

## **Tribal Colleges Program—Equity and Extension**

### **CONTINUATION APPLICATION GUIDELINES – 2013**

#### **INITIAL ANNOUNCEMENT**

**CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA):** These programs are listed in the Catalog of Federal Domestic Assistance under:

Equity Program is listed in CFDA = 10.221  
(Program Code KX, Funding Opportunity: USDA-NIFA-TCEG-003992)

Extension Program is listed in the CFDA = 10.500  
(Program Code NK, Funding Opportunity: USDA-NIFA-SLBCD-003987)

---

#### **DATES:**

**Equity applications** must be received by **January 15, 2013 - 5:00 p.m. Eastern Time**

**Extension applications** must be received by **February 28, 2013 - 5:00 p.m. Eastern Time**

---

**NIFA often issues requests for applications (RFAs) that contain information divided in eight parts. All information in the eight parts is not necessary for requesting applications for these funds; however, the unnecessary parts are included herein and are denoted by “Reserved,” in order to maintain the overall RFA structure for reference to RFAs by other documents.**

#### **PART I – FUNDING OPPORTUNITY DESCRIPTION**

A new continuation award is issued for a specified level of effort for a predetermined period of time with a statement of intention to provide additional support at a future date. Continuation of the funding for the award is provided if performance has been satisfactory and funding is available for this purpose. Each year of the grant, continuation funding is provided based on the original application request.

The process of applying for the future funding begins with a noncompeting application for an additional funding/budget period within the previously approved project period. Because the initial application contains the details for the full period of time for the project and that is what is competitively reviewed and evaluated, the subsequent applications (i.e., noncompeting application) should be consistent with the initial application. Subsequent applications that are vastly different from the initial application may be subject to the competitive review process.

**Attention:** This continuation RFA is for **BOTH** the Tribal Colleges Equity Program and Tribal Colleges Extension Program.

**Section I: Equity Continuations for FY 2013**

**Section II: Extension Continuations for FY 2013**

**Section I: Equity Continuations for FY 2013**  
**Code: KX**  
**Funding Number: USDA-NIFA-TCEG-003992**  
**Program Name: Tribal Colleges Education Equity Program (TCEG)**

The Tribal Colleges Equity Grant Program (TCEG) provides funding for the 1994 Land-Grant institutions to enhance educational opportunities for American Indians. The grant's focus involves supporting programs in the food and agricultural sciences at these institutions. This RFA is for continuation of funding. The Equity program has six main mission goals that guide funded projects. They are:

- 1) Curricula Design and Materials Development
- 2) Faculty Development and Teacher Preparation
- 3) Student Experiential Learning
- 4) Equipment and Instrumentation for Teaching
- 5) Student Recruitment and Retention
- 6) Instruction Delivery Systems and Strategic Partnerships

NIFA, as part of USDA's Research, Education and Economics (REE) Mission area, seeks to fund projects that will support the REE action plan. The plan can be viewed on-line at this address: <http://www.usda.gov/documents/usda-ree-science-action-plan.pdf>

The goals of the REE Action Plan are as follows:

- Goal 1. Local and Global Food Supply and Security
- Goal 2. Responding to Climate and Energy Needs
- Goal 3. Sustainable Use of Natural Resources
- Goal 4. Nutrition and Childhood Obesity
- Goal 5. Food Safety
- Goal 6. Education and Science Literacy
- Goal 7. Rural Prosperity/Rural-Urban Interdependence

Within these goals are many sub-priorities. Goal 6, promoting science literacy, will be addressed in all cases for this grant. The other goals may also be addressed, depending on the type of education activities to be addressed in the application.

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). Under this authority, appropriated funds are to be

awarded to the 1994 Land-Grant Institutions (hereinafter referred to as 1994 Institutions) for Education capacity building and funds are to be distributed equally among institutions that meet eligibility requirements.

## **PART II – AWARD INFORMATION**

### **A. Available Funding**

This RFA covers the final year of a four-year continuation for 2010 Equity recipients. It is the third and final year for 2011 Equity grant recipients as well. Funds available for FY 2013 under this program are approximately \$3.3 million. Applications should not exceed a total budget request of \$93,750 per applicant. NIFA reserves the right to adjust individual awards contingent upon Congressional appropriations.

### **B. Type of Application**

This RFA is open only to continuation applications for 1994 Land Grants who received Equity awards in FY2010 and FY2011.

