

Supplemental and Alternative Crops Competitive Grants Program

FY 2009 Request for Applications

APPLICATION DEADLINE: April 23, 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**

**SUPPLEMENTAL AND ALTERNATIVE CROPS COMPETITIVE GRANTS
PROGRAM**

INITIAL ANNOUNCEMENT

CATALOG OF FEDERAL DOMESTIC ASSISTANCE: This program is listed in the Catalog of Federal Domestic Assistance under 10.200.

DATES: Applications must be received by close of business (COB) on **April 23, 2009 (5:00 p.m. Eastern Time)**. Applications received after this deadline will normally not be considered for funding. Comments regarding this request for applications (RFA) are requested within six months from the issuance of this notice. Comments received after that date will be considered to the extent practicable.

STAKEHOLDER INPUT: The Cooperative State Research, Education, and Extension Service (CSREES) is requesting comments regarding this RFA from any interested party. These comments will be considered in the development of the next RFA for the program, if applicable, and will be used to meet the requirements of section 103(c)(2) of the Agricultural Research, Extension, and Education Reform Act of 1998 (7 U.S.C. 7613(c)(2)). This section requires the Secretary to solicit and consider input on a current RFA from persons who conduct or use agricultural research, education and extension for use in formulating future RFAs for competitive programs. Written stakeholder comments on this RFA should be submitted in accordance with the deadline set forth in the DATES portion of this Notice.

Written stakeholder comments should be submitted by mail to: Policy and Oversight Branch; Office of Extramural Programs; Cooperative State Research, Education, and Extension Service; USDA; STOP 2299; 1400 Independence Avenue, SW; Washington, DC 20250-2299; or via e-mail to: RFP-OEP@csrees.usda.gov. (This e-mail address is intended only for receiving comments regarding this RFA and not requesting information or forms.) In your comments, please state that you are responding to the Supplemental and Alternative Crops Competitive Grants Program RFA.

EXECUTIVE SUMMARY: CSREES requests applications for the Supplemental and Alternative Crops Competitive Grants Program (SACC) for fiscal year (FY) 2009 to support Canola crop research whose primary objectives are to significantly increase crop acreage by development and testing of superior germplasm, methods of planting, cultivation, harvesting, processing, and transfer (via Extension) of such applied research from experimental sites to on farm practice as soon as practicable. For FY 2009, SACC research should focus primarily on Canola field production, including, but not limited to, genetic improvement. The amount available for support of this program in FY 2009 is approximately \$780,000.

This notice identifies the objectives for SACC projects, the eligibility criteria for projects and applicants, and the application forms and associated instructions needed to apply for a SACC

grant. CSREES additionally requests stakeholder input from any interested party for use in the development of the next RFA for this program.

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PART I—FUNDING OPPORTUNITY DESCRIPTION

A. Legislative Authority and Background

Pursuant to Section 1473D of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (7 USC 3319d(c)) as amended by sections 7101 and 7136 of the Food, Conservation, and Energy Act of 2008 (FCEA)(Pub. L. 110-246), the Secretary of Agriculture, acting through the Administrator of the Cooperative State Research, Education, and Extension Service (CSREES), is authorized to make competitive grants to colleges and universities, other Federal agencies, and private sector entities to conduct fundamental and applied research related to the development of new commercial products derived from natural plant material for industrial, medical, and agricultural applications. SACC grants are made to develop and introduce income producing supplemental and alternative crops.

B. Purpose and Priorities

Stakeholder input identifies canola as a sustainable and high value commodity, which improves the current agro-ecosystem. Currently, canola is a major crop in most countries with northern latitudes similar to Canada. North American canola is grown primarily in regions of Western Canada, with some acreage being planted in Ontario and the Pacific Northwest. According to the [Canola Council of Canada](#), the ten-year average is approximately 11.3 million acres harvested in Canada. The current U.S. canola acreage is approximately 1 million acres, of which 90% is grown in North Dakota, according to data obtained from the [U.S. Canola Association](#).

