

# Tribal Colleges Education Equity Grants Program

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*FY 2005 Request for Applications*

**APPLICATION DEADLINE: March 21, 2005**



**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 EDUCATION EQUITY GRANTS PROGRAM**

**INITIAL ANNOUNCEMENT**

**CATALOG OF FEDERAL DOMESTIC ASSISTANCE:** This program is listed in the Catalog of Federal Domestic Assistance under 10.221.

**DATES:** Applications must be received by close of business (COB) on March 21, 2005 (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](mailto: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 Education Equity Grants Program RFA.

**EXECUTIVE SUMMARY:** CSREES requests applications for the Tribal Colleges Education Equity Grants Program (TCEG) for fiscal year (FY) 2005 to enhance educational opportunities for Native Americans by strengthening instructional programs in the food and agricultural sciences at the thirty-two colleges or universities designated as 1994 Land-Grant Institutions. CSREES anticipates the amount available for support of this program in FY 2005 will be approximately \$1,689,000.

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

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). The U.S. Department of Agriculture (USDA), through the Cooperative State Research, Education, and Extension Service (CSREES), will award grants to the thirty-two 1994 Land-Grant Institutions as defined in section 532 of the Equity and Educational Land-Grant Status Act of 1994, as amended. This Act, as amended in Section 533(a), requires that each 1994 Land-Grant Institution be accredited or making progress towards accreditation. Where accreditation is being sought, a college must demonstrate its progress towards accreditation by a letter from a nationally recognized accreditation agency affirming receipt of application for an accreditation site visit or other such documentation.

### **B. Purpose and Priorities**

The purpose of the Tribal Colleges Education Equity Grants Program (hereafter referred to as TCEG) is to enhance educational opportunities for Native Americans by strengthening instructional programs in the food and agricultural sciences at the thirty-two colleges or universities designated as 1994 Land-Grant Institutions. Appropriations are awarded equally among the Tribal Colleges or Universities upon approval of each institution's application for a grant, including the Plan of Work related to the institution's long-range goals. As the lead Federal Agency for higher education in the food and agricultural sciences, USDA is authorized to serve as the Agency responsible for managing the TCEG Program. Funds are administered through the Multicultural Alliances Office, Science and Education Resources Development, CSREES. An application may address a single targeted Need Area or multiple targeted Need Areas, and may be focused on a single subject matter area or multiple subject matter areas, in any combination (e.g., curriculum development in human nutrition; curriculum development, faculty enhancement, and student experiential learning in environmental science; faculty enhancement in food science and agribusiness management; or instruction delivery systems and student experiential learning in conservation, plant science, and environmental science).

Recognizing that strengthening instructional programs is a long-term ongoing process, the TCEG Program is interested in funding subsequent phases of previously funded projects in order to strengthen institutional capacity, and institutions are encouraged to build on a theme over several grant awards to reach institutional long-range goals.

However, the TCEG Program is not designed to support activities that are essentially repetitive in nature over multiple grant awards; therefore, applications that are relatively identical to other funded projects will not be supported under this program.

### **C. Program Area Description**

Applications are being solicited for the Tribal Colleges Education Equity Grants Program under the following areas:

#### **(1) Curricula Design and Materials Development**

The purpose of this area is to promote new and improved curricula and materials **for courses offered for college credit** to increase the quality of teaching programs in the food and agricultural sciences. Emphasis may be on the development of modules or courses of study, degree programs, or instructional materials; the use of new instructional approaches to enhance student learning; or the introduction of new subjects or new applications of knowledge pertaining to the food and agricultural sciences. The acquisition of library materials relating to the food and agricultural sciences is also allowed under this Need Area.

## **(2) Faculty Development and Preparation for Teaching**

This Need Area promotes development of college faculty teaching competencies, subject matter expertise, or skill in recruiting and advising students. Developmental activities may include both formal training and non-formal continuing education. Each faculty recipient of monetary support for the faculty development and preparation for teaching Need Area must meet the requirements of an “eligible participant” as defined in this RFA.

