

Tribal Colleges Research Grants Program

FY 2005 Request for Applications

APPLICATION DEADLINE: December 10, 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**

TRIBAL COLLEGES RESEARCH GRANTS PROGRAM

INITIAL ANNOUNCEMENT

CATALOG OF FEDERAL DOMESTIC ASSISTANCE: This program is listed in the Catalog of Federal Domestic Assistance under 10.227.

DATES: Applications must be received by close of business (COB) on December 10, 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 RFAs 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, SW; Washington, DC 20250-2299; or via e-mail to: RFP-OEP@csrees.usda.gov. (This e-mail address is intended only for receiving comments regarding this RFA and not requesting information or forms.) In your comments, please state that you are responding to the Tribal Colleges Research Grants Program RFA.

EXECUTIVE SUMMARY: CSREES announces the availability of grant funds and requests applications for the Tribal Colleges Research Grants Program (TCRGP) for fiscal year (FY) 2005 to assist the 1994 Institutions in conducting agricultural research that addresses high priority concerns of tribal, national, or multi-state significance. The amount available for support of this program in FY 2005 is approximately \$1,087,000.

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

Section 1405 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (NARETPA), as amended (7 U.S.C. 3121), designates the U.S. Department of Agriculture (USDA) as the lead Federal Agency for agricultural research, extension, and teaching in the food and agricultural sciences. Authority for this program is contained in the Equity in Educational Land-Grant Status Act of 1994 (7 U.S.C. 301 note), as amended by the Agricultural Research, Extension, and Education Reform Act of 1998 (7 U.S.C. 7601 note). In accordance with the statutory authority, subject to the availability of funds, the Secretary of Agriculture may award competitive grants, as defined in section 536 of the Equity in Educational Land-Grant Status Act of 1994 (7 U.S.C. 301 note), to assist the 1994 Land-Grant Institutions in conducting agricultural research that addresses high priority concerns of tribal, national or multi-state significance.

B. Purpose and Priorities

TCRGP is a competitive grants program supporting agricultural research projects that address high priority concerns of tribal, national or multi-state significance. The program funds investigative and analytical studies and experimentation in the food and agricultural sciences (as defined in section 1404 of the NARETPA (7 U.S.C. 3103) and Part VIII of this RFA). TCRGP seeks to advance the body of knowledge in the basic and applied natural and social sciences within the food and agricultural sciences.

C. Program Area Description

Eligible institutions may propose projects in any discipline(s) of the food and agricultural sciences. There are no limits on the specific subject matter/emphasis areas to be supported.

Examples of initiatives TCRGP might support include, but are not limited to:

1. Research on human nutrition, sustainable agriculture, sustainable forestry, biotechnology, agribusiness management and marketing, and aquaculture;
 2. Conducting plant or animal breeding programs to develop better crops, forests, or livestock (e.g., more disease resistant, more productive, yielding higher quality products);
 3. Conceiving, designing, and evaluating new bioprocessing techniques to eliminate undesirable constituents from, or add desirable ones to, food products;
 4. Proposing and evaluating ways to enhance utilization of the capabilities and resources of food and agricultural institutions to promote rural development (e.g., facilitating small rural businesses' exploitation of new technologies);
 5. Identifying control factors that influence consumer demand for agricultural products;
- and

6. Other high priority areas such as analyzing social, economic, and physiological aspects of nutrition, housing, and life-style choices, and community strategies for meeting the changing needs of different population groups;

Applicants are encouraged to submit joint project applications that will result in building linkages with other institutions that have significant, ongoing commitments to research on the food and agricultural sciences generally, and to the specific subject area(s) targeted by the proposed project. The goals of joint initiatives should include: (1) maximizing the use of limited resources by generating a critical mass of expertise and activity focused on a targeted area(s); (2) increasing cost-effectiveness through achieving economies of scale; (3) strengthening the scope and quality of a project's impact; and (4) promoting coalition building that is likely to transcend the project and lead to future ventures.

PART II—AWARD INFORMATION

A. Available Funding

There is no commitment by USDA to fund any particular application or to make a specific number of awards. Approximately \$1,087,000 will be available to fund applications in FY 2005.