There are similarities between modern canola development and the evolution of soybean as a major crop during the 20th century. In the very early 1900s, the soybean was a minor prostrate legume harvested primarily as a forage crop. Within 60 years, the soybean became a major crop due to changes in agriculture, including production technology, genetics, post harvest management, and market utilization. Technological advancements in agriculture continue to improve modern canola production.

Three major canola oil uses are (a) human and animal food; (b) industrial applications; and (c) biofuels.

Food uses: Canola oil may provide a health advantage in human food use. The U.S. Food and Drug Administration authorized a qualified health claim for canola oil for its ability to reduce the risk of coronary heart disease, due to its high unsaturated fat content. Canola oil is high in oleic acid relative to other vegetable oils and has been competitive in price with other cooking oils.

Canola meal is fed to livestock as a protein supplement and consists of about 38 percent protein. In Canada, canola meal is recommended for up to 10-20 percent of the daily protein supplement for chickens, turkeys, ducks, geese, pigs, dairy and beef animals. Alternative livestock feed sources are in high demand in the current marketplace.

Industrial uses: The U.S. Army has demonstrated that canola oil is acceptable as hydraulic fluid; a major contractor for elevators in New York City uses canola oil based hydraulic fluid. These

industrial uses have the environmentally positive characteristics of low toxicity and environmental biodegradability.

Biofuels: Canola has a high oil content (38 to 39 percent) meaning more oil is available per unit of seed, which ultimately makes more of the feedstock available for biodiesel production and less by-product relative to other oilseeds. On a per acre basis, the net oil content is much higher with canola

FY 2009 SACC funding supports development of canola as a viable supplemental and alternative crop in the U.S. and projects should be comprehensive and integrated in nature. SACC research should focus primarily on field production, including, but not limited to, genetic improvement. Successful applicants will have documented priority setting abilities, experience with stakeholder involvement in project development and implementation, and experience in national coordination of research. Priority will be given to applications that provide evidence of multi-state cooperation with a minimum of three state cooperators and to applications that utilize existing expertise and resources of the Agricultural Research Service (ARS), and the land-grant colleges and universities in this field of research.

The development of supplemental and alternative crops is of critical importance to producers of agricultural commodities whose livelihood is threatened by the decline in demand experienced with respect to certain of their crops due to changes in consumption patterns or other related causes. CSREES will use research funding to further the purposes SACC in the implementation of a comprehensive and integrated program.

For FY 2009, SACC research should focus primarily on Canola field production, including, but not limited to, genetic improvement. Canola research applications may, but are not required to, address the following high priority areas (listed here in alphabetical order):

- Biodiesel/bio-products;
- Blackleg disease;
- Health & nutrition;
- Input cost reduction;
- Pod shattering; and
- Winter canola production systems.

Applications (or components of applications) related to extension, education, and communication addressing any of the research areas above will be considered.

Project Director's Workshop: It is the intent of the Supplemental and Alternative Crops Competitive Grants Program to require successful applicants to attend at least one Project Directors' Workshop during the term of their project. This workshop will typically be held in Washington, DC in conjunction with other related grant programs or may be in conjunction with another conference. **For the purposes of budget development, applicants are required to request funds for attendance to at least one such workshop. See Part IV.,B.,6.**

C. Program Area Description

For Canola to be considered a viable supplemental and alternative crop, knowledge gaps must be filled to provide U.S. Agriculture with the following: an examination of the adaptation of Canola to address emerging issues of importance to U.S Agriculture; the establishment and extension of various methods of planting, cultivating, harvesting, and processing Canola; the transfer of such applied research to on-farm practice as soon as practicable. The program may include comprehensive resource and infrastructure assessments; development and expansion of domestic and export markets for Canola; provision of technical assistance to farm owners and operators, marketing cooperatives, and others; support of fundamental and applied research related to the development of new commercial products derived from natural plant material for industrial, medical, and agricultural applications; and participation of colleges and universities, other Federal agencies, and private sector entities in conducting research related to Canola production.

For FY 2009, SACC research should focus primarily on Canola field production, including, but not limited to, genetic improvement.