## **(3) Instruction Delivery Systems**

The purpose of this Need Area is to encourage the use of alternative methods of delivering instruction to enhance the quality, effectiveness, and cost efficiency of teaching programs. Differences in the learning styles of students often require alternative instructional methodologies. Also, the rising costs of higher education strongly suggest that colleges and universities undertake more efforts of a collaborative nature in order to deliver instruction which maximizes program quality and reduces unnecessary duplication. At the same time, advancements in knowledge and technology continue to introduce new subject matter areas which warrant consideration and implementation of innovative instruction techniques, methodologies, and delivery systems.

## **(4) Student Experiential Learning**

The Need Area of experiential learning is intended to develop scientific and professional competencies by providing students with opportunities to solve complex problems in the context of real-life situations. Such experiential learning opportunities are most effective when they advance decision-making and communication skills as well as technical expertise. Each student recipient of monetary support for education costs or development purposes must be enrolled at an “eligible institution” as defined in this RFA and must meet the requirements of an “eligible participant” as defined in this RFA.

## **(5) Equipment and Instrumentation for Teaching**

The purpose of this Need Area is to provide teachers and students with suitable, up-to-date equipment. The initiative may include the acquisition of laboratory or classroom instructional equipment to assure the achievement and maintenance of outstanding food and agricultural sciences higher education programs. Requests may entail acquiring new, state-of-the-art instructional equipment, upgrading existing equipment, or replacing non-functional or clearly obsolete equipment.

## **(6) Student Recruitment and Retention**

This area is to strengthen student recruitment and retention programs in order to secure the future strength of the Nation's scientific and professional work force by attracting and preparing academically outstanding students for careers as food and agricultural scientists and professionals. It is particularly important to augment the racial, ethnic, and gender diversity of students in the food and agricultural sciences in order to achieve more effective use of the Nation's intellectual resources. Therefore, modest financial incentives to enroll and specialize in the food and agricultural sciences may be offered to students enrolled in the thirty-two eligible institutions. Each student recipient of monetary support for education costs or development purposes must be enrolled at an "eligible institution" as defined in this RFA and must meet the requirements of an "eligible participant" as defined in this RFA.

## **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 \$1,689,000 will be available to fund applications in FY 2005 and will be divided equally among the thirty-two 1994 Land-Grant institutions.

### **B. Types of Applications**

In FY 2005 only new applications may be submitted to the TCEG Program. A new application is one that has not been previously submitted to the TCEG Program. All new applications will be reviewed using the selection process and evaluation criteria described in Part V-Application Review Requirements.

### **C. Project Types**

Only one application may be submitted by each eligible institution for FY 2005. A proposal may request funding for a project period of twelve (12) to twenty-four (24) months. The anticipated maximum total funding that may be awarded to an institution under the TCEG program in FY 2005 is \$52,781.

## **PART III-ELIGIBILITY INFORMATION**

### **A. Eligible Applicants**

Applications may be submitted by any of the 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. As a condition of eligibility, Section 533(a) of the Equity in Educational Land-Grant Status Act of 1994, as amended, requires that each 1994 Land-Grant Institution be accredited or making progress towards accreditation. 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 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 Tribal Colleges Education Equity 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](mailto:psb@csrees.usda.gov). State that you want a copy of the RFA and the associated application forms for Tribal Colleges Education Equity Grants 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 six copies (seven total) must be submitted in one package, along with two additional copies of the "Project Summary," Form CSREES-2003, as a separate attachment.
- (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
  - (5) Project Description
  - (6) References
  - (7) Appendices to Project Description
  - (8) Key Personnel
  - (9) Collaborative Arrangements (including Letters of Support)

- (10) Conflict-of-Interest List (Form CSREES-2007)
- (11) Budget (Form CSREES-2004)
- (12) Budget Narrative
- (13) Matching
- (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 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 “Tribal Colleges Education Equity Grants Program 10.221)” as the program area (i.e., name of the program component) and announcement/solicitation number.