B. Types of Applications

In FY 2005, applications may be submitted to the TCRGP Program as one of the following three types of requests:

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

2. Renewal Application. This is a project application that requests additional funding for a project beyond the period that was approved in an original or amended award. Applications for renewed funding must contain the same information as required for new applications, and additionally must contain a Progress Report (see Appendices to Project Description, Part IV, B., 9.). Renewal applications must be received by the due date, will be evaluated in competition with other pending applications, and will be reviewed according to the same evaluation criteria as new applications.

3. Resubmitted Application. This is an application that had previously been submitted to the TCRGP Program but was not funded. Project Directors (PDs) must respond to the previous review panel summary (see Response to Previous Review, Part IV, B., 5.). Resubmitted applications must be received by the due date, will be evaluated in competition with other pending applications, and will be reviewed according to the same evaluation criteria as new applications.

C. Project Types

There are no limitations on the number of applications that may be submitted by an eligible institution, as defined in Part III, A., 1. However, institutions are encouraged to establish mechanisms that limit their submissions to high quality applications that have great potential to improve research programs. Project periods may range from two to three years. An institution may be awarded a maximum of one grant as the lead institution on a project application. There are no limitations on the number of subawards to partners or cooperators on joint project applications (see Part VIII, E., Definitions).

1. Regular Project Application

In a regular project application, the applicant proposes to execute the project as part of a cooperative agreement with at least one 1862 or 1890 Land-Grant Institution. Applicants may request up to \$75,000 (total, not per year).

2. Joint Project Application

In a joint project application, the applicant proposes to execute the project as part of a cooperative agreement with at least one 1862 or 1890 Land-Grant Institution, and assistance from at least one joint partner. A joint partner may include a college or university, unit of State or Tribal government, other Tribal College or University, or private sector organization with a demonstrable capacity to organize and conduct research. Applicants may request up to \$150,000 (total, not per year). (See Joint project application under Part VIII, E. for additional information.)

PART III-ELIGIBILITY INFORMATION

A. Eligible Applicants

1. Eligible Institutions

Applications may be submitted by any of the following thirty-two 1994 Land-Grant Institutions. The 1994 Land-Grant Institutions are: Bay Mills Community College, Blackfeet Community College, Cankdeska Cikana Community College, Chief Dull Knife College, College of Menominee Nation, Crownpoint Institute of Technology, D-Q University, Diné College, Fond Du Lac Tribal and Community College, Fort Belknap College, Fort Berthold Community College, Fort Peck Community College, Haskell Indian Nations University, Institute of American Indian Arts and Alaska Native Culture and Arts Development, Lac Courte Oreilles Ojibwa Community College, Leech Lake Tribal College, Little Big Horn College, Little Priest Tribal College, Nebraska Indian Community College, Northwest Indian College, Oglala Lakota College, Saginaw Chippewa Tribal College, Salish Kootenai College, Si Tanka/Huron University, Sinte Gleska University, Sisseton Wahpeton Community College, Sitting Bull College, Southwestern Indian Polytechnic Institute, Stone Child College, Turtle Mountain Community College, United Tribes Technical College, and White Earth Tribal and Community College. Award recipients may subcontract to organizations not eligible to apply provided such organizations are necessary for the conduct of the project.

2. Cooperative Agreement Requirement

TCRGP applicants must perform proposed research under a cooperative agreement with at least one 1862 or 1890 Land-Grant Institution (section 536(b) of the Equity in Educational Land-Grant Status Act of 1994 (7 U.S.C. 301 note)) to enhance collaborative research in the food and agricultural sciences. This does not preclude 1994 Land-Grant Institutions from partnering and submitting joint project applications.

B. Cost Sharing or Matching

CSREES does not require matching 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>) or Grants.gov. To access the materials via Grants.gov, go to <http://www.grants.gov>, click on “Find Grant Opportunities,” click on “Search Grant Opportunities,” and enter the CFDA number (beginning of the RFA) to search by CFDA number. From the search results, select the item that correlates to the title of this RFA. If you do not have access to the web page or have trouble downloading material and you would like a hard copy, 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 Tribal Colleges Research Grants 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 Tribal Colleges Research Grants Program.

B. Content and Form of Application Submission

Grants.gov is not available for the submission of applications in response to this RFA. See Part IV, E. for information about the format (i.e., hard copy or electronic) for the submission of applications under this RFA.

