



# **New Awardees' Information for Grant Administration – Multicultural Scholars Grants Web Meeting**

**March 30, 2010**

**Presenter:** A.A. Trotman, Ph.D.

800 9th St. S.W.,  
Washington, DC 20024



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National Institute of Food and Agriculture



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is the former Cooperative State Research, Education,  
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# Why (Not) Have This Meeting?

## Program Office Perspective

- Where is the information in the accomplishments report that links activities and products to the objectives?
- Why are the grantees not submitting Appointment Forms for student beneficiaries?
- What! Now - 24 months into the award you say you are having problems recruiting students!!!

## Past-PD Perspective

- What do I do now that I have the award?
- I am waiting on the Recruiting Office to get me a “good” student.
- What reporting is overdue?
- What forms are needed?
- Where should the reports be sent?
- Can I increase the stipend?
- Can I involve Scholars in reporting?



# Outline for Adobe Connect Web Meeting

- **Introductions**
- **Expectations**
  - Grantees
  - Program Office
- **Administration – Management for Successful Outcomes, Monitoring, Reporting, Acknowledgement and Project Directors' Meeting**
- **Feedback**



# Agency Units for MSP Awards Interface

Office of  
Extramural  
Programs

Science and  
Education  
Resources  
Development

AWARDS  
MANAGEMENT  
BRANCH

FUNDS  
MANAGEMENT  
SECTION

PROGRAM  
OFFICE  
for MSP Awards

Technical  
Management



# Focus of MSP Awards

- **The MSP was launched under the legal authority of NARETA in 1977. The program is run competitively through funds appropriated by Congress. The first run of this program was in FY 1994.**
- **The FY 2009 program cycle made awards in 3 Project Types:**
  - **Single Institution;**
  - **Multiple Institutions; and**
  - **Special Experiential Learning (SEL)**



# Management Plan

- Follow Management Plan to ensure:
  - all funded objectives are addressed
  - indicators are aligned
  - deliverables are on target
  - timeline is maintained
  - success outcomes are assured
  - content for Reporting is gathered continually



# Management of Your Grant

## Where to Begin:

- Award Notice (Award Face Sheet)
- Submitted Application WITH Approved Changes Made Prior to Award
- **Funded Objectives and Scope**
- Approved Budget with Justification
- The FY 2009 Request for Applications (RFA)



# NIFA Award Face Sheet

United States Department of Agriculture  
National Institute of Food and Agriculture  
AWARD FACE SHEET

1. Award No. 2005-38420-15214		Amendment No.		2. Proposal Number 2005-02334		3. Period of Performance 06/01/2005 through 05/31/2005		4. Type of Instrument Grant	
5. Type of Action New		6. CFDA Number 10.210		7. CAN		8. NFO		9. Method of Payment DHHS Payment Management System	
10. CRIS Number 0009891		11. Authority: 7 U.S.C. 3152, Sec. 1417(b)(5) of P.L. 95-113, as amended, Food and Agricultural Sciences National Needs Graduate Fellowships							
12. Agency (Name and Address) Awards Management Branch National Institute of Food and Agriculture/USDA Washington, DC 20050-3471				13. Awardee Organization 					
14. Program Point of Contact: Dr. Audrey A. Trotman Telephone: (202) 720-2193 atrotman@csrees.usda.gov				Administrative Point of Contact: Cherron Smith Telephone: (202) 401-4314 csmithn@csrees.usda.gov		15. Project Director/Performing Organization 			
16. Funding:		<u>Federal</u>		<u>Non-Federal</u>		17. Funds Chargeable			
Previous Total		\$0.00		\$0.00		<u>FY - FDC</u>		<u>Amount</u>	
+ or -		\$138,000.00		\$0.00		05-382-38420		\$138,000.00	
Total		\$138,000.00		\$0.00					
Grand Total		\$138,000.00							
18. Title of Proposal Integrated Education and Research for Bioconversion and Applications Development: Addressing New Agricultural Opportunities									
PROVISIONS									
This Award incorporates the following:									
1. The referenced proposal and any revision thereto - Incorporated by reference									
2. CSREES Agency-Specific Terms and Conditions - Federal Demonstration Partnership dated 02/05 - Incorporated by reference ( <a href="http://www.csrees.usda.gov/business/awards/awardterms.htm">http://www.csrees.usda.gov/business/awards/awardterms.htm</a> )									
3. Federal Demonstration Partnership Terms and Conditions dated 04/05 - Incorporated by reference ( <a href="http://www.csrees.usda.gov/business/awards/awardterms.htm">http://www.csrees.usda.gov/business/awards/awardterms.htm</a> )									
4. 7 CFR Part 3015, 7 CFR Part 3017, 7 CFR Part 3018, and 7 CFR Part 3019 - Incorporated by reference ( <a href="http://www.csrees.usda.gov/business/awards/fedregulations.htm">http://www.csrees.usda.gov/business/awards/fedregulations.htm</a> )									
5. The Approved Award Budget									
6. CRIS Forms AD-416 and AD-417 - Incorporated by reference									
7. The obligation of funds may be terminated without further cause unless the recipient commences the timely drawdown of funds; initial drawdown must be made within the first year of the project									
8. Form AD-1048 or other CSREES approved format must be completed by the approved subcontractor(s)/consultant(s) and returned to the recipient for retention in the official award file. It is not necessary to send a copy to CSREES.									
Co-Project Director(s): Gulshan Urfu Yuktal (University of Idaho), Jinwen Zhang (Washington State University)									
FOR THE UNITED STATES DEPARTMENT OF AGRICULTURE									
This award, subject to the provisions above, shall constitute an obligation of funds on behalf of the Government. Such obligation may be terminated without further cause unless the recipient commences the timely drawdown of funds; such drawdowns may not exceed one year from issuance date of the award.									
Typed Name Susan Bowman Authorized Departmental Officer				Signature				Date 06/08/2005	