PART II—AWARD INFORMATION

A. Available Funding

There is no commitment by USDA to fund any particular application or to make a specific number of awards. Approximately \$780,000 will be available to fund applications in FY2009. Requests for funding of an individual application may not exceed \$210,000 and the project period may be up to five years. However, if applicants receive funding for a five-year project period, the agency will not be able to grant any extension of time for those projects.

B. Types of Applications

In FY 2009, applications may be submitted to the SACC Program as one of the following two types of requests:

(1) New application. This is a project application that has not been previously submitted to the SACC Program. All new applications will be reviewed competitively using the selection process and evaluation criteria described in Part V—Application Review Requirements.

(2) Renewal application. This is a project application that requests additional funding for a project beyond the period that was approved in an original or amended award. Applications for renewed funding must contain the same information as required for new applications, and additionally must contain a Progress Report (see Project Narrative, Part IV.,3.,(iii)). Renewal applications must be received by the relevant due dates, will be evaluated in competition with other pending applications in appropriate area to which they are assigned, and will be reviewed according to the same evaluation criteria as new applications.

PART III—ELIGIBILITY INFORMATION

A. Eligible Applicants

Applications may be submitted by colleges and universities, other Federal agencies, and private sector entities.

Award recipients may subcontract to organizations not eligible to apply provided such organizations are necessary for the conduct of the project. An applicant's failure to meet an eligibility criterion by the time of an application deadline will result in CSREES not accepting the application, or even though an application may be reviewed, will preclude CSREES from making an award.

B. Cost Sharing or Matching

CSREES does not require matching support for this program. Applications shall be peer reviewed and selected for funding without regard to matching resources.

PART IV—APPLICATION AND SUBMISSION INFORMATION

A. Electronic Application Package

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

Prior to preparing an application, it is suggested that the PD/PI first contact an Authorized Representative (AR)(also referred to as Authorized Organizational Representative or AOR) 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 for steps for preparing to submit applications through Grants.gov.

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. 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. The application package must be obtained via Grants.gov, go to <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-OP-002117** in the appropriate box and click “Download Package.” From the search results, click “Download” to access the application package.

Contained within the application package is the “CSREES Grants.gov Application Guide: A Guide for Preparation and Submission of CSREES Applications via Grants.gov.” This Guide contains an introduction and general Grants.gov instructions, information about how to use a Grant Application Package in Grants.gov, and instructions on how to complete the application forms.

If assistance is needed to access the application package (e.g., downloading or navigating Adobe forms), refer to 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: Monday through Friday 7:00 am – 9:00 pm Eastern Time
Email: support@grants.gov

B. Content and Form of Application Submission

Electronic applications should be prepared following Part V and VI of the document entitled “A Guide for Preparation and Submission of CSREES Applications via Grants.gov.” This guide is part of the corresponding application package (see Section A. of this Part). The following is **additional information** needed in order to prepare an application in response to this RFA. If there is discrepancy between the two documents, the information contained in this RFA is overriding.

Note the attachment requirements (e.g., portable document format) in Part III section 3. of the Guide. ANY PROPOSALS CONTAINING NON-PDF DOCUMENTS WILL BE AT RISK OF BEING EXCLUDED FROM CSREES REVIEW. Partial applications will be excluded from CSREES review. With documented prior approval, resubmitted applications will be accepted until close of business on the closing date in the RFA.

If you do not own PDF-generating software, Grants.gov provides online tools to assist applicants. Users will find a link to “Convert Documents to PDF” on <http://grants.gov/assets/PDFConversion.pdf>.

1. SF 424 R&R Cover Sheet

Information related to the questions on this form is dealt with in detail in Part V, 2. of the CSREES Grants.gov Application Guide.

2. SF 424 R&R Project/Performance Site Location(s)

Information related to the questions on this form is dealt with in detail in Part V, 3. of the CSREES Grants.gov Application Guide.

3. R&R Other Project Information Form

Information related to the questions on this form is dealt with in detail in Part V, 4. of the CSREES Grants.gov Application Guide.

a. Field 6. Project Summary/Abstract. The summary should include the relevance of the project to the goals of SACC. The summary should: name the type and focus of work proposed; identify the need or decline in product demand experienced due to changes in consumption patterns or other related causes; describe the mode of technology transfer for applied research; list multi-state cooperation; and, if applicable, name the proposed high priority areas to be addressed in the proposed activities (listed here in alphabetical order): Biodiesel/bio-products; Blackleg disease; Health & nutrition; Input cost reduction; Pod shattering; and Winter canola production systems.

b. Field 7. Project Narrative.