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 five copies (six total) must be submitted in one package, along with two additional copies of the “Project Summary,” Form CSREES-2003, as a separate attachments.
- (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) Response to Previous Review (if applicable)
- (5) Cooperative Agreement Documentation
- (6) Project Description
- (7) References
- (8) Appendices to Project Description
- (9) Key Personnel
- (10) Collaborative Arrangements (including Letters of Support)
- (11) Conflict-of-Interest List (Form CSREES-2007)
- (12) Budget (Form CSREES-2004)
- (13) Budget Narrative
- (14) Current and Pending Support (Form CSREES-2005)
- (15) Assurance Statement(s) (Form CSREES-2008)
- (16) Compliance with the National Environmental Policy Act (NEPA) (Form CSREES-2006)
- (17) 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 PDs 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-PDs for an application, please list additional co-PDs 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 6.a. and 6.b.). For Block 6.a., 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 6.b., 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 Tribal Colleges Research Grants Program (TCRGP).

(d) DUNS NO. (Data Universal Numbering System) (Block 11.). A DUNS number must be included for the legal recipient named in Block 1. See Part VIII,G.

(e) Type of Request (Block 14.). Check the block for “New,” “Renewal,” or “Resubmission.”

(f) Project Director (PD) (Blocks 16.-19.). Blocks 16.-18. are used to identify the PD and Block 19. to identify co-PDs. If needed, additional co-PDs 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 PDs, 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 PDs and co-PDs 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 Tribal Colleges Research Grants Program. The importance of a concise, informative Project Summary cannot be overemphasized. If there are more than three co-PDs for an application, please list additional co-PDs on a separate sheet of paper (with appropriate information) and attach to the Project Summary (Form CSREES-2003).

5. Response to Previous Review

This requirement only applies to “Resubmitted Applications” and “Resubmitted Renewal Applications” as described under Part II, B., “Types of Applications.” PDs must respond to the previous review panel summary on no more than one page, titled “RESPONSE TO PREVIOUS REVIEW,” which is to be placed directly after the “Project Summary,” Form CSREES-2003.

6. Cooperative Agreement Documentation

If a Response to Previous Review is included in an application, it must be followed immediately by the cooperative agreement between the 1994 Land-Grant Institution and the 1862 or 1890 Land-Grant Institution cooperator(s) that contains the terms of the agreement. If not, the Project Summary must be followed immediately by the cooperative agreement. The cooperative agreement must bear the signatures of the PD at the 1994 Land-Grant Institution and the AOR(s) of each cooperating institution. The document must (1) indicate a cooperating institution’s willingness to commit support to the project and (2) identify an individual at the cooperating institution who will serve as the primary liaison or technical contact for the project.

Specifically, this document should describe the nature of the 1862 or 1890 Land-Grant Institution’s involvement, including its role in: (a) identifying the need for the project; (b) developing a conceptual approach; (c) assisting with project design; (d) identifying and securing needed resources (e.g., personnel, grants/contracts; in-kind support); (e) developing the project budget; (f) promoting partnerships with other institutions to carry out the project; (g) helping the institution launch and manage the project; (h) providing technical assistance and expertise; (i) providing consultation through site visits, E-mail, conference calls, and faxes; (j) participating in project evaluation and dissemination of final project results; and (k) seeking other innovative ways to ensure the success of the project and advance the needs of the institution or the agency. In addition, the cooperative agreement should describe the expected benefits of the partnership venture for all of the parties involved.

A sample format for satisfying this requirement, entitled “1994 and 1862/1890 Cooperative Research Agreement”, can be found at the bottom of CSREES’ Application Forms webpage, <http://www.csrees.usda.gov/funding/forms.html>. Alternative formats must contain the information outlined above. Additional documentation, including letters of support or cooperation, should be placed in the “Appendices to Project Description” portion of the application (see Part IV, B., 9.).

7. Project Description

PLEASE NOTE: The Project Description shall not exceed 20 pages of written text and up to 5 additional pages for figures and tables. This maximum (25 pages) has been established to ensure fair and equitable competition. The Project Description must include all of the following:

(a) Significance of the Problem.

(1) Project Impact. Clearly identify and explain how the proposed research project will address high priority concerns of tribal, national or multi-state significance. Briefly explain the project's anticipated, overall impact on advancing food and agricultural research and knowledge. Present the research questions or hypotheses to be examined.

