

Children, Youth and Families Education and Research Network

FY 2005 Request for Applications

APPLICATION DEADLINE: October 29, 2004



U.S. Department of Agriculture



Cooperative State Research, Education, and Extension Service

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

CHILDREN, YOUTH AND FAMILIES EDUCATION AND RESEARCH NETWORK

INITIAL ANNOUNCEMENT

CATALOG OF FEDERAL DOMESTIC ASSISTANCE: This program is listed in the Catalog of Federal Domestic Assistance under 10.500.

DATES: Applications must be received by close of business (COB) on October 29, 2004 (5:00 p.m. Eastern Time). Applications received after this deadline will 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. Such comments 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 RFA's for competitive programs. Comments should be submitted as provided for in the DATES portion of this Notice.

Written stakeholder comments should be submitted by mail to: Policy, Oversight, and Funds Management Staff; Office of Extramural Programs; Cooperative State Research, Education, and Extension Service; USDA; STOP 2299; 1400 Independence Avenue, S.W.; Washington, D.C. 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 Children, Youth and Families Education and Research Network RFA.

EXECUTIVE SUMMARY: CSREES announces the availability of grant funds and requests applications for the Children, Youth and Families Education and Research Network (CYFERnet) for fiscal year (FY) 2005 to marshal resources of the Land-Grant and Cooperative Extension Systems so that, in collaboration with other organizations, they can develop and deliver educational programs that equip limited resource families and youth who are at risk for not meeting basic human needs with the skills they need to lead positive, productive, contributing lives. CSREES anticipates the amount available for support of this program in FY 2005 will be approximately \$600,000.

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

CSREES funds the Children, Youth, and Families Education and Research Network (CYFERnet) Project as part of the Children, Youth, and Families at-Risk (CYFAR) program. Funding for the CYFAR program is authorized under section 3(d) of the Smith-Lever Act, as amended, and other relevant authorizing legislation, which provides jurisdictional basis for the establishment and operation of Extension educational work for the benefit of youth and families in communities.

B. Purpose and Priorities

CYFERnet is a multi-institution, cross-disciplinary network whose purpose is to provide seamless access to program, evaluation, and technology resources and technical assistance for all CYFAR university and community-based programs for at-risk children and families based on self-determined needs. CYFERnet objectives are the responsibility of the lead institutions and tasks are implemented by lead institutions in collaboration with other institutions and networks under subcontracts.

CYFERnet is not centered in Washington, D.C. or in individual States; it is distributed throughout the Cooperative Extension System and includes faculty from 4-H Youth Development, Family Consumer Sciences, Community Development, Communications Technology, other university departments, and CSREES, USDA. Partnering universities pool resources into a "national network of expertise" working collaboratively to assist communities in developing and sustaining holistic programs for children, youth, and families at-risk.

Employing Internet technology to expedite intellectual collaboration across institutions, CYFERnet staff has nationwide responsibility and all CYFERnet programs and products are available to all States. This collaboration is being institutionalized within the Cooperative Extension System to ensure that support to educational programs for children, youth, and families who live in high-risk environments will continue over the long term.

1. CYFERnet Components

(a) Program

A collaborative, multi-university project to provide web access to research-based, high quality resources, information, and professional development and training opportunities for CYFAR state and community programs for at-risk populations.

(b) Evaluation

A collaborative, multi-university project to evaluate the impact of CYFAR-funded programs and provide evaluation resources and assistance to state and community programs for at-risk children, youth, and families.

(c) Technology

A collaborative, multi-university project to provide web infrastructure for materials, resources, and training programs for children, youth, and family programs and to provide support and training in the newest computer and technology applications to state and community CYFAR programs.

2. CYFERnet Objectives – 2005

The goal of CYFERnet is to provide an Internet-based network of program, technology, and evaluation resources and technical assistance to university and community programs for at-risk children, youth, and families organized around the five CYFAR program areas for Early Childhood, School Age, Teen, Parent/Family, and Community. This goal will be reached through the following objectives:

OBJECTIVE 1: Provide program support to CYFAR university and community programs.