PLEASE NOTE: The Project Narrative shall not exceed twelve (12) pages of written text regardless of whether it is single or double spaced and up to three (3) additional pages for figures and tables. This maximum (15 pages) has been established to ensure fair and equitable competition. The Project Narrative must include all of the following:

i) Introduction. A clear statement of the long-term goal(s) and supporting objectives or research questions of the proposed project should be included. Clearly specify the high priority area of Canola research and the methods for technology transfer (Extension) implementation. Summarize the body of knowledge or other past activities that substantiate the need for the proposed project. Describe ongoing or recently completed significant activities related to the proposed project, including the work of key project personnel. Describe the qualifications of key personnel, adequacy of facilities, including the national project management capability and capacity of the applicant institution. Preliminary data/information pertinent to the proposed research should be included in this section.

ii) Rationale and Significance. Concisely present the rationale behind the proposed research as it relates to canola.

- Document the proposed priority setting process and method of engaging stakeholder involvement. Include any national coordination of research.
- Describe how the application relates to potential long-range improvement in and sustainability of U.S. agriculture.
- Document priority setting abilities, experience with stakeholder involvement in project development and implementation, and experience in national coordination of research.
- Description of multi-state cooperation, where applicable.
- Description of how the proposed project will utilize the expertise and resources of the Agricultural Research Service, and the land-grant colleges and universities.
- Novel ideas or contributions that the proposed project offers should also be discussed in this section.

iii) Approach. The activities proposed or problems being addressed must be clearly stated and the approaches being applied clearly described as they relate to canola. Specifically, this section must include:

- A description of the activities proposed and the sequence in which the activities are to be performed;
- Methods to be used in carrying out the proposed project, including the feasibility of the methods;
- Expected outcomes;
- Means by which results will be analyzed, assessed, or interpreted;
- Uses for results or products; and

- Description of Extension activities as related to the proposal.

c. Field 11. Additional Project Information (PDF Attachment). For Renewal Applications, attach a Progress Report here.

4. R&R Senior/Key Person Profile (Expanded)

Information related to the questions on this form is dealt with in detail in Part V, 5. of the CSREES Grants.gov Application Guide.

5. R&R Personal Data – As noted in Part V, 6. of the CSREES Grants.gov Application Guide, the submission of this information is voluntary and is not a precondition of award. If completing the information, **do not enter any data in the field requesting the social security number.**

6. R&R Budget

Information related to the questions on this form is dealt with in detail in Part V, 7. of the CSREES Grants.gov Application Guide.

For the purposes of budget development, applicants are required to request funds for attendance to at least one Project Directors’ workshop during the term of their project. The request for these funds should be clearly indicated in the budget narrative section of the application.

7. Supplemental Information Form

Information related to the questions on this form is dealt with in detail in Part VI, 1. of the CSREES Grants.gov Application Guide.

a. Field 2. Program Code. Enter the program code name “**Canola Research**” and the program code “**HW**”.

b. Field 8. Conflict of Interest List. A conflict of interest list is required for this program.

C. Submission Dates and Times

Instructions for submitting an application are included in Part IV, Section 1.9 of the CSREES Grants.gov Application Guide.

Applications must be received by Grants.gov by COB on **April 23, 2009 (5:00 p.m. Eastern Time)**. Applications received after this deadline will normally not be considered for funding.

Correspondence regarding submitted applications will be sent using e-mail. Therefore, applicants are strongly encouraged to provide accurate e-mail addresses, where designated, on the SF-424 R&R Application for Federal Assistance.