All communication must reference Award # (see block 1)

Know Period of Performance (block 3)

Note Administrative and Program Office Contacts (see block 14)

Read all Provisions



# Monitoring

- Project Directors' Role
  - Managing **timeline** for success (recruitment; mentoring; retention; pipelining)
  - Adhering to **scope** of funded project
  - Aligning undergraduate training of Scholars to Program Area of Emphasis funded
  - Mentoring Scholars for success
  - **Managing reporting** (project accomplishments; Scholar's progress; Entry/Exit; Impacts)
- Extensions of grant period
  - No longer than 5 years

Create a **Reporting Plan** to ensure that full and relevant reports are submitted as information is compiled throughout the year.



## Beneficiary Support

- Support outlined in RFA;
- SEL: eligible USDA MSP Scholars with a year remaining on the MSP grant award.

See RFA for details.

- ❖ Have a copy of FY 2009 RFA
- ❖ Note areas that relate to your award



# Recruitment

- **When** – begin with receipt of the Notice of Award from NIFA
- **Scope** – sign up students committed to USDA Mission Areas in Funded Objective(s)
- **Who** – can be outsourced BUT remains the management responsibility of the Project Director
- **What** – materials must identify/acknowledge NIFA MSP grant support



# Recruitment Interval

- **What is the recruitment Interval for MSP grants?**
  - 12 months
- **Why is the recruitment interval important?**
  - If students have not been appointed by 12 months the monies must be returned to **NIFA**



# NIFA Form 2010 – Top Section

UNITED STATES DEPARTMENT OF AGRICULTURE  
COOPERATIVE STATE RESEARCH, EDUCATION, AND EXTENSION SERVICE

OMB Approved 0524-0039

Fellowships/Scholarships Entry/Exit Form			
APPOINTMENT INFORMATION			
Institution:		Grant Number:	Date:
Project Director:	Telephone:	FAX:	E-mail:
Fellow/Scholar Name and Permanent Address: w	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Race: (Check all that apply) <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Black or African American <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White	Ethnicity: <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino
Degree Sought: <input type="checkbox"/> AS/AA <input type="checkbox"/> BS/BA <input type="checkbox"/> DVM <input type="checkbox"/> Master's <input type="checkbox"/> Doctorate		Disability Status: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Declared Major:		Minor:	
Date Enrolled: (mm/dd/yyyy)			
Official Stipend Dates:			
Began (mm/dd/yyyy)			
Permanently Terminated (mm/dd/yyyy):			

Identify first generation college MSP Scholar;

Scholar e-Mail



# Recruitment & Appointment of Beneficiary

- Beneficiary Eligibility – all criteria
  - U.S. Citizenship/U.S. National
- What is the Appointment Form?
  - NIFA Form 2010
- Where is the Appointment Form Found?
- Where and When Should the Appointment Form be Submitted?



## Withheld SEL Funds

- Must submit the information outline in the FY 2009 RFA for SEL activity
- Must accompany request with Form 2010
- Must indicate that the SEL Outcomes report will be submitted to MSP Office within 90 days after SEL activity is completed.