CYFERnet -- Program

1. Support Editorial Boards for Early Childhood, School Age, Teen, Parent/Family, and Community, which will:

- (a) Identify, review, and publish existing program and training resources;
- (b) Develop, and publish principles upon which CYFAR community programs can be based;
- (c) Identify existing community programs that exemplify sets of principles;
- (d) Provide training on application of principles to program development, implementation, and evaluation.

2. Provide training and technical assistance to university and community CYFAR program staff in accessing CYFERnet resources.

OBJECTIVE 2: Provide technology support to CYFAR university and community programs.

CYFERnet --Technology

1. Provide technical assistance to CYFAR university and community programs:

- (a) Address access issues for high risk audiences and communities;
- (b) Provide training in technology use and promote new technology applications; and
- (c) Support communication among CYFAR project technology staff.

2. Model technology applications for CYFAR programs, including:

- (a) Information organization, management, and delivery;
- (b) Interactive, technology-based education for youth and adult program participants;
- (c) Professional development opportunities for CYFAR staff.

3. Support CYFAR program reporting through the development of the CYFAR on-line reporting system on CYFERnet server. Work with CSREES staff to revise the on-line reporting format for 2006 CYFAR projects.

4. Collaborate with National 4-H Headquarters on youth technology initiatives.

OBJECTIVE 3: Provide evaluation support to CYFAR university and community programs.

CYFERnet-- Evaluation

1. From analysis of existing CYFAR on-line data:
 - (a) Document impact of CYFAR State Strengthening and New Communities projects;
 - (b) Document integration of CYFAR into Extension programs; and
 - (c) Describe application of technology by at-risk audiences and communities.
2. Train CYFAR staff in evaluation of community-based CYFAR programs.
3. Work with editorial boards to expand evaluation resources (e.g., research and tools) reviewed and posted to CYFERnet.

OBJECTIVE 4: Expand use of CYFERnet resources and services by CYFAR and other Cooperative Extension System audiences.

CYFERnet Team

1. Establish strategies for recognizing, legitimizing, and integrating CYFERnet work into Extension (e.g., publishing resources, serving on CYFERnet Team, serving on editorial boards).
2. Provide support to virtual teams and “communities” collaborating on CYFAR-related programs and issues (e.g., BAPPS, Health, Child Care, Military, Youth):
 - (a) Consult on virtual teams and editorial jury review processes;
 - (b) Consult on functions of “communities;” and
 - (c) Provide technology/infrastructure support for virtual teams/communities.
3. Establish collaborations with relevant Extension projects (e.g., National 4-H Jury Review, Cooperative Curriculum System, 4-H 101, 4-H Military Liaisons, 4-H Programs of Distinction, e-Extension, etc.) to meet priority CYFAR program needs.

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. CSREES anticipates approximately \$600,000 will be available to fund applications in FY 2005.

B. Types of Applications

In FY 2005, CSREES will only accept CYFERnet funding applications as renewals. A renewal application requests additional funding for a project beyond the period that was approved in the original or amended award. (See Part III, Eligibility Information). Renewal applications must be received by the relevant due dates.

PART III-ELIGIBILITY INFORMATION

A. Eligible Applicants

Applications may only be submitted by Cooperative Extension Services at 1862 Land-Grant Institutions that were selected by CSREES to serve as lead institutions for CYFERnet in FY 2004 and have satisfied project objectives and submitted year-end accomplishment reports. Award recipients may subcontract to organizations not eligible to apply provided such organizations are necessary for the conduct of the project.

B. Cost Sharing or Matching

CSREES does not require matching or cost sharing support for this program, and matching resources will not be factored into the review process as evaluation criteria.

PART IV—APPLICATION AND SUBMISSION INFORMATION

A. Address to Request Application Package

Program application materials are available at the CSREES Funding Opportunities web site (<http://www.csrees.usda.gov/fo/funding/cfm>). If you do not have access to the web page or have trouble downloading material and you would like a hardcopy, you may contact the Proposal Services Unit, Competitive Programs, USDA/CSREES at (202) 401-5048. When calling the Proposal Services Unit, please indicate that you are requesting the RFA and associated application forms for the Children, Youth and Families Education and Research Network program. These materials also may be requested via Internet by sending a message with your name, mailing address (not e-mail) and phone number to psb@csrees.usda.gov. State that you want a copy of the RFA and the associated application forms for Children, Youth and Families Education and Research Network program.

