

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

REGIONAL AQUACULTURE CENTER PROGRAM, SECTION 1475

RENEWAL APPLICATION GUIDELINES – FY 2009

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 or before **5:00 p.m. Eastern Time on July 1, 2009**.

PART I – FUNDING OPPORTUNITY DESCRIPTION

The Regional Aquaculture Center Program is authorized under 7 U.S.C. 3322 (d). The Regional Aquaculture Centers will provide for aquacultural research, development, and demonstration projects having a national or regional application as specified in subsection (b). Five regional centers are authorized for the performance of aquacultural research, extension education, and demonstration projects. The aquaculture research, development, and demonstration centers established shall be geographically located so that they are representative of the regional aquaculture opportunities in the United States.

Five Regional Aquaculture Centers (Center) were established in 1986. The mission of the Centers is to provide strong aquaculture research and extension programs to enhance the viability, profitability, and environmental compatibility of commercial aquaculture production in the United States to benefit consumers, producers, and the American economy. The Centers are regionally located administrative centers that are part of a national effort of cooperative and collaborative research and extension programming that addresses the critical needs of the aquaculture industry.

As used here, a “Center” refers to an administrative center. Centers will facilitate administration and implementation of cooperative regional research, extension educational and demonstration programs in aquaculture. Centers will serve as focal points to assess needs, and establish priorities for cooperatively funded projects.

The Centers provide leadership and administrative support for planning, development, implementation, and performance tracking of multi-state research and extension programs targeted at the critical needs of the industry in each region. The Centers also ensure the relevancy, quality, and performance of these programs and that research findings and technologies are delivered to end-users through strong extension educational programs. The CSREES-funded Centers, linked to the National Aquaculture Centers of the USDA Agricultural Research Service (ARS), serve as the focal points for USDA’s aquaculture research, technology, and extension programs.

Each Center consists of a Board of Directors (BOD), Director, Industry Advisory Council

(IAC), and Technical Committee (TC). Regional research and extension needs are identified and prioritized by the IAC, reviewed for technical feasibility by the TC, and are approved by a BOD. The Center then solicits proposals addressing these critical needs. All projects funded by the Centers should address the needs of two or more states or Territories and must be effectively planned and implemented on a regional level. Multi-state proposals are developed by teams of scientists and extension specialists within the region. Each proposal contains the project outline, including goals and objectives, methodologies, budgets, budget narrative, project leaders, participating institutions, subcontracts, and time frames for completion. Proposals are submitted to the Center and reviewed by the TC and IAC using a scientific peer-review, competitive process. Proposals recommended for funding are then presented to the BOD for final approval and inclusion in the Center's annual Plan of Work (POW).

Each year, CSREES administers the Center program through directed, Congressional appropriations. CSREES solicits a grant application from each of the five Centers to administer competitively awarded grants for each of their programs. A portion of the funding is for administrative and staff support for program and project development. The remainder of the funding is to support research and extension projects administered by the Centers. The grant application contains the administrative and project development components of the program. The remaining funds will be used to fund competitively regional research and extension educational projects. Projects funded through the Centers should be multi-state and multi-institutional projects and funded through subcontracts administered by the Centers. All proposals funded by the Centers are critically reviewed by CSREES prior to release of funds. Each Center submits an annual accomplishment report to CSREES. Reports include a description of progress in meeting stated regional goals and specific project objectives.

The five Centers are currently located at the following institutions:

The University of Maryland-College Park serves as the host of the Northeastern Regional Aquaculture Center (NRAC). NRAC serves Washington, DC and the following twelve states in the Northeastern Region: Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, and West Virginia.

Michigan State University and Iowa State University are co-hosts for the North Central Regional Aquaculture Center (NCRAC) Program. NCRAC serves the twelve states in the North Central Region including: Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, and Wisconsin.

The Oceanic Institute and the University of Hawaii are co-hosts for the Center for Tropical and Subtropical Aquaculture (CTSA). CTSA administers the center program for Hawaii and the American Insular Pacific region.

Mississippi State University serves as the host for the Southern Regional Aquaculture Center (SRAC). SRAC administers aquaculture research and extension programs in thirteen states and two territories including Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Oklahoma, Puerto Rico, South Carolina, Tennessee, Texas, U.S. Virgin Islands, and Virginia. The Administrative Office is located at the Delta Research and

Extension Center in Stoneville, Mississippi.