### **C. Responsible and Ethical Conduct of Research**

The responsible and ethical conduct of research (RCR) is critical for excellence, as well as public trust, in science and engineering. Consequently, education in RCR is considered essential in the preparation of future scientists. In accordance with sections 2, 3, and 8 of 7 CFR Part 3022, institutions that conduct extramural research funded by USDA must foster an atmosphere conducive to research integrity, bear primary responsibility for prevention and detection of research misconduct and are to maintain and effectively communicate and train their staff regarding policies and procedures. In the event an application to NIFA results in an award, the AOR assures, through acceptance of the award that the institution will comply with the above requirements. Per award terms and conditions, grant recipients shall, upon request, make available to NIFA the policies and procedures as well as documentation to support the conduct of the training.

Note that the training referred to herein shall be either on-campus or the Collaborative Institutional Training Initiative (CITI) program for RCR (<https://www.citiprogram.org/rcrpage.asp>). The general content of the ethics training, at a minimum, will emphasize three key areas of research ethics: authorship and plagiarism, data and research integration and reporting misconduct. Each institution will be responsible for developing its own training system, as schools will need flexibility to develop training tailored to their specific student needs. Typically RCR education addresses the topics of: Data Acquisition and Management - collection, accuracy, security, access; Authorship and Publication; Peer Review; Mentor/Trainee Responsibilities; Collaboration; Conflict of Interest; Research Misconduct; Human Subject Research; and Use of Animals in Research.

## **PART III – ELIGIBILITY INFORMATION**

### **A. Eligible Applicants**

Only awardees with an Equity continuation award from FY2010 or FY 2011 may submit an application to this RFA. **Unsolicited applications will not be considered.**

## **B. Cost-Sharing or Matching**

NIFA does not require matching support for this program.

## **PART IV – APPLICATION AND SUBMISSION INFORMATION**

### **A. Electronic Application Package**

NIFA will only accept electronic applications submitted via Grants.gov in response to this RFA.

Item 2. below mentions the “NIFA Grants.gov Application Guide.” Part II.1. of the NIFA Grants.gov Application Guide contains explanatory language regarding the entire registration process.

**WARNING: The System for Award Management (SAM): In July 2012, SAM replaced the Central Contractor Registration (CCR). Your organization needs to renew their SAM registration once a year. Without SAM registration, you cannot submit your application. SAM registration can take 3-5 days. For more information please see this website: [http://www07.grants.gov/applicants/org\\_step2.jsp](http://www07.grants.gov/applicants/org_step2.jsp)**

The steps to access application materials are as follows:

1. In order to access, complete and submit applications, applicants must download and install a version of Adobe Reader compatible with Grants.gov. This software is essential to apply for NIFA Federal assistance awards. For basic system requirements and download instructions, please see [http://www.grants.gov/help/download\\_software.jsp](http://www.grants.gov/help/download_software.jsp). To verify that you have a compatible version of Adobe Reader, Grants.gov established a test package that will assist you in making that determination. Grants.gov Adobe Versioning Test Package: <http://www.grants.gov/applicants/AdobeVersioningTestOnly.jsp>.
2. The application package must be obtained via Grants.gov, go to <http://www.grants.gov>, click on “Apply for Grants” in the left-hand column, click on “Step 1: [Download a Grant Application Package and Instructions](#),” enter the funding opportunity number **USDA-NIFA-TCEG-003992** in the appropriate box and click “Download Package.” From the search results, click “Download” to access the application package.

Contained within the application package is the “NIFA Grants.gov Application Guide: A Guide for Preparation and Submission of NIFA Applications via Grants.gov.” This Guide contains an introduction and general Grants.gov instructions, information about how to use a Grant Application Package in Grants.gov, and instructions on how to complete the application forms.

If assistance is needed to access the application package (e.g., downloading or navigating Adobe forms), refer to resources available on the Grants.gov Web site first

(<http://www.grants.gov>). Grants.gov assistance is also available as follows:

Grants.gov customer support

1-800-518-4726 Toll-Free or 606-545-5035

Business Hours: 24 hours a day, 7 days a week. Closed on [Federal Holidays](#).

Email: [support@grants.gov](mailto:support@grants.gov)

Grants.gov iPortal: Top 10 requested help topics (FAQs), Searchable knowledge base, self service ticketing and ticket status, and live web chat (available 7:00 A.M. - 9:00 P.M. ET). Get help now!

Please have the following information available when contacting Grants.gov, to help expedite your inquiry:

- Funding Opportunity Number (FON)
- Name of Agency You Are Applying To
- Specific Area of Concern

See [http://grants.gov/applicants/