B. Content and Form of Application Submission

The applications should be prepared following the guidelines and the instructions below. Each application must contain the following elements in the order indicated:

1. General

Use the following guidelines to prepare an application. Proper preparation of applications will assist reviewers in evaluating the merits of each application in a systematic, consistent fashion:

(a) Prepare the application on only one side of the page using standard size (8 1/2" x 11") white paper, one-inch margins, typed or word processed using no type smaller than 12 point font, and single or double spaced. Use an easily readable font face (e.g., Geneva, Helvetica, Times Roman).

(b) Number each page of the application sequentially, starting with the Project Description, including the budget pages, required forms, and any appendices.

(c) Staple the application in the upper left hand corner. Do not bind. An original and two copies (three total) must be submitted in one package.

(d) Include original illustrations (photographs, color prints, etc.) in all copies of the application to prevent loss of meaning through poor quality reproduction.

(e) The contents of the application should be assembled in the following order:

- (1) Proposal Cover Page (Form CSREES-2002)
- (2) Table of Contents
- (3) Project Summary (Form CSREES-2003)
- (4) Project Description
- (5) References
- (6) Key Personnel
- (7) Collaborative Arrangements (including Letters of Support)
- (8) Conflict-of-Interest List (Form CSREES-2007)
- (9) Budget (Form CSREES-2004)

- (10) Budget Narrative
- (11) Current and Pending Support (Form CSREES-2005)
- (12) Assurance Statement(s) (Form CSREES-2008)
- (13) Compliance with the National Environmental Policy Act (NEPA) (Form CSREES-2006)
- (14) Page B, Proposal Cover Page (Form CSREES-2002), Personal Data on Project Director

2. Proposal Cover Page (Form CSREES-2002)

Page A

Each copy of each grant application must contain a “Proposal Cover Page”, Form CSREES-2002. One copy of the application, preferably the original, must contain the pen and ink signature(s) of the proposing Project Director’s (PD) and the authorized organizational representative (AOR), the individual who possesses the necessary authority to commit the organization's time and other relevant resources to the project. If there are more than three co-PD’s for an application, please list additional co-PD’s on a separate sheet of paper (with appropriate information and signatures) and attach to the Proposal Cover Page (Form CSREES-2002). Any proposed PD or co-PD whose signature does not appear on Form CSREES-2002 or attached additional sheets will not be listed on any resulting grant award. Complete both signature blocks located at the bottom of the “Proposal Cover Page” form. Please note that Form CSREES-2002 is comprised of two parts - Page A which is the “Proposal Cover Page” and Page B which is the “Personal Data on Project Director.”

Form CSREES-2002 serves as a source document for the CSREES grant database; it is therefore important that it be accurately completed in its entirety, especially the e-mail addresses requested in Blocks 4.c. and 18.c. However, the following items are highlighted as having a high potential for errors or misinterpretations:

- (a) Type of Performing Organization (Blocks 6a. and 6b.). For Block 6a., a check should be placed in the appropriate box to identify the type of organization which is the legal recipient named in Block 1. Only one box should be checked. For Block 6b., please check as many boxes that apply to the affiliation of the PD listed in Block 16.
- (b) Title of Proposed Project (Block 7.). The title of the project must be brief (140 character maximum, including spaces), yet represent the major thrust of the effort being proposed. Project titles are read by a variety of nonscientific people; therefore, highly technical words or phraseology should be avoided where possible. In addition, introductory phrases such as “investigation of,” “research on,” “education for,” or “outreach that” should not be used.
- (c) Program to Which You Are Applying (Block 8.). Enter “Children, Youth and Families Education and Research Network” or “CYFERnet.”
- (d) DUNS NO. (Data Universal Numbering System) (Block 11.). A DUNS number must be included for the legal recipient named in Block 1. (except applications from individuals). See Part VIII.G.
- (e) Type of Request (Block 14.). Check the block for “renewal.”
- (f) Project Director (PD) (Blocks 16.-19.). Blocks 16.-18. are used to identify the PD and Block

19. to identify co-PD's. If needed, additional co-PD's may be listed on a separate sheet of paper and attached to Form CSREES-2002, the Proposal Cover Page, with the applicable co-PD information and signatures. Listing multiple co-PD's, beyond those required for genuine collaboration, is discouraged.