(2) Project Justification. Provide a rationale for the proposed approach to the problem or opportunity. Include a comprehensive summary of the pertinent scientific literature. Citations should be footnoted and appear in a bibliography in the "Appendices to the Project Description" portion of the application (see Part IV, B. 9.). Explain how current knowledge (or previous finding) is related to the proposed project. Describe the relevancy of the proposed project to current research, including unpublished research, at the applicant institution and any cooperating institutions.

(3) Innovation. Describe the degree to which the application reflects an innovative or non-traditional approach to a food and agricultural research initiative.

(4) Multidisciplinary and/or Problem-based Focus. Indicate: (a) how the project is relevant to multiple disciplines in food and agricultural sciences or other research programs; (b) where the project expands interdisciplinary collaborations; and (c) how the project advances solutions to real-world problems. Discuss whether the project may be adapted by, or serve as a research model for, other institutions.

(b) Proposed Approach and Cooperative Linkages.

(1) Objectives. Cite and discuss the specific project objectives.

(2) Plan of Operation. Explicitly describe procedures or methodologies to be applied to the proposed project. Include descriptions of: (a) proposed investigations or experiments in the sequence in which they will be carried out; (b) procedures and techniques to be employed, including their feasibility; (c) means by which data will be collected and analyzed; (d) pitfalls that might be encountered; and (e) limitations to the proposed procedures.

(3) Timetable. Provide a timetable for execution of the project. Identify all important research milestones and dates as they relate to project start-up, execution, dissemination, evaluation, and close-out.

(4) Products, Results, and Measurable Outcomes. Explain the expected products and results and their potential impact (outcome) on strengthening food and agricultural sciences research in the United States. "Products" may be actual items or services

acquired or produced with project funds. “Results” are intended (or unintended) consequences of the project. “Outcomes/Impacts” are a measure of the results by comparing what occurred as a result of the project with what might have happened in the absence of the project.

(5) Evaluation Plans. Provide a plan for evaluating the accomplishment of stated objectives during the project period. Specify indicators of progress and measurable outcomes. Describe any performance data to be collected and analyzed, and explain the methodologies that will be used to determine the extent to which the needs underlying the project are being met. Provide a plan for evaluating the effectiveness of end results upon conclusion of the project.

(6) Dissemination Plans. Discuss plans for disseminating project results and products including the possibilities for publications. Identify target audiences and explain methods of communication.

(7) Partnerships and Collaborative Efforts. Using the cooperative agreement (described in Part IV, B., 6.) as a basis, describe more fully (1) the nature of the arrangements between the applicant institution and the cooperating 1862 or 1890 Land-Grant Institution; (2) how each institution will enhance the proposed research project; and (3) how the potential of the project will advance cooperative ventures between the applicant institution and the cooperating 1862 or 1890 Land-Grant Institution.

Also, explain how the project will maximize other partnership ventures and collaborative efforts to strengthen food and agricultural sciences research (e.g., involvement of faculty in related disciplines at the same institution, joint projects with other colleges or universities, or cooperative activities with business or industry). Also, explain how the project will stimulate academia, Tribal government, or the private sector in enhancing food and agricultural sciences research.

Reference additional letters of support and collaboration, apart from the required cooperative agreement, that are included in the “Appendices to Project Description” portion of the application (see Part IV, B., 9.).

(c) Institutional Commitment, Resources, and Continuation Plans.

(1) Institutional Commitment. Discuss the applicant institution’s commitment to the project and its successful completion. Also, discuss how the benefits to be derived from the project will transcend the applicant institution or the project period. Provide, as relevant, appropriate documentation in the “Appendices to Project Description” (Part IV, B., 9.). Substantiate that the institution attributes a high priority to the project. Discuss how the project will contribute to the achievement of the applicant institution’s long-term (five- to ten-year) goals and how the project will help satisfy the applicant institution’s high-priority objectives. Show how this project is linked to and supported by the applicant institution’s strategic plan.

(2) Institutional Resources. Discuss the commitment of institutional resources to the project, including facilities, equipment, and computer services. Show that the institutional resources that will be made available to the project represent a sound commitment and that, when combined with the support requested from USDA, these resources will be adequate to carry out proposed project activities.