If the AR has not received correspondence **from CSREES** regarding a submitted application within 30 days of the established deadline, please contact the Program Contact identified in Part

VII of the applicable RFA and request the proposal number assigned to the application. **Failure to do so may result in the application not being considered for funding by the peer review panel. Once the application has been assigned a proposal number, this number should be cited on all future correspondence.**

D. Funding Restrictions

Section 7132 of the Food, Conservation, and Energy Act amended section 1462 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (7 U.S.C. 3310), increasing the limit on recovery of indirect costs from 19 percent to 22 percent of total Federal funds provided under the award. Therefore, the recovery of indirect costs on awards made by CSREES under this program area may not exceed the lesser of the institution's official negotiated indirect cost rate or the equivalent of 22 percent of total Federal funds awarded.

Funds awarded under this program may not be used for the renovation or refurbishment of research, education, or extension space; the purchase or installation of fixed equipment in such space; or the planning, repair, rehabilitation, acquisition, or construction of buildings or facilities.

E. Other Submission Requirements

The applicant should follow the submission requirements noted in the document entitled “A Guide for Preparation and Submission of CSREES Applications via Grants.gov.”

An application may be submitted only once to CSREES. The submission of duplicate or substantially similar applications concurrently for review by more than one program will result in the return of the redundant applications.

PART V—APPLICATION REVIEW REQUIREMENTS

A. General

Each application will be evaluated in a 2-part process. First, each application will be screened to ensure that it meets the administrative requirements as set forth in this RFA. Second, applications that meet these requirements will be technically evaluated by a review panel.

Reviewers will be selected based upon training and experience in relevant scientific, extension, or education fields, taking into account the following factors: (a) The level of relevant formal scientific, technical education, or extension experience of the individual, as well as the extent to which an individual is engaged in relevant research, education, or extension activities; (b) the need to include as reviewers experts from various areas of specialization within relevant scientific, education, or extension fields; (c) the need to include as reviewers other experts (e.g., producers, range or forest managers/operators, and consumers) who can assess relevance of the applications to targeted audiences and to program needs; (d) the need to include as reviewers experts from a variety of organizational types (e.g., colleges, universities, industry, state and Federal agencies, private profit and non-profit organizations) and geographic locations; (e) the need to maintain a balanced composition of reviewers with regard to minority and female representation and an equitable age distribution; and (f) the need to include reviewers who can judge the effective usefulness to producers and the general public of each application.

B. Evaluation Criteria

Priority will be given to applications that provide evidence of multi-state cooperation and list a minimum of three state cooperators. The evaluation criteria below will be used in reviewing applications submitted in response to this RFA:

General criteria to be used to award applications: Value 50%

- Documented priority setting abilities, experience with stakeholder involvement in project development and implementation, and experience in national coordination of research.
- Description of the stakeholder process(es) by which priorities were identified.
- Documented experience with collaborative, comprehensive research on canola.
- Demonstrated capability to implement a technology transfer (Extension) component.

Specific criteria to be used to award applications: Value 50%

1. Scientific Merit of the Application for Research: Value 25%

- Novelty, innovation, uniqueness, and originality.
- Documented program to transfer knowledge gained from this research.
- Clarity and delineation of objectives.
- Adequacy of the description of the undertaking and suitability and feasibility of methodology.

- Probability of success of project.
- Degree of comprehensiveness and integration.
- Likelihood that the proposed project will fill knowledge gaps.

2. Qualifications of Project Personnel, Adequacy of Facilities, and Project Management Capability: Value 25%

- Qualifications of applicant (individual or team) to conduct the proposed project, including performance record.
- Qualifications of applicant (individual or team) to conduct the technology transfer (Extension) component of proposed project, including performance record in this field and in this area.
- Description of how expertise and resources of ARS and the land grant colleges and universities will be used.

C. Conflicts of Interest and Confidentiality

During the peer evaluation process, extreme care will be taken to prevent any actual or perceived conflicts of interest that may impact review or evaluation. For the purpose of determining conflicts of interest, the academic and administrative autonomy of an institution shall be determined by reference to the current Higher Education Directory, published by Higher Education Publications, Inc., 6400 Arlington Boulevard, Suite 648, Falls Church, Virginia 22042. Phone: (703) 532-2300. Web site: <http://www.hepinc.com>.