(g) Other Possible Sponsors (Block 21.). List the names or acronyms of all other public or private sponsors including other agencies within USDA to which your application has been or might be sent. In the event you decide to send your application to another organization or agency at a later date, you must inform the identified CSREES program contact as soon as practicable. Submitting your application to other potential sponsors will not prejudice its review by CSREES; however, submitting the same (i.e., duplicate) application to another CSREES program is not permissible.

Page B

Page B should be submitted only with the original signature copy of the application and should be placed as the last page of the original copy of the application. This page contains personal data on the PD(s). CSREES requests this information in order to monitor the operation of its review and awards processes. This page will not be duplicated or used during the review process. Please note that failure to submit this information will in no way affect consideration of your application.

3. Table of Contents

For consistency and ease in locating information, each application must contain a detailed Table of Contents immediately following the Proposal Cover Page. The Table of Contents should contain page numbers for each component of the application. Page numbering should begin with the first page of the Project Description.

4. Project Summary (Form CSREES-2003)

The application must contain a "Project Summary," Form CSREES-2003. The summary should be approximately 250 words, contained within the box, placed immediately after the Table of Contents, and not numbered. The names and affiliated organizations of all PD's and co-PD's should be listed on this form, in addition to the title of the project. The summary should be a self contained, specific description of the activity to be undertaken and should focus on: overall project goal(s) and supporting objectives; plans to accomplish project goal(s); and relevance of the project to the goals of the CYFERnet program. The importance of a concise, informative Project Summary cannot be overemphasized. If there are more than three co-PD's for an application, please list additional co-PD's on a separate sheet of paper (with appropriate information) and attach to the Project Summary (Form CSREES-2003).

5. Project Description

PLEASE NOTE: The Project Description shall not exceed five pages of written text. This limit has been established to ensure fair and equitable competition. Please refrain from using graphs, photographs, charts, and tables. The Project Description must include all of the following:

Provide the name, phone number, university affiliation, street and e-mail address of the lead university faculty who will be responsible for implementing CYFERnet objectives.

1. Plan of Work

List each CYFERnet objective to be implemented in FY 2005 by this CYFERnet component. For each objective, list tasks. For each task, identify individuals and organizations responsible, and the timeline for execution of the task.

2. Collaborators

List collaborating universities/organizations and the contact person's name, address, phone number, and e-mail address.

6. References

All references to works cited should be complete, including titles and all co-authors, and should conform to an acceptable journal format. References are not considered in the page-limitation for the Project Description.

7. Key Personnel

The following should be included, as applicable:

- (a) The roles and responsibilities of each PD and/or collaborator should be clearly described; and
- (b) Vitae of the PD and each co-PD.

This section is limited to two pages.

8. Collaborative Arrangements

If it will be necessary to enter into formal consulting or collaborative arrangements with others, such arrangements should be fully explained and justified. If the consultant(s) or collaborator(s) are known at the time of application, a vitae or resume should be provided. In addition, evidence (e.g., letter of support) should be provided that the collaborators involved have agreed to render these services. The applicant also will be required to provide additional information on consultants and collaborators in the budget portion of the application. See instructions in the application forms for completing Form CSREES-2004, Budget.

9. Conflict-of-Interest List (Form CSREES-2007)

A "Conflict-of-Interest List," Form CSREES-2007, must be provided for all individuals who have submitted a vitae in response to item 9.(b) of this part. Each Form CSREES-2007 should list alphabetically, by the last names, the full names of the individuals in the following categories: (a) All co-authors on publications within the past four years, including pending publications and submissions; (b) all collaborators on projects within the past four years, including current and planned collaborations; (c) all thesis or postdoctoral advisees/advisors within the past four years; and (d) all persons in your field with whom you have had a consulting or financial arrangement within the past four years, who stand to gain by seeing the project funded. This form is necessary to assist program staff in excluding from application review those individuals who have conflicts of interest with the personnel in the grant application. The program contact must be informed of any additional conflicts of interest that arise after the application is submitted.