(3) Continuation Plans. Discuss the likelihood of, or plans for, continuation or expansion of the project beyond the period of USDA support. Discuss, as applicable, how the applicant institution's long-range budget, and administrative and academic plans, provide for the realistic continuation or expansion of the line of research or research support activity proposed in this project after the grant period ends. For example, are there plans for securing non-Federal support for the project; is there any potential for income from patents, technology transfer or university-business enterprises as a result of the project? Also, discuss the probabilities of the proposed activity or line of inquiry being pursued by researchers at other institutions.

(d) Key Personnel. In addition to the separate vitae required for each PD (see Part IV, B. 10.), discuss the specific qualifications and project responsibilities of each key person associated with the project.

(e) Budget and Cost-effectiveness.

(1) Budget. In addition to the separate, required budget form and budget narrative (see Part IV, B., 13.), discuss how the project budget specifically supports the proposed project activities. Explain how such budget items as professional or technical staff time and salary, travel, equipment, etc., are necessary and reasonable to achieve project objectives. Justify that the total project budget, including funds requested from USDA, are allocated adequately between the applicant and any collaborating institution(s), and will be appropriate to carry out the activities of the project.

(2) Cost-effectiveness. Justify the project's cost-effectiveness. Show how the project maximizes the use of limited resources, optimizes research value for the dollar, achieves economies of scale, or leverages additional funds. For example, discuss how the project has the potential to generate a critical mass of expertise and activity focused on a targeted need area, or to promote coalition building that could lead to future ventures.

8. 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.

9. Appendices to Project Description

Renewal applications must include a copy of the applicant's most recent progress report as an appendix to the Project Description. Other appendices to the Project Description are allowed if

they are directly germane to the proposed project. The addition of appendices should not be used to circumvent the text and/or figures and tables page limitations.

10. 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, senior associate, and other professional personnel. This section should include vitae of all key persons who are expected to work on the project, whether or not CSREES funds are sought for their support. The vitae should be limited to two (2) pages each in length, excluding publications listings. The vitae should include a presentation of academic and research credentials, as applicable, e.g., earned degrees, teaching experience, employment history, professional activities, honors and awards, and grants received. A chronological list of **all** publications in **refereed journals** during the past **four (4) years**, including those in press, must be provided for each project member for whom a curriculum vitae is provided. Also list only those **non-refereed** technical publications that have **relevance** to the proposed project. All authors should be listed in the same order as they appear on each paper cited, along with the title and complete reference as these usually appear in journals.

11. 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.

12. 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 10(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.

13. Budget

(a) 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.

14. 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 10(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.

15. 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.

16. 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.

17. 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

Applications must be received by COB on December 10, 2004 (5:00 p.m. Eastern Time). Applications received after this deadline will not be considered for funding.

D. Funding Restrictions

The FY 2004 Consolidated Appropriations Act (Public Law 108-199) limited indirect costs to 20 percent of the total Federal funds provided under each award. CSREES anticipates that the FY 2005 Appropriations Act will include a similar limitation. Therefore, when preparing budgets, applicants should limit their requests for recovery of indirect costs to the lesser of their institution's official negotiated indirect cost rate or the equivalent of 20 percent of total Federal funds awarded. Another method of calculating the maximum allowable is 25 percent of the total direct costs. Please note that if the 2005 Appropriations Act contains a different indirect cost limitation CSREES will contact each successful applicant to apply the correct rate prior to the award of a grant.

Program funds 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.

Special Notices (Applicable to Grantees and Subcontractors)

1. CSREES will withhold all funds for a TCRGP award to an applicant requesting indirect costs if the applicant has not negotiated an indirect cost rate with its cognizant Federal agency.

2. If a grantee is in the process of negotiating an indirect cost rate with its cognizant Federal agency, CSREES will withhold all funds from that grantee until the indirect cost rate has been established.
3. If an institution's indirect cost rate has expired or will expire prior to award announcements, a clear statement on renegotiation efforts must be included in the application.
4. It is incumbent on all applicants to have a current indirect cost rate or begin negotiations to establish an indirect cost rate prior to the TCRGP submission deadline. Because it may take several months to obtain an indirect cost rate, applicants needing an indirect cost rate are encouraged to start work on establishing these rates well in advance of submitting a TCRGP application.
5. In lieu of requesting indirect costs, an applicant may prepare a budget in which all charges in the budget are included as direct costs.

E. Other Submission Requirements

1. What to Submit

An original and 5 copies of the application must be submitted (6 total). In addition, 2 copies of the application's Project Summary should be submitted. All copies of the application and the 2 additional copies of the Project Summary must be submitted in one package.