Names of submitting institutions and individuals, as well as application content and peer evaluations, will be kept confidential, except to those involved in the review process, to the extent permitted by law. In addition, the identities of peer reviewers will remain confidential throughout the entire review process. Therefore, the names of the reviewers will not be released to applicants.

D. Organizational Management Information

Specific management information relating to an applicant shall be submitted on a one time basis, with updates on an as needed basis, as part of the responsibility determination prior to the award of a grant identified under this RFA, if such information has not been provided previously under this or another CSREES program. CSREES will provide copies of forms recommended for use in fulfilling these requirements as part of the preaward process. Although an applicant may be eligible based on its status as one of these entities, there are factors which may exclude an applicant from receiving Federal financial and nonfinancial assistance and benefits under this program (e.g., debarment or suspension of an individual involved or a determination that an applicant is not responsible based on submitted organizational management information).

PART VI—AWARD ADMINISTRATION

A. General

Within the limit of funds available for such purpose, the awarding official of CSREES shall make grants to those responsible, eligible applicants whose applications are judged most meritorious under the procedures set forth in this RFA. The date specified by the awarding official of CSREES as the effective date of the grant shall be no later than September 30 of the Federal fiscal year in which the project is approved for support and funds are appropriated for such purpose, unless otherwise permitted by law. It should be noted that the project need not be initiated on the grant effective date, but as soon thereafter as practical so that project goals may be attained within the funded project period. All funds granted by CSREES under this RFA shall be expended solely for the purpose for which the funds are granted in accordance with the approved application and budget, the regulations, the terms and conditions of the award, the applicable Federal cost principles, and the Department's assistance regulations (parts 3015 and 3019 of 7 CFR).

B. Award Notice

The award document will provide pertinent instructions and information including, at a minimum, the following:

- (1) Legal name and address of performing organization or institution to whom the Administrator has issued an award under the terms of this request for applications;
- (2) Title of project;
- (3) Name(s) and institution(s) of PDs chosen to direct and control approved activities;
- (4) Identifying award number assigned by the Department;
- (5) Project period, specifying the amount of time the Department intends to support the project without requiring recompetition for funds;
- (6) Total amount of Departmental financial assistance approved by the Administrator during the project period;
- (7) Legal authority(ies) under which the award is issued;
- (8) Appropriate Catalog of Federal Domestic Assistance (CFDA) number;
- (9) Applicable award terms and conditions (see <http://www.csrees.usda.gov/business/awards/awardterms.html> to view CSREES award terms and conditions);

(10) Approved budget plan for categorizing allocable project funds to accomplish the stated purpose of the award; and

(11) Other information or provisions deemed necessary by CSREES to carry out its respective awarding activities or to accomplish the purpose of a particular award.

C. 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:

2 CFR Part 215 – Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations (OMB Circular A-110).

2 CFR Part 220 – Cost Principles for Educational Institutions (OMB Circular A-21).

2 CFR Part 230 – Cost Principles for Non-Profit Organizations (OMB Circular A-122).

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) and 7 CFR Part 3021—Governmentwide Requirements for Drug Free Workplace (Grants).

7 CFR Part 3018—USDA implementation of Restrictions on Lobbying. Imposes prohibitions and requirements for disclosure and certification related to lobbying on recipients of Federal contracts, grants, cooperative agreements, and loans.

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.

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

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

7 CFR Part 3430 – CSREES Competitive and Noncompetitive Nonformula Grant Programs—General Grant Administrative Provisions.

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).

D. Expected Program Outputs and Reporting Requirements

Grantees are required to submit initial project information and annual and summary reports to CSREES' Current Research Information System (CRIS). The CRIS database contains narrative project information, progress/impact statements, and final technical reports that are made available to the public. For applications recommended for funding, instructions on preparation and submission of project documentation will be provided to the applicant by the agency contact. **Documentation must be submitted to CRIS before CSREES funds will be released.** Project reports will be requested by the CRIS office when required. For more information about CRIS, visit <http://cris.csrees.usda.gov>.

PART VII—AGENCY CONTACT

Applicants and other interested parties are encouraged to contact [Dr. James Parochetti](#); National Program Leader; Plant and Animal Systems, CSREES, USDA; Stop 2220; 1400 Independence Avenue, SW; Washington, DC 20250-2220; telephone: (202) 401-4354; fax: (202) 401-4888; e-mail: jparochetti@csrees.usda.gov.