(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 “New.”

(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 TCEG. 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 15 pages of written text and up to five additional pages for figures and tables. This maximum (20 pages) has been established to ensure fair and equitable consideration.

The Project Description must include or address all of the following areas (A–E):

**(A) Potential for advancing the quality of education.**

(1) **Project Impact.** Clearly identify and explain how the proposed project will address at least one of the targeted Need Areas described in Part I of this RFA. Briefly explain the project’s anticipated, overall impact on improving the quality of food and agricultural sciences education.

(2) **Project Justification.** Clearly state the specific instructional problem or opportunity to be addressed. Describe how and by whom the focus and scope of the project were determined. Summarize the body of knowledge which substantiates the need for the proposed project. Discuss how the benefits to be derived from the project will transcend the proposing institution or the grant period. If applicable, Project Directors should thoroughly demonstrate how the project proposed in the current application expands upon a previously funded project (i.e., demonstrate how the new project will advance the former project to the next level of attainment to achieve institutional long-range goals). Describe ongoing or recently completed significant activities related to the proposed project for which previous funding was received under the TCEG Program. In addition, Project Directors should demonstrate how the proposed project builds on current programs within the institution.

(3) **Innovation.** Describe the degree to which the proposal reflects an innovative or non-traditional approach to solving a higher education problem or strengthening the quality of education in the food and agricultural sciences.

(4) **Multidisciplinary and/or Problem-based Focus.** Indicate (a) where the project is relevant to multiple disciplines in the food and agricultural sciences or with other academic curricula; (b) whether the project will expand collaborations among disciplines at a university; and (c) where the project advances real-world, problem-based student learning. Also, discuss whether the project may be adapted by, or serve as a model for, other institutions.

**(B) Proposed Approach**

(1) **Objectives.** Cite and discuss the specific objectives to be accomplished under the project.

(2) **Plan of operation.** Describe procedures for accomplishing the objectives of the project.

(3) **Timetable.** Provide a timetable for conducting the project. Identify all important project milestones and dates as they relate to project start-up, execution, evaluation, dissemination, 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 higher education 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 against what might have happened in the absence of the project.

(5) **Evaluation plans**. Provide a methodology and implementation plan for evaluating the accomplishment of stated objectives, products and outcomes during the conduct of the project. Develop indicators of progress and measurable outcomes. Describe any data to be collected and analyzed, and explain the methodology that will be used to determine the extent to which the needs underlying the project are met. Provide a plan for evaluating the effectiveness of the end results upon conclusion of the project.

(6) **Dissemination plans**. Discuss plans to disseminate project results and products. Identify target audiences and explain methods of communication.

(7) **Partnerships and Collaborative Efforts**. Explain how the project will maximize partnership ventures and collaborative efforts to strengthen food and agricultural sciences higher education (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 it will stimulate academia, the States, or the private sector to join with the Federal partner in enhancing food and agricultural sciences higher education. Provide evidence, via letters from the parties involved, that arrangements necessary for collaborative partnerships or joint initiatives have been discussed and realistically can be expected to come to fruition, or actually have been finalized contingent on an award under this program. NOTE: Letters must be signed by an official who has the authority to commit the resources of the organization. Such letters should be referenced in the plan of operation, but the actual letters should be included in the Appendix section of the proposal. Any potential conflict(s) of interest that might result from the proposed collaborative arrangements must be disclosed on the “Conflict of Interest List,” Form CSREES-2007 (See Part IV, B.10.).

(C) **Institutional Capacity Building**.

(1) **Institutional enhancement**. Explain how the proposed project will strengthen the institution’s teaching capacity, and, if applicable, that of any other institution assuming a major role in the conduct of the project. For example, describe how the proposed project is intended to strengthen the institution’s academic infrastructure by expanding the current faculty expertise base, advancing the scholarly quality of the institution’s academic programs, enriching the racial, ethnic, or gender diversity of the student body, helping the institution establish itself as a center of excellence in a particular field of education, helping the institution maintain or acquire state-of-the-art scientific instrumentation or library collections for teaching, or enabling the institution to provide more meaningful student experiential learning opportunities.