2. Where to Submit

Applicants are strongly encouraged to submit completed 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:

Tribal Colleges Research Grants Program
c/o Proposal Services Unit
Cooperative State Research, Education, and Extension Service
U.S. Department of Agriculture
Room 1420, Waterfront Centre
800 9th Street, SW
Washington, DC 20024
Telephone: (202) 401-5048

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

Tribal Colleges Research Grants Program (TCRGP)
c/o Proposal Services Unit
Cooperative State Research, Education, and Extension Service
U.S. Department of Agriculture
STOP 2245

1400 Independence Avenue, SW
Washington, DC 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, the applicant should 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 two-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. Significance of the Problem (30 points).

This criterion is used to assess the likelihood that the project will advance or have a substantial impact upon the body of knowledge constituting the natural and social sciences, which undergird the agricultural, natural resources, and food systems. Elements considered include identification of a problem or opportunity to be addressed, justification for the project, innovation (creative programs, material or curricula), and a multidisciplinary and/or problem-based focus.

2. Proposed Approach and Cooperative Linkages (25 points).

This criterion relates to the soundness of the proposed approach and the quality of the partnerships likely to evolve as a result of the project. Elements include objectives, methodology, plan of operation, timetable, expected products and results (including measurable outcomes), evaluation plans, dissemination plans, and partnerships and collaborative efforts. Emphasis is placed on the quality of research support provided to the applicant institution through its partnerships and cooperative linkages.

3. Institutional Commitment and Resources (20 points).

This criterion relates to the applicant institution's degree of commitment to the project, both during and beyond the period of USDA support. Elements include the applicant institution's commitment to the project, the adequacy of institutional resources available to carry out the project, and plans for project continuation or expansion beyond the period of USDA support.

4. Key Personnel (15 points).

This criterion relates to the adequacy of the number and qualifications of the key persons who will carry out the project, including personnel involved in project technical performance and administration, assessment of results and impacts, and dissemination of findings.

5. Budget and Cost-effectiveness (10 points).

This criterion relates to the extent to which the total budget adequately supports the project and is cost-effective. Elements considered include the necessity and reasonableness of costs to carry out project activities and achieve project objectives; the appropriateness of budget allocations between the applicant and collaborating institution(s); the adequacy of time committed to the project by key project personnel; and the degree to which the project maximizes the use of limited resources, optimizes research value for the dollar, achieves economies of scale, leverages additional funds, focuses expertise and activity on a high-priority research initiative(s), and promotes coalition building for current or future ventures.

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 educational 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 PDs chosen to direct and control approved activities;
4. Identifying award number assigned by the Department;
5. Project period, specifying the amount of time the Department intends to support the project without requiring recompetition for funds;

6. Total amount of Departmental financial assistance approved by the Administrator during the project period;
7. Legal authority(ies) under which the award is issued;
8. Appropriate Catalog of Federal Domestic Assistance (CFDA) number;
9. Applicable award terms and conditions (see <http://www.csrees.usda.gov/business/awards/awardterms.html> to view CSREES award terms and conditions);
10. Approved budget plan for categorizing allocable project funds to accomplish the stated purpose of the award; and
11. Other information or provisions deemed necessary by CSREES to carry out its respective awarding activities or to accomplish the purpose of a particular award.

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

1. Project Directors Conference

During the tenure of a grant, PDs must attend at least one national Administrators' meeting, if offered, in Washington, DC, or any other announced location or a similar conference with the purpose of discussing project and grant management, opportunities for collaborative efforts, future directions for education reform, research project management, advancing the fields of agricultural or food science, and opportunities to enhance dissemination of exemplary end products/results.

2. Annual Performance Report

An Annual Performance Report must be submitted to the USDA program contact person within 90 days after the completion of the first year of the project, and annually thereafter during the life of the grant. Generally, the Annual Performance Reports should include a summary of the overall progress toward project objectives, current problems or unusual developments, the next year's activities, and any other information that is pertinent to the ongoing project or which may be specified in the terms and conditions of the grant. These reports are in addition to the annual Current Research Information System (CRIS) reports required for all research grants under the terms and conditions of a TCRGP award (see item 4., below).