# **REPORTING**

## **Increasing accountability for public investments**

# Responsibilities of Beneficiary (RFA p. 14)



- **MSP Scholars must maintain their eligibility by (1) continuing their enrollment as a full-time student, as defined by each grantee institution, leading to an undergraduate degree in a discipline in the food and agricultural sciences or DVM; (2) maintaining good academic standing and satisfactory degree progress as determined by their institution; and (3) through Education Outreach activities be engaged in service learning projects, with populations from groups traditionally underrepresented in science, technology, engineering and mathematics (STEM) disciplines, that will lead to: (a) increased literacy of the public in food and agricultural sciences; (b) increased understanding of food and agricultural science concepts for students in Grades PreK through 12; or (c) increased recruitment of students from 2-Year postsecondary programs into 4-year food and agricultural sciences training programs and/or the food and agricultural sciences workforce. These projects can include development of social media that are reviewed by a mentor, prior to being published digitally.**

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## Forms

### All NIFA Forms

The list below is a compilation of forms used or required by NIFA.

#### Application Forms

- [Application forms are required as part of the process for submitting proposals that funding from NIFA. For more information, see our \[Application Information\]\(#\) page.](#)

#### Reporting Forms

- [Formula Grants Reporting Forms](#)
- [AREERA State Plan of Work Information System](#)

#### Other Forms

- [NIFA Form-665, Assurance of Compliance with USDA Regulations Assuring Civil Rights Compliance](#)
- [NIFA Form-666, Organizational Information](#)
- [SF-1199A, Direct Deposit Sign-Up Form](#)
- [Form W-9, Request for Taxpayer Identification Number and Certification](#)
- [Primary Contact Person Form](#)
- [SF-272, Federal Cash Transaction Report](#)
- [SF-269, Financial Status Report](#)

Scroll Down



# Where Do You Find NIFA Form 2010?

- For Grantees Who Are Individuals
- Certification Regarding Lobbying - Contracts, Grants, Loans and Cooperative Agreements
- Assurances Regarding Human Subjects, Animals, and Recombinant DNA
- Sample Format - Cooperative Agreement Documentation:
  - PDF | MSWord | WordPerfect
- NIFA Form 2010 Fellowships/Scholarships Entry/Exit Form:
  - PDF | MSWord

[Back to Funding Opportunities](#)

[http://nifa.usda.gov/funding/all\\_forms.html](http://nifa.usda.gov/funding/all_forms.html)



# How Is NIFA FORM 2010 Used?

<b>Appointment or Entry Form For Scholars</b>	Fill in the data requested in the form <b>Identify first-generation college Scholars</b>	NIFA Form 2010: As soon as student is appointed as an MSP Scholar	E-Mail Post/Courier Fax	<i>Multicultural Scholars Program Office</i>
<b>Exit Form For Scholars</b>	As Above	When student leaves or is terminated as an MSP Scholar	As Above	As Above
<b>Annual Update Form For Scholars</b>	As Above	Each year on the anniversary of the appointment of the student as an MSP Scholar	As Above	As Above



## Submission of **Fellow/Scholar** **Appointment Form**

- What form is needed?

**NIFA Form 2010**

- Where should the form be sent?

**MSP Program Office**

- What to do should a Scholar leave?

- **Send Exit Form and New Appointment Form for Replacement Scholar.**



## Submission of Scholar/Scholar Annual Update

- Each Year of the award, on anniversary of Appointment, the PD submits information about the progress of EACH beneficiary.
- Information is sent directly to the PROGRAM OFFICE and not to the Awards Management Branch. (Form 2010, Page 2)



# Annual Update on Form 2010

**Fill in complete and meaningful information to show progress and impacts.**

**Identify challenges and approaches to address same.**

Academic Accomplishments (Fellows should include publications based on graduate research):

This information must align with the outcomes for the Program Area(s) of Emphasis.

Honors/Awards received while in the program (Text):



# Other Student-Centered Reporting Requirements

- Progress of Scholars – available only to the Program Office
- Do Not Report Individual Student Progress Using Publicly Accessible Portal
- Describe Education Outreach
- Outcomes Report – Scholars submit an accomplishments report after completing training activity where SEL funds were used.



# Funded Grant Accomplishments Reporting Requirements

- CRIS Submission – publicly available to all with access to the Internet
- **What should be reported?**
  - accomplishments on the undergraduate training project;
  - progress towards meeting the objectives; and
  - alignment with Program Area of Emphasis

# Project Accomplishments Reporting: Web-based using CRIS



## **Annual Accomplishments Reporting On Award Project Management to Meet Grant Objectives and MSP Program Goals**

(Not Academic Progress of the Individual Student)

Need Complete information

[Avoid cut/paste from funded proposal.]

Address progress on objectives.

## **CRIS Web Forms Site**

<http://cwf.uvm.edu/cris/>

Accomplishment Report on meeting objectives of the grant is due on the anniversary of the award i.e. each year on the effective date of the award (found on the Notice of Award).

Annual Reporting on CRIS site using Accomplishments Report (AD-421

## ***Current Research Information System (CRIS)***

From the menu please select:

- Accomplishments Report
- Select your state
- Your participating site is: SERD
- The password is: teach
- You will need to enter the agreement number, the investigator last name, and an email address in order to proceed.