10. Budget

a. General

(1) Budget Form (Form CSREES-2004)

Prepare the Budget, Form CSREES-2004, **in accordance with instructions provided with the application forms**. A budget form is required for each year of requested support. In addition, a cumulative budget is required detailing the requested total support for the overall project period. The budget form may be reproduced as needed by applicants. Funds may be requested under any of the categories listed on the form, provided that the item or service for which support is requested is allowable under the authorizing legislation, the applicable statutes, regulations, and Federal cost principles, and these program guidelines, and can be justified as necessary for the successful conduct of the proposed project (see Part IV, D. for applicable funding restrictions). Applicants also must include a budget narrative to justify their budget requests (see section b. below.)

b. Budget Narrative

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 and justified on a separate sheet of paper and placed immediately behind the Budget form.

11. Current and Pending Support (Form CSREES-2005)

All applications must contain Form CSREES-2005 listing other current public or private support (including in-house support) to which personnel (i.e., individuals submitting a vitae in response to item 9.(b) of this part) identified in the application have committed portions of their time, whether or not salary support for person(s) involved is included in the budget. Please follow the instructions provided on this form. Concurrent submission of identical or similar applications to the possible sponsors will not prejudice application review or evaluation by the CSREES. However, an application that duplicates or overlaps substantially with an application already reviewed and funded (or to be funded) by another organization or agency will not be funded under this program. Please note that the project being proposed should be included in the pending section of the form.

12. Assurance Statement(s) (Form CSREES-2008)

A number of situations encountered in the conduct of projects require special assurances, supporting documentation, etc., before funding can be approved for the project. In addition to any other situation that may exist with regard to a particular project, applications involving any of the following elements must comply with the additional requirements as applicable.

a. Recombinant DNA or RNA Research

As stated in 7 CFR Part 3015.205 (b)(3), all key personnel identified in the application and all endorsing officials of the proposing organization are required to comply with the guidelines established by the National Institutes of Health entitled, "Guidelines for Research Involving Recombinant DNA Molecules," as revised. If your project proposes to use recombinant DNA or

RNA techniques, you must so indicate by checking the “yes” box in Block 20. of Form CSREES-2002 (the Proposal Cover Page) and by completing Section A of Form CSREES-2008. For applicable applications recommended for funding, Institutional Biosafety Committee approval is required before CSREES funds will be released. Please refer to the application forms for further instructions.

b. Animal Care

Responsibility for the humane care and treatment of live vertebrate animals used in any grant project supported with funds provided by CSREES rests with the performing organization. Where a project involves the use of living vertebrate animals for experimental purposes, all key personnel identified in an application and all endorsing officials of the proposing organization are required to comply with the applicable provisions of the Animal Welfare Act of 1966, as amended (7 U.S.C. 2131 et seq.), and the regulations promulgated thereunder by the Secretary in 9 CFR Parts 1, 2, 3, and 4 pertaining to the care, handling, and treatment of these animals. If your project will involve these animals, you should check “yes” in Block 20. of Form CSREES-2002 and complete Section B of Form CSREES-2008. In the event a project involving the use of live vertebrate animals results in a grant award, funds will be released only after the Institutional Animal Care and Use Committee has approved the project. Please refer to the application forms for further instructions.

c. Protection of Human Subjects

Responsibility for safeguarding the rights and welfare of human subjects used in any grant project supported with funds provided by CSREES rests with the performing organization. Guidance on this issue is contained in the National Research Act, Pub. L. No. 93-348, as amended, and implementing regulations promulgated by the Department under 7 CFR Part 1c. If you propose to use human subjects in your project, you should check the “yes” box in Block 20. of Form CSREES-2002 and complete Section C of Form CSREES-2008. In the event a project involving human subjects is recommended for award, funds will be released only after the Institutional Review Board (IRB) has approved the research plan and CSREES has accepted documentation of the IRB approval. Please refer to the application forms for additional instructions.

13. Certifications

Note that by signing Form CSREES-2002 the applicant is providing the certifications required by 7 CFR Part 3017, regarding Debarment and Suspension and Drug-Free Workplace, and 7 CFR Part 3018, regarding Lobbying. The certification forms are included in the application package for informational purposes only. These forms should not be submitted with the application since by signing Form CSREES-2002 your organization is providing the required certifications. If the project will involve a subcontractor or consultant, the subcontractor/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.