The University of Washington is the host for the Western Regional Aquaculture Center (WRAC). WRAC administers aquaculture research and extension programs in twelve western states including Alaska, Arizona, California, Colorado, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming.

The RAC must have: 1) demonstrated commitment and competency in aquaculture research and extension; 2) ability to provide broad programmatic leadership for regional research and extension activities administered by the Center; 3) demonstrated competency in grant and subcontract management; and 4) ability and willingness to provide administrative support for the Center.

National Coordinating Council: The National Coordinating Council (NCC) is composed of Directors of the Centers and the USDA National Program Leader and Program Specialist for Aquaculture. The NCC provides a mechanism to enhance inter-regional cooperation and collaboration and improve linkages to other aquaculture programs across the Federal government. Other federal agencies with aquaculture research and extension portfolios also participate in NCC annual meetings.

PART II – AWARD INFORMATION

A. Available Funding

The total amount of funds available is approximately \$3.6 million for project periods up to 3 years.

B. Type of Application

Only **renewal** applications are to be submitted in response to this RFA.

PART III – ELIGIBILITY INFORMATION

A. Eligible Applicants

In accordance with 7 U.S.C. 3322(d), grant applications are requested from institutions housing the respective Administrative Centers identified in PART I. Award recipients may subcontract to organizations not eligible to apply provided such organizations are necessary for the conduct of the project. **Unsolicited applications will not be considered.**

B. Cost-Sharing or Matching

CSREES does not require cost-share or matching support for the Regional Aquaculture Center Program and matching resources are not considered in the review process

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 Grants.gov. If the organization is not prepared, the AOR 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-002174**” 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://www.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 Standard Time
Email: support@grants.gov

B. Content and Form of Application Submission

Electronic applications should be prepared following Parts IV, V, and VI of the document entitled “CSREES Grants.gov Application Guide: 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.

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.

- a. Field 4. Federal Identifier – Enter the CSREES award number of the award to be renewed (the number in Block 1. of Form CSREES-2009, Award Face Sheet, of the original award document).
- b. Field 8. Type of Application – Select “Renewal”
- c. Field 11. Descriptive Title of Applicant’s Project – The title should be exactly as it appeared on the award to be transferred (Block 16. of Form CSREES-2009 of the original award document).
- d. Field 13. Proposed Project – The start date of the project should be the same as it appeared on the award to be continued (Block 3. of Form CSREES-2009, Award Face Sheet, of the existing award document). The end date should be the end date as it appeared on the award to be continued (Block 3. of Form CSREES-2009, Award Face Sheet, of the existing award document) plus an additional year.
- e. Field 20. Pre-application – Do not fill out this portion of the form.

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

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 – **PDF Attachment.** Include the Project Summary/Abstract for the period of time this application is intended to support.
- b. Field 7. Project Narrative – **PDF Attachment.**

Project Narrative must include the following:

A project summary/work statement covering the work to be completed under the increment of funding currently being requested. The objectives must be the same as those outlined in the approved proposal.

- c. Field 8. Bibliography & References Cited – **A bibliography & references cited list is not required under this RFA.** Do not complete and submit a bibliography and references cited list.
- d. Field 9. Facilities & Other Resources – **A facilities & other resources list is not required under this RFA unless there is a notable change from the list submitted in the initial application.**
- e. Field 10. Equipment – **An equipment list is not required under this RFA unless there is a notable change from the list submitted in the initial application.**
- f. Field 11. Other Attachments – **Other attachments are not required under this RFA.** Do not submit any other attachments.

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. A Senior/Key Person Profile should be completed for the PD/PI and each co-PD/PI, senior associate, and other professional personnel.

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.

- a. The amount of grant funds requested should match the amount stipulated by the CSREES Program Contact. The budget must be for the next year for which funding is requested. In multi-institutional applications, a budget and budget justification must be included for each institution involved (including subcontracts). For each subaward/subcontract, use the R&R Subaward Budget Attachment(s) Form.

Field H. Indirect Costs: Pursuant to Section 1473 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977, as amended, 7 U.S.C. 3319, **indirect costs and tuition remission are not allowable** and no funds will be approved for this purpose.