(2) **Institutional commitment**. Discuss the institution’s commitment to the project. For example, substantiate that the institution attributes a high priority to the project, discuss how the project will contribute to the achievement of the institution’s long-range (five-year) goals, explain how the project will help satisfy the institution’s high priority objectives, or show how this project is linked to and supported by the institution’s strategic plan. Document the commitment of institutional resources to the project, and show that the institutional resources to be made available to the project, when combined with the support requested from USDA, will be

adequate to carry out the activities of the project. Discuss institutional facilities, equipment, computer services, and other appropriate resources available to the project.

**(3) Continuation Plans.** Discuss the likelihood of, or plans for, continuation or expansion of the project beyond USDA support. For example, does the institution's long-range budget or academic plan provide for the realistic continuation or expansion of the initiative undertaken by this project after the end of the grant period, are plans for eventual self-support built into the project, are plans being made to institutionalize the program if it meets with success, and are there indications of other continuing non-Federal support?

**(D) Key Personnel.** In addition to the required biographical sketch for each PD, discuss the project responsibilities of each key person associated with the project. Identify the person(s) who will be responsible for the project evaluation and dissemination of project results. (See Part IV B. 8.(a) and 8.(b).)

**(E) Budget and Cost-Effectiveness.**

**(1) Budget.** In addition to the separate required budget page and budget narrative forms (see Part IV, B.11.), discuss how the 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 budget, including funds requested from USDA, are allocated between the applicant and any collaborating institution, and will be adequate 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 educational 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.

## **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. Appendices to Project Description**

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.

## **8. 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.

## **9. 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.

## **10. 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 8.(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.

## **11. 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.

## **12. 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.

## **13. 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.

### **14. 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.

### **15. 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 March 21, 2005 (5:00 p.m. Eastern Time). Applications received after this deadline will not be considered for funding.

### **D. Funding Restrictions**

#### **1. Research and Extension projects are not supported under the TCEG Program.**

#### **2. Construction Costs**

The use of grant funds to plan, acquire, or construct a building or facility, or to acquire land is not allowed under the TCEG Program.

With prior approval, and in accordance with cost principles set forth in OMB Circular A-87, as applicable, grant funds may be used for improvements, alterations, renovations, or repairs to land or buildings, necessary to carry out a funded project under this program. However, requests to use grant funds for such purposes must demonstrate that such expenditures are essential to achieving the major purpose for which the grant request is made.

#### **2. Indirect Costs**

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. If no rate has been negotiated, a reasonable dollar amount (equivalent to or less than 20 percent of total Federal funds requested) in lieu of indirect costs may be requested, subject to approval by USDA. This same indirect cost limitation applies to subcontracts.

### **E. Other Submission Requirements**

#### **1. What to Submit**

An original and six copies (i.e., hard copies) must be submitted. In addition, submit two additional copies of the application's Project Summary. All copies of the application and 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 Education Equity 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, 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:

Tribal Colleges Education Equity Grants Program  
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) Potential for Advancing the Quality of Education**

This criterion is used to assess the likelihood that the project will have a substantial impact upon and advance the quality of food and agricultural sciences higher education by strengthening institutional capacities to meet clearly delineated needs. Elements considered include institutional long-range goals, identification of a problem or opportunity, justification for the project, innovation (creative programs, material or curricula), and a multidisciplinary and/or problem-based focus.

#### **(2) Proposed Approach and Cooperative Linkages**

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, evaluation plans, dissemination plans, partnerships and collaborative efforts. Emphasis is placed on the quality of educational support provided to the applicant institution through its partnerships and cooperative linkages.