14. Compliance with the National Environmental Policy Act (NEPA) (Form CSREES-2006)

As outlined in 7 CFR Part 3407 (the CSREES regulations implementing NEPA), the environmental data for any proposed project is to be provided to CSREES so that CSREES may determine whether any further action is needed. In some cases, however, the preparation of environmental data may not be required. Certain categories of actions are excluded from the requirements of NEPA.

In order for CSREES to determine whether any further action is needed with respect to NEPA, pertinent information regarding the possible environmental impacts of a particular project is necessary; therefore, Form CSREES-2006, "NEPA Exclusions Form," must be included in the application indicating whether the applicant is of the opinion that the project falls within a categorical exclusion and the reasons therefore. If it is the applicant's opinion that the proposed project falls within the categorical exclusions, the specific exclusion(s) must be identified.

Even though a project may fall within the categorical exclusions, CSREES may determine that an Environmental Assessment or an Environmental Impact Statement is necessary for an activity, if substantial controversy on environmental grounds exists or if other extraordinary conditions or circumstances are present which may cause such activity to have a significant environmental effect.

C. Submission Dates and Times

Both electronic and hard copies of the applications must be received by COB on October 29, 2004 (5:00 p.m. Eastern Time). Applications received after this deadline will not be considered for funding.

D. Funding Restrictions

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 are not allowable costs under section 3(d) projects, and no funds will be approved for this purpose. Further costs that are a part of an institution's indirect cost pool (e.g., administrative or clerical salaries) may not be reclassified as direct costs for the purpose of making them allowable.

Grant funds awarded under this authority 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

1. What to Submit

Both electronic and hard copy applications are required by CSREES. The electronic application package may be sent as a single, assembled e-mail attachment in Word, Word Perfect, Acrobat PDF, or RTF file format. A hard copy with original signatures and two (2) additional copies of the application must be submitted. All hard copies of the application must be submitted in one package.

2. Where to Submit

Applicants should submit electronic CYFERnet applications to: Jkahler@csrees.usda.gov and jclark@csrees.usda.gov. Indicate on the subject line: CYFERnet-Eval, CYFERnet-Tech, or CYFERnet-Prog. Applicants are strongly encouraged to submit completed hard copy applications via overnight mail or delivery service to ensure timely receipt by the USDA. The address for hand delivered applications or applications submitted using an express mail or overnight courier service is:

CYFERnet
c/o Proposal Services Unit
Cooperative State Research, Education, and Extension Service
U.S. Department of Agriculture
Room 1420, Waterfront Centre
800 9th Street, S.W.
Washington, D.C. 20024

Telephone: (202) 401-5048

Applications sent via the U.S. Postal Service must be sent to the following address:

CYFERnet
c/o Proposal Services Unit
Cooperative State Research, Education, and Extension Service
U.S. Department of Agriculture
STOP 2245
1400 Independence Avenue, S.W.
Washington, D.C. 20250-2245

The receipt of all applications will be acknowledged by e-mail. Therefore, applicants are strongly encouraged to provide accurate e-mail addresses, where designated, on the Form CSREES-2002. If the applicant's e-mail address is not indicated, CSREES will acknowledge receipt of the application by letter.

If the applicant does not receive an acknowledgment within 60 days of the submission deadline, please contact the program contact. Once the application has been assigned a proposal number, please cite that number on all future correspondence.

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

The evaluation criteria below will be used in reviewing applications submitted in response to this RFA:

1. Strength of plan for implementing appropriate objectives stated in this RFA;
2. Capacity of staff to manage proposed project, budget and sub-contracts required by CYFERnet Component addressed; and
3. Evidence of effective collaboration with other Land-Grant Institutions to implement stated objectives.

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. At the end of the fiscal year, names of panelists will be made available in such a way that the panelists cannot be identified with the review of any particular application.

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. Organizational Management Information

Specific management information relating to an applicant shall be submitted on a one time 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).

C. 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 PD's 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.

D. 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) 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 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.

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).

E. Expected Program Outputs and Reporting Requirements

Mid-year electronic accomplishment reports will be provided to CSREES to coincide with meetings of the CYFERnet Coordinating Committee. Reports are due to CSREES and all CYFERnet Team members one week prior to the meeting. FY 2005 Year-end Reports are due electronically to CSREES by October 31, 2005.