- b. Field K. Budget Justification – **PDF Attachment. There is no page limit.**

All budget categories, with the exception of Indirect Costs, for which support is requested, must be individually listed (with costs) in the same order as the budget. If consulting, collaborative, or subcontractual arrangements are included in the application, these arrangements should be fully explained and justified. The rate of pay for any consultant and cost breakdown must be included. In multi-institutional applications, a budget and budget justification must be included for each institution involved (including subcontracts).

See Part III, B. Cost-sharing or Matching, of this RFA for information about how to determine if matching is a requirement.

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 (i.e., enter “**Aquaculture Centers, Section 1475**”) and the program code (i.e., enter “**CA**”).
- b. Field 8. Conflict of Interest List. A conflict of interest list is not required under this RFA. Do not include a conflict of interest list.

C. Submission Date and Time

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

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 15 days of submission of the application, please contact the CSREES Program Contact and request the proposal number assigned to the application. **Failure to do so may result in a delay in the issuance of an award. Once the application has been assigned a proposal number, this number should be cited on all future correspondence.**

D. Funding Restrictions

1. Indirect Costs

Pursuant to 7 U.S.C. 3319, **indirect costs and tuition remission are not allowable** and no funds will be approved for this purpose.

2. Building Construction or Renovation

Funds made available for the operation of regional centers may be used for the rehabilitation of existing buildings or facilities to house such centers, but may not be used for the construction or acquisition of new buildings or facilities.

PART V – APPLICATION REVIEW REQUIREMENTS

A. General

All Regional Aquaculture Centers' research and extension aquaculture project proposals and POWs will be reviewed by the CSREES National Aquaculture Program staff for relevancy, scientific merit, research rationale and methodology, suitability of budget requests and justifications, performance reports, submission of required documentation, and relevance to the USDA Aquaculture Program and CSREES' mission. Centers are required to submit annual accomplishment reports to CSREES. Reports should include a description of progress in meeting stated regional goals and objectives, an analysis of program strengths, opportunities in meeting priorities in the National Aquaculture Research and Technology Development Plan (under revision), and steps to be taken, if any, to strengthen program planning and execution.

Special emphasis is directed to outcomes and impacts related to funded projects that highlight accomplishments.

B. through D. – Reserved.

PART VI –AWARD ADMINISTRATION

A. General

Administrative grant: The initial CSREES-approved funding request will obligate the entire amount and release those costs related to and allowed for the administration of the Regional Aquaculture Center Program. Remaining funds will be withheld pending submission of a Plan of Work (POW).

Plans of Work: An annual POW must be submitted to CSREES National Aquaculture Program staff outlining information relative to individual projects and should include: Title; Project Duration; Funding Requested by Subcontracting Institution; Funding Requested by Individual Grant Number; Program Development Process; Executive Summary; Project Work Group; Background and Project Justification; Related Current and Previous Work; Project Goals and Specific Objectives; Work Statement and Procedures; Timetable; Facilities by Institution; Extension and Outreach Components; Literature Cited; Budget Pages by Institution; Budget Narrative by Institution; One-page Vitas of Participating Collaborators; and the Role of Participating Collaborators.

All additional information and forms required in the initial grant application relative to subcontracts made to fund regional Plans of Work are required to be submitted to and retained by the host institution.

B. through C. – Reserved.

D. Expected Program Outputs and Reporting Requirements

As in the past, grantees are required to submit an annual Progress Report in hard copy to the CSREES office for inclusion in Program files. Additionally, CSREES requests that a link (URL) to the individual RACs' Progress Report on their website be included within the narrative of the CRIS AD-417. 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. Documentation must be submitted to CRIS before CSREES funds will be released. Project annual and termination reports are to be submitted to the CRIS office when required. Special emphasis is directed to outcomes and impacts related to funded projects that highlight accomplishments.

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. Gary Jensen, National Program Leader-Aquaculture, Animal Section, Plant and Animal Systems, USDA, Cooperative State Research, Education, and Extension Service; Mail Stop 2220, 1400 Independence Avenue, SW, Washington, DC 20250-2220; telephone: (202) 401-6802; fax: (202) 401-6156; e-mail: gjensen@csrees.usda.gov.

PARTS VIII – Reserved.