#### **(3) Institutional Capacity Building**

This criterion relates to the degree to which the project will strengthen the teaching capacity of the applicant institution and, if applicable, that of any other institution assuming a major role in the conduct of the project. Elements include the institution's commitment to the project, the adequacy of institutional resources (administrative, facilities, equipment and/or materials) available to carry out the project, institutional enhancement, and plans for project continuation or expansion beyond the period of USDA support.

#### **(4) Key Personnel**

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

#### **(5) Budget and Cost-Effectiveness**

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 any 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 educational value for the dollar, achieves economies of scale, leverages additional project support, and focuses expertise and activity on targeted educational areas.

### **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**

### **(1) Project Directors' Meeting**

During the tenure of a grant, Project Directors must attend at least one national Administrators' meeting, if offered, in Washington, D.C., or any other announced location, or a similar conference that purposes to discuss 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 original and two copies of 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 Report should provide a concise project overview, a summary of the progress toward project objectives, identify current problems or unusual developments, and include any other information that is pertinent to the ongoing project or which may be specified in the terms and conditions of the award.

### **(3) Final Comprehensive Performance Report (Final Technical Report)**

An original and two copies of a Final Comprehensive Performance Report must be submitted to the USDA programmatic 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 Comprehensive Performance Report should include: accomplishments in relation to original objectives; products and outcomes; dissemination of products and outcomes; partnerships and collaborative ventures that resulted from project activities; the overall impact on the institution and on the food and agricultural sciences higher education system. The Final Comprehensive Performance Report should be accompanied by samples or copies of any products or publications resulting from or developed by the project. The Final Comprehensive Performance Report also must contain any other information that may be specified in the terms and conditions of the award.

### **(4) Current Research Information Systems (CRIS) Reports**

Recipients of grants are required to submit annual and summary evaluation reports via the CSREES-Current Research Information System (CRIS). CRIS is an electronic, Web-based

inventory system that facilitates both grantee submissions of project outcomes and public access to information on Federally-funded projects.

#### **(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 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; Multicultural Alliances Programs; Cooperative State Research, Education, and Extension Service; U.S. Department of Agriculture; STOP 2220; 1400 Independence Avenue, S.W.; Washington, D.C. 20250-2220; telephone: (202) 690-1900; fax: (202) 720-4924; e-mail: [ggodfrey@csrees.usda.gov](mailto: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 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:

1994 Institution or 1994 Land-Grant Institution means one of those institutions (named in the Eligible Institutions” section of this RFA) 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 CSREES and any other officer or employee of the Department of Agriculture to whom the authority involved is delegated.

Authorized departmental officer (ADO) 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 (AOR) 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.

Award means the provision of funds by the Secretary to an entity to assist in the meeting of 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.

Department means the United States Department of Agriculture.

Education activity means formal classroom instruction, laboratory instruction, and practicum experience in the food and agricultural sciences and matters related thereto (such as faculty development, student recruitment and services, curriculum development, instructional materials and equipment, and innovative teaching methodologies) conducted by colleges and universities offering associate, baccalaureate or higher degrees.

Eligible institution means any of the thirty-two colleges or universities designated as a 1994 Land-Grant Institution. (See Eligible Institutions or 1994 Institution or 1994 Land-Grant Institution.)

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 Land-Grant Institution designated in the grant award document as the responsible legal entity to which a grant is awarded.

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 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 total length of time, as stated in the award document and modifications thereto, if any, during which Federal sponsorship begins and ends.

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

Teaching capacity means the quality and depth of an institution's academic programs infrastructure as evidenced by its: curriculum, teaching faculty, instructional delivery systems, student experiential learning opportunities, scientific instrumentation for teaching, library resources, academic standing and racial, ethnic, or gender diversity of its faculty and student body as well as faculty and student recruitment and retention programs provided by a college or university in order to achieve maximum results in the development of scientific and professional expertise for the Nation's food and agricultural system.

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.

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 the future. 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](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. Grants.gov is not available for 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.