PART VII-AGENCY CONTACT

Applicants and other interested parties are encouraged to contact Sharon K. B. Wright, CYFAR Program; Families, 4-H, and Nutrition; Cooperative State Research, Education, and Extension Service; STOP 2225; 1400 Independence Avenue, S. W.; Washington, D. C. 20250-2225; telephone: (202) 720-5075; fax: (202) 720-9366; e-mail: swright@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. Changes in Project Period: 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: 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 one year. 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

For the purpose of this program, the following definitions are applicable:

Administrator means the Administrator of CSREES and any other officer or employee of the Department to whom the authority involved is delegated.

Authorized departmental officer means the Secretary or any employee of the Department who has the authority to issue or modify grant instruments on behalf of the Secretary.

Authorized organizational representative means the president, director, or chief executive officer or other designated official of the applicant organization who has the authority to commit the resources of the organization.

Budget period means the interval of time (usually 12 months) into which the project period is divided for budgetary and reporting purposes.

Cash contributions means the applicant's cash outlay, including the outlay of money contributed to the applicant by non-Federal third parties.

Department or USDA means the United States Department of Agriculture.

Grant means the award by the Secretary of funds to an eligible organization or individual to assist in meeting the costs of conducting, for the benefit of the public, an identified project which is intended and designed to accomplish the purpose of the program as identified in these guidelines.

Grantee means the organization designated in the grant award document as the responsible legal entity to which a grant is awarded.

Peer reviewers means experts or consultants qualified by training and experience in particular field of science, education, or technology to give expert advice on the scientific and technical merit of grant applications of the relevance of those applications to one or more of the application evaluation criteria. Peer reviewers may be ad hoc or convened as a panel

Prior approval means written approval evidencing prior consent by an authorized departmental officer.

Project means the particular activity within the scope of the program supported by a grant award.

Project director (PD) means the single individual designated by the grantee in the grant application and approved by the Secretary who is responsible for the direction and management of the project.

Project period means the period, as stated in the award document, during which Federal sponsorship begins and ends.

Secretary means the Secretary of Agriculture and any other officer or employee of the Department of Agriculture to whom the authority involved is delegated.

USDA means the United States Department of Agriculture.

F. CSREES' Grants.gov Implementation Plans

Grants.gov is an internet web site for grant and other financial assistance information (e.g., allows grant seekers to find funding opportunities). It also will serve to facilitate electronic transmission of information pertaining to grants and other financial assistance information (e.g., electronic application submission).

In FY 2004, CSREES initiated the receipt of applications electronically through the Grants.gov (<http://www.grants.gov>) storefront for limited programs. As a result of this initiative, it was evident that improvements were necessary prior to further implementation of electronic applications. CSREES is working hard to provide Grants.gov as an option for programs in FY 2005. More information about CSREES' Grants.gov plans, including important announcements, program implementation, and detailed requirements, is posted on the CSREES' web site, http://www.csrees.usda.gov/business/other_links/egov/egov.html, which will be updated as appropriate. It is suggested that this site be visited periodically for important updates.

See the section titled, "Other Submission Requirements" for information about the format (i.e., hard copy or electronic) for the submission of proposals under this RFA.

G. DUNS Number

A Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of over 70 million businesses worldwide. A Federal Register notice of final policy issuance (68 FR 38402) requires a DUNS number in every application (i.e., hard copy and electronic) for a grant or cooperative agreement (except applications from individuals) submitted on or after October 1, 2003. Therefore, potential applicants should verify that they have a DUNS number or take the steps needed to obtain one. For information about how to obtain a DUNS number go to <http://www.grants.gov/RequestaDUNS>. Please note that the registration may take up to 14 business days to complete.

H. Required Registration for Grants.gov

The Central Contract Registry (CCR) is a database that serves as the primary Government repository for contractor information required for the conduct of business with the Government. This database will also be used as a central location for maintaining organizational information for organizations seeking and receiving grants from the Government. Such organizations must register in the CCR prior to the submission of applications via grants.gov (a DUNS number is needed for CCR registration). For information about how to register in the CCR visit <http://www.grants.gov>. Allow a minimum of 5 days to complete the CCR registration.