3. Final Technical Report

A Final Technical Report must be submitted to the USDA program contact person within 90 days after the expiration date of the project. The expiration date is specified in the award documents and modifications thereto, if any. Generally, the Final Technical Report should be a summary of the completed project, including a review of project objectives and accomplishments and a description of: (1) any products and outcomes resulting from the project, (2) activities undertaken to disseminate products and outcomes, (3) partnerships and collaborative ventures that resulted from the project, (4) future initiatives that are planned as a result of the project, (5) the impact of the project on the PD(s), students, the departments, the institution, and the food and agricultural sciences higher education system, and (6) data on project personnel and beneficiaries. The Final Technical Report should be accompanied by samples or copies of any products or publications resulting from, or developed by, the project. The Final Technical Report also must contain any other information which may be specified in the terms and conditions of the award.

4. Current Research Information System (CRIS) Reports

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

5. Other Reports

Grantees should be aware that CSREES may, as a part of its own program evaluation activities, carry out in-depth evaluations of assisted activities. Thus, grantees should be prepared to cooperate with CSREES personnel, or persons retained by CSREES, evaluating the institutional context and the impact of any supported project. Grantees may be asked to provide general information on any students and faculty supported, in whole or in part, by a grant awarded under this program. Information that may be requested includes, but is not limited to, standardized academic achievement test scores, grade point averages, academic standing, career patterns, age, race/ethnicity, gender, citizenship, and disability.

PART VII-AGENCY CONTACT

Applicants and other interested parties are encouraged to contact Dr. George Godfrey; National Program Leader; Higher Education Programs; Cooperative State Research, Education, and Extension Service; U.S. Department of Agriculture; STOP 2220; 1400 Independence Avenue, SW; Washington, DC 20250-2220; telephone: (202) 690-1900; fax: (202) 720-4924; e-mail: ggodfrey@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 grantee 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 grantee, 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 grantee 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 grantee 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 grantee 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 grantee 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 grantee 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 grantee and approved in writing by the ADO prior to instituting such changes if the revision will involve transfers or expenditures of amounts requiring prior approval as set forth in the applicable Federal cost principles, Departmental regulations, or award.

C. Confidential Aspects of Applications and Awards

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

D. Regulatory Information

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

E. Definitions

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

1862 Institution or 1862 Land-Grant Institution or 1862 College or University or 1862 Land-Grant College or University means one of those institutions eligible to receive funds under the Act of July 2, 1862 (12 Stat. 503, chapter 130; 7 U.S.C. 301 et seq.).

1890 Institution or 1890 Land-Grant Institution or 1890 College or University or 1890 Land-Grant College or University means one of those institutions eligible to receive funds under the Act of August 30, 1890 (26 Stat. 419, chapter 841, 7 U.S.C. 321 et seq.) including Tuskegee University and West Virginia State University.

1994 Institution or 1994 Land-Grant Institution means one of those institutions (named in the “Eligible Institutions” section of this solicitation) as defined in section 532 of the Equity in Educational Land-Grant Status Act of 1994 (7 U.S.C. 301 note), as amended. These institutions are commonly referred to as Tribal Colleges or Tribal Universities.

Administrator means the Administrator of the Cooperative State Research, Education, and Extension Service (CSREES) and any other officer or employee of the Department of Agriculture to whom the authority involved may be delegated.

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

Authorized organizational representative (AOR) means the official who has the authority to commit the resources of the institution.

Award means the provision of funds by the Secretary to an entity 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 Application Guidelines.

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

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

Citizen or national of the United States means (1) A citizen or native resident of a State, the District of Columbia, or any Insular Area; or, (2) a person defined in the Immigration and Nationality Act, 8 U.S.C. 1101(a)(22), who, though not a citizen of the United States, owes permanent allegiance to the United States. Where eligibility is claimed solely on the basis of permanent allegiance, documentary evidence from the Immigration and Naturalization Service as to such eligibility must be made available to CSREES upon request.

College or university means an educational institution in any State which: (1) admits as regular students only persons having a certificate of graduation from a school providing secondary education, or the recognized equivalent of such a certificate; (2) is legally authorized within such State to provide a program of education beyond secondary education; (3) provides an educational program for which an associate degree or any other higher degree is awarded; (4) is a public or other nonprofit institution; and (5) is accredited by a nationally recognized accrediting agency or association, or if not so accredited, is an institution that has been granted pre-accreditation status by such an agency or association that has been recognized by the Secretary of Education for the granting of pre-accreditation status, and the Secretary of Education has determined that there is satisfactory assurance that the institution will meet the accreditation standards of such an agency or association within a reasonable time.