PART VIII—OTHER INFORMATION

A. Access to Review Information

Copies of reviews, not including the identity of reviewers, and a summary of the panel comments will be sent to the applicant PD after the review process has been completed.

B. Use of Funds; Changes

1. Delegation of Fiscal Responsibility

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

2. Changes in Project Plans

a. The permissible changes by the awardee, PD(s), or other key project personnel in the approved project shall be limited to changes in methodology, techniques, or other similar aspects of the project to expedite achievement of the project's approved goals. If the awardee or the PD(s) is uncertain as to whether a change complies with this provision, the question must be referred to the Authorized Departmental Officer (ADO) for a final determination. The ADO is the signatory of the award document, not the program contact.

b. Changes in approved goals or objectives shall be requested by the awardee and approved in writing by the ADO prior to effecting such changes. In no event shall requests for such changes be approved which are outside the scope of the original approved project.

c. Changes in approved project leadership or the replacement or reassignment of other key project personnel shall be requested by the awardee and approved in writing by the ADO prior to effecting such changes.

d. Transfers of actual performance of the substantive programmatic work in whole or in part and provisions for payment of funds, whether or not Federal funds are involved, shall be requested by the awardee and approved in writing by the ADO prior to effecting such transfers, unless prescribed otherwise in the terms and conditions of the award.

e. The project period may be extended by CSREES without additional financial support, for such additional period(s) as the ADO determines may be necessary to complete or fulfill the purposes of an approved project, but in no case shall the total project period exceed five years. Any extension of time shall be conditioned upon prior request by the awardee and approval in writing by the ADO, unless prescribed otherwise in the terms and conditions of award.

f. Changes in Approved Budget: Unless stated otherwise in the terms and conditions of award, changes in an approved budget must be requested by the awardee and approved in writing by the ADO prior to instituting such changes if the revision will involve transfers or expenditures of

amounts requiring prior approval as set forth in the applicable Federal cost principles, Departmental regulations, or award.

C. Confidential Aspects of Applications and Awards

When an application results in an award, it becomes a part of the record of CSREES transactions, available to the public upon specific request. Information that the Secretary determines to be of a confidential, privileged, or proprietary nature will be held in confidence to the extent permitted by law. Therefore, any information that the applicant wishes to have considered as confidential, privileged, or proprietary should be clearly marked within the application. The original copy of an application that does not result in an award will be retained by the Agency for a period of three years. Other copies will be destroyed. Such an application will be released only with the consent of the applicant or to the extent required by law. An application may be withdrawn at any time prior to the final action thereon.

D. Regulatory Information

For the reasons set forth in the final Rule related Notice to 7 CFR part 3015, subpart V (48 FR 29114, June 24, 1983), this program is excluded from the scope of the Executive Order 12372 which requires intergovernmental consultation with State and local officials. Under the provisions of the Paperwork Reduction Act of 1995 (44 U.S.C. chapter 35), the collection of information requirements contained in this Notice have been approved under OMB Document No. 0524-0039.

E. Definitions

Please refer to [7 CFR 3430, Competitive and Noncompetitive Non-formula Grant Programs-- General Grant Administrative Provisions](#), for the applicable definitions for this CSREES grant program.

Electronic Application Checklist

Only electronic applications may be submitted to CSREES via Grants.gov unless indicated otherwise in the specific program Request for Applications (RFA). All applications submitted to CSREES must contain the applicable elements outlined in these guidelines. The following checklist has been prepared to assist in ensuring that the application is complete prior to submission:

- ◆ **Are you eligible to apply for the funding offered in the RFA?** Eligibility information for each funding opportunity is stated in Part III., A., Eligibility Information, of each RFA.
- ◆ **Are you applying to the correct funding opportunity associated with the RFA?** Field 1 of the CSREES Supplemental Information Form will pre-populate to indicate the program to which you are applying.
- ◆ **Have you followed the guidelines for filling out your electronic application provided in the CSREES Grants.gov Application Guide, which is posted along with the electronic SF 424 R&R application package on Grants.gov?** Electronic applications should be prepared according to this guide and the specific program RFA. This guide is part of the corresponding electronic application package for the specific program to which you are applying.
- ◆ **Has your institution properly registered with Grants.gov to enable you to submit an application?** Those who wish to submit an application to CSREES should first contact their Authorized Representative (AR) to determine if the organization is prepared to submit applications through Grants.gov. See <http://www.grants.gov/GetStarted> for steps for preparing to submit applications through Grants.gov.
- ◆ **Have all attachments been submitted in the portable document format (PDF)?** CSREES will only accept PDF attachments. See Part III of the CSREES Grants.gov Application Guide.
- ◆ **Do all submitted PDF documents have one-inch margins and are typed or word processed using no type smaller than 12 point? Are all PDF documents numbered sequentially on each page of the attachment? Are all page limitations for a given attachment followed?**
- ◆ **Did you use the “Check Package for Errors” feature (see section 1.8 of the CSREES Grants.gov Application Guide)?**
- ◆ **Have all required components of the SF 424 Research and Related (R&R) Application Package posted under the funding opportunity on Grants.gov been completed?**

◆ **SF 424 R&R Cover Sheet**

- Have all required fields (highlighted in yellow) been completed?

◆ **SF 424 R&R Project/Performance Site Location(s)**

- Have all required fields been completed?

◆ **R&R Other Project Information**

- Have the fields describing project potential or actual environmental impact been properly completed?

Project Summary/Abstract

- Has the Project Summary PDF been attached to this form in Field 6?
- Are the names and affiliated organizations of all Project Directors listed at the top of the page in addition to the title of the project?
- Does this section adhere to the format and page limitations?
- Did you use the suggested Project Summary/Abstract Template found at: www.csrees.usda.gov/home/faq_apply.html#abstract?

Project Narrative

- Has the Project Narrative PDF been attached to this form in Field 7?
- Is the project fully described?
- Does this section adhere to the format and page limitations?

Bibliography & References Cited

- Has the Bibliography & References Cited PDF been attached to this form in Field 8?
- Are all references cited and are all citations referenced?
- Do all citations contain a title, the names of all authors, and are they in accepted journal format?

Facilities & Other Resources

- Has the Facilities & Other Resources PDF been attached to this form in Field 9?
- Has a description of your facilities, sufficient to indicate that you will be able to carry out this project, been given?

Equipment

- Has the Equipment PDF been attached to this form in Field 10?
- Is the description of your equipment sufficient to indicate that you will be able to carry out this project?

◆ R&R Senior/Key Person Profile

Biographical Sketch

- Has the biographical sketch (vitae) PDF for the PD and each co-PD, senior associate, and other professional personnel been attached?

Current and Pending Support

- Has the current and pending support PDF for key personnel been attached?
- Have all current and pending projects been listed and summarized, **including this proposal**?
- Did you use the suggested Current and Pending Support Template found at: www.csrees.usda.gov/home/faq_apply.html#current?

◆ R&R Personal Data

- As noted in Part V, 5., the submission of this information is voluntary and is not a precondition of award. If completing the information, do not enter any data in the field requesting the social security number.**

◆ R&R Budget

- Have all fields been completed for each PD and co-PD(s)?
- Are annual and summary budgets included? For multi-institution applications, have subaward budgets been included for each institution involved?

Budget Justification

- Has the Budget Justification PDF been attached to this form in Field K?
- Are budget items individually justified?
- For multi-institution applications, have subaward budget justifications been included for each institution involved?

◆ CSREES Supplemental Information Form

- Has Field 1 been pre-populated?
- Does Field 2 indicate the Program Code Name and Program Code to which you are applying?

Conflict of Interest List

- Has the Conflict of Interest List PDF been attached to this form in Field 8?
- Has a Conflict of Interest List been provided for all individuals who have submitted a Biographical Sketch?
- Does the Conflict of Interest list include the four categories as appropriate?

Did you use the suggested Conflict of Interest Template found at:
www.csrees.usda.gov/home/faq_apply.html#coi?