# Financial Reporting

- For any award, the awardees institution completes financial reporting (SF 269) as required under the Terms and Conditions of the Award
- The reporting information in the award document is usually submitted by your institutional Grants and Contracts Office



# What is the Responsibility of the PD in Financial Reporting?

- PDs should follow-up to determine that reporting on their awards is made.

## Why is this important?

- Should you submit an application for future funding, untimely reporting can impact subsequent award processing.



# Pertinent Reference Information

**Fellowships/Scholarship Appointment and Exit  
Forms: NIFA Form 2010**

[http://www.NIFA.usda.gov/funding/forms\\_natl\\_needs.html](http://www.NIFA.usda.gov/funding/forms_natl_needs.html)

- **Annual MSP Grant Summaries**

[http://faeis.ahnrit.vt.edu/serd/serd\\_grants.shtml](http://faeis.ahnrit.vt.edu/serd/serd_grants.shtml)

- **Abstracts of Past-Funded MSP Projects**

<http://cris.NIFA.usda.gov>



# Acknowledging Award Source

[http://www.nifa.usda.gov/funding/mssp/mssp\\_grantee.html](http://www.nifa.usda.gov/funding/mssp/mssp_grantee.html)



# How To Acknowledge Grant Support from NIFA

Reference the Grant Award Number

Ex. 1900-38413-12345



## Guidance

- **Training Program supported, in whole or part, through grant funds must acknowledge the funding source.**
- Be sure to review the terms and conditions for your respective award (which differ somewhat depending on the institution receiving the award). ***Terms and conditions are available from the NIFA web site.*** These are also included in the RFA each year. If you are not certain which version applies in your case, contact us.



## Acknowledging NIFA Grant Support

- Along with the current NIFA identifier\*, the following acknowledgement of NIFA support must appear in the publication (soft & hard) of any material, whether copyrighted or not, and any products produced in electronic formats (e.g., World Wide Web pages, computer programs, recruitment flyers, etc.) which is substantially based upon or developed under this award:
  - "This material is based upon [work] supported by the National Institute of Food and Agriculture, U.S. Department of Agriculture, under Agreement No. [the awardees should enter the applicable award number here]."
  - **Use of the NIFA Identifier: See,**  
[http://www.nifa.usda.gov/about/offices/nifa\\_logo.html](http://www.nifa.usda.gov/about/offices/nifa_logo.html)



# Acknowledging NIFA Grant Support

All publications and other materials, except scientific articles or papers published in scientific journals, must contain the following statement:

- "Any opinions, findings, conclusions, or recommendations expressed in this publication are those of the author(s) and do not necessarily reflect the view of the U.S. Department of Agriculture."
- **The awardee is responsible for assuring that an acknowledgment of [agency] support is made during news media interviews, including popular media such as radio, television and news magazines, that discuss in a substantial way work funded by this grant.**



## Acknowledging NIFA Grant Support

In addition, all products from student training, including experiential opportunities, supported through grant funds should acknowledge the source of such support:

- The **awardee is responsible for** assuring that an acknowledgment of [agency] support is made by beneficiaries (MSP Scholars or NNF Fellows) for work/training funded by the NIFA grant.
- Scholars – during Education Outreach activities.



# Other Resources



<http://nifa.usda.gov/business/business.html>

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## Grants

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Managing Award Resource



# Pertinent Reference Information

## **NIFA Grants Page**

<http://www.NIFA.usda.gov/fo/funding.cfm>

## **Education Page**

<http://www.nifa.usda.gov/nea/education/education.cfm>

## **Using NIFA Identifier**

[http://www.nifa.usda.gov/about/offices/nifa\\_logo.html](http://www.nifa.usda.gov/about/offices/nifa_logo.html)



# Pertinent Reference and Network

**MSP More Information Page**

<http://www.nifa.usda.gov/funding/msp/msp.html>

**Network with us – Send Request to Join**

[www.twitter.com/NNF\\_MSP](http://www.twitter.com/NNF_MSP) and  
**Facebook Group:**

**MSP Project Directors, Beneficiaries -  
Current and Alumni**



## RECAP

- start early
- plan for 12 month recruitment interval as non-negotiable.
- how to acknowledge NIFA in recruitment and all other materials.
- service learning component to Scholarship
- increasing public awareness of value of food systems domain
- communicating with wide audience, including K-12, postsecondary, public (social media - creating reviewed content)



# Education Grants Project Directors' Meeting

**All Project  
Directors  
attend at  
least one  
(1) PD  
Meeting.**

**Scholars  
should  
attend.**

2010 Project Directors' Conference to be held concurrently with annual North American Colleges and Teachers of Agriculture (NACTA) Conference – at Penn State (6/22-25)