Department means the United States Department of Agriculture.

Food and agricultural sciences means basic, applied, and developmental research, extension, and teaching activities in the food, agricultural, renewable natural resources, forestry, and physical and social sciences, in the broadest sense of these terms, including but not limited to, activities concerned with the production, processing, marketing, distribution, conservation, utilization, consumption, research, and development of food and agriculturally related products and services, and inclusive of programs in agriculture, natural resources, aquaculture, forestry, veterinary medicine, home economics, rural human ecology, rural economic, community, or business development, and closely allied disciplines.

Grantee means the 1994 Institution designated in the grant award document as the responsible legal entity to which a grant is awarded.

Insular area means the Commonwealth of Puerto Rico, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, the Federated States of Micronesia, the Republic of the Marshall Islands, the Republic of Palau, and the Virgin Islands of the United States.

Joint project application means an application for a project: (1) which will involve the applicant, a 1994 Institution, working in cooperation with one or more 1862 or 1890 Land-Grant Institution(s) AND one or more joint partner(s). A joint partner may include a college or university, unit of State or Tribal government, other Tribal College or University, or private sector organization with a demonstrable capacity to organize and conduct research. For joint project applications, the applicant institution, each cooperating institution, and each joint partner, must assume a substantial role in the conduct of the proposed project. **To demonstrate substantial involvement with the project, the applicant institution submitting a joint project must retain at least 30 percent but not more than 70 percent of the awarded funds, and no cooperating institution or joint partner may receive less than 10 percent of the funds.** Only the applicant institution must meet the definition of an eligible institution.

Matching or cost-sharing means that portion of project costs not borne by the Federal Government, including the value of in-kind contributions.

Peer review panel means a group of experts or consultants, qualified by training and experience in particular fields of science, education, or technology to give expert advice on the merit of grant applications in such fields, who evaluate eligible applications submitted to this program in their professional area(s) of expertise.

Prior approval means written approval evidencing prior consent by an ADO as defined in this section.

Private sector means all non-public entities, including for-profit and non-profit commercial and non-commercial entities, and including private or independent educational associations.

Project means the particular research activity within the scope of one or more of the targeted areas supported by a grant awarded under this program.

Project Director 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 and modifications thereto, if any, during which Federal sponsorship begins and ends.

Research means any systematic inquiry directed toward new or fuller knowledge and understanding of the subject studied.

Regular project application means an application for a project: (1) where the applicant institution and the 1862 or 1890 Land-Grant Institution cooperator will be the sole entities involved in the execution of the project; or (2) which will involve the applicant institution, the cooperator, and one or more other entities, but where the involvement of the other entity(ies) does not meet the requirements for a joint project application as defined in this section.

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

State means any one of the fifty States, the Commonwealth of Puerto Rico, Guam, American Samoa, the Commonwealth of the Northern Marianas, the Trust Territory of the Pacific Islands, the Virgin Islands of the United States, and the District of Columbia.

Tribal College or Tribal University means an educational institution that: (1) satisfies the definition of a *college* or *university* as defined in this section, except that paragraphs (2) and (5) of such definition shall not apply; (2) is formally controlled, or has been formally sanctioned, or chartered, by the governing body of an Indian tribe or tribes, except that no more than one such institution shall be recognized with respect to any such tribe; and (3) is an institution listed in the Equity in Educational Land Grant Status Act of 1994.

Tribally Controlled College or Tribally Controlled University means the same as Tribal College or Tribal University (see above).

Tribe means any of the groups of Native Americans having origins in the original peoples of North America that are recognized by the Federal government.

United States means the several States, the territories and possessions of the United States, the Commonwealth of Puerto Rico, Guam, American Samoa, the Commonwealth of the Northern Marianas, the Virgin Islands of the United States, and the District of Columbia.

Units of State government means all state institutions, including the formal divisions of State government (i.e., the official state agencies such as departments of transportation and education), local government agencies (e.g., a county human services office), and including individual state educational institutions (e.g., public colleges and universities).

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.

Grants.gov is not available for the submission of applications in response to this RFA. See Part IV, E. for information about the format (i.e., hard copy or electronic) for the submission of applications 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.