Station	2009-36100-06009	15,738	
<b>DELAWARE</b>	DE-University of Delaware, Agricultural Experiment Station	2009-36100-06010	9,863	
<b>FLORIDA</b>	FL-University of Florida, Agricultural Experiment Station	2009-36100-06012	44,888	
	FL-University of Florida, College of Veterinary Medicine	2009-36100-06921	1,444	
<b>GEORGIA</b>	GA-University of Georgia, Agricultural Experiment Station	2009-36100-06013	7,658	
	GA-University of Georgia, College of Veterinary Medicine	2009-36100-01304	71,359	
<b>HAWAII</b>	HI-University of Hawaii, Agricultural Experiment Station	2009-36100-06015	2,938	
<b>IDAHO</b>	ID-University of Idaho, Agricultural Experiment Station	2009-36100-06016	38,347	
<b>ILLINOIS</b>	IL-Univ. of Illinois, Agric. Exper. Station & College of Vet. Medicine	2009-36100-06017	63,827	
<b>INDIANA</b>	IN-Purdue Univ, Agric. Exper. Station & College of Veterinary Medicine	2009-36100-06018	39,933	
<b>IOWA</b>	IA-Iowa State University, Agricultural & Home Economics Experiment Station	2009-36100-06019	54,888	
	IA-Iowa State University, College of Veterinary Medicine	2009-36100-01904	43,661	
<b>KANSAS</b>	KS-Kansas State Univ., Agric. Exper. Station & College of Vet. Medicine	2009-36100-06020	84,470	
<b>KENTUCKY</b>	KY-University of Kentucky, Agricultural Experiment Station	2009-36100-06021	42,107	
<b>LOUISIANA</b>	LA-Louisiana State University, Agricultural Experiment Station	2009-36100-06022	14,055	
	LA-Louisiana State University, College of Veterinary Medicine	2009-36100-06293	17,309	
<b>MAINE</b>	ME-University of Maine, Agricultural Experiment Station	2009-36100-06023	5,467	
<b>MARYLAND</b>	MD-University of Maryland, Agricultural Experiment Station	2009-36100-06024	18,748	
<b>MASSACHUSETTS</b>	MA-University of Massachusetts, Agricultural Experiment Station	2009-36100-06025	2,259	
	MA-Tufts University, School of Veterinary Medicine	2009-36100-01423	34,172	
<b>MICHIGAN</b>	MI-Michigan State Univ., Agricultural Exper. Station & College of Vet. Med.	2009-36100-06026	58,504	
<b>MINNESOTA</b>	MN-University of Minnesota, Agricultural Exper. Station	2009-36100-06027	42,968	6,742
	MN-Univ. of Minnesota, College of Veterinary Medicine	2009-36100-06292	95,534	31,761
<b>MISSISSIPPI</b>	MS-Miss. State Univ., Agricultural and Forestry Exper. Sta. & Coll. of Vet. Med.	2009-36100-06028	51,002	
<b>MISSOURI</b>	MO-University of Missouri, Agricultural Experiment Station	2009-36100-06029	6,529	
	MO-University of Missouri, College of Veterinary Medicine	2009-36100-09607	82,966	
<b>MONTANA</b>	MT-Montana State University, Agricultural Experiment Station	2009-36100-06030	35,680	
<b>NEBRASKA</b>	NE-University of Nebraska, Agricultural Experiment Station	2009-36100-06031	89,783	

<b>NEVADA</b>	NV-University of Nevada, Agricultural Experiment Station	2009-36100-06032	4,559	
<b>NEW HAMPSHIRE</b>	NH-University of New Hampshire, Agricultural Exper. Station	2009-36100-06033	3,099	
<b>NEW JERSEY</b>	NJ-Rutgers University, Agricultural Experiment Station	2009-36100-06034	8,218	
<b>NEW MEXICO</b>	NM-New Mexico State University, Agricultural Exper. Station	2009-36100-06035	21,568	
<b>NEW YORK</b>	NY-Cornell University, Agricultural Experiment Station	2009-36100-06036	15,670	847
	NY-Cornell University, College of Veterinary Medicine	2009-36100-03618	90,272	5,094
<b>NORTH CAROLINA</b>	NC-North Carolina State University, Agricultural Experiment Station	2009-36100-06037	23,756	1,495
	NC-North Carolina State University, College of Veterinary Medicine	2009-36100-03717	87,107	9,368
<b>NORTH DAKOTA</b>	ND-North Dakota State University, Agricultural Experiment Station	2009-36100-06038	20,412	
<b>OHIO</b>	OH-Ohio State University, Ohio Agricultural Research & Development Center	2009-36100-06039	14,499	
	OH-Ohio State University, College of Veterinary Medicine	2009-36100-06083	28,431	
<b>OKLAHOMA</b>	OK-Oklahoma State Univ., Agric. Exper. Station and College of Vet. Med.	2009-36100-06040	70,903	
<b>OREGON</b>	OR-Oregon State University, Agricultural Experiment Station	2009-36100-06041	35,762	
<b>PENNSYLVANIA</b>	PA-Pennsylvania State University, Agricultural Experiment Station	2009-36100-06042	61,857	8,657
	PA-University of Pennsylvania, College of Veterinary Medicine	2009-36100-06148	55,629	8,829
<b>PUERTO RICO</b>	PR-University of Puerto Rico, Agricultural Experiment Station	2009-36100-06093	6,353	
<b>RHODE ISLAND</b>	RI-University of Rhode Island, Agricultural Experiment Station	2009-36100-06044	1,657	
<b>SOUTH CAROLINA</b>	SC-Clemson University, Agricultural Experiment Station	2009-36100-06045	14,449	
<b>SOUTH DAKOTA</b>	SD-South Dakota State University, Agricultural Experiment Station	2009-36100-06046	34,029	
<b>TENNESSEE</b>	TN-University of Tennessee, Agricultural Experiment Station	2009-36100-06047	19,601	
	TN-University of Tennessee, College of Veterinary Medicine	2009-36100-06047	13,094	
<b>TEXAS</b>	TX-Texas A&M Univ., Agricultural Experiment Station and College of Vet. Med.	2009-36100-06048	199,288	99,288
<b>UTAH</b>	UT-Utah State University, Agricultural Experiment Station	2009-36100-06049	18,407	
<b>VERMONT</b>	VT-University of Vermont, Agricultural Experiment Station	2009-36100-06050	5,772	
<b>VIRGINIA</b>	VA-VA Polytechnic Institute, Agric. Exper. Station and College of Vet. Med.	2009-36100-06051	35,362	
<b>WASHINGTON</b>	WA-Washington State University, Agricultural Experiment Station	2009-36100-06053	3,380	
	WA-Washington State University, College of Veterinary Medicine	2009-36100-05307	75,394	
<b>WEST VIRGINIA</b>	WV-West Virginia University, Agricultural & Forestry Experiment Station	2009-36100-06054	5,104	
<b>WISCONSIN</b>	WI-University of Wisconsin, Agric. Exper. Station & College of Vet. Med.	2009-36100-06055	61,785	
<b>WYOMING</b>	WY-University of Wyoming, Agricultural Experiment Station	2009-36100-06056	17,159	
	Total Payments to States		\$2,725,600	\$ 417,191
	Small Business Set-Aside		70,800	
	Biotech Risk Assessment		35,600	
	Federal Administration		118,000	
	Total Appropriation		\$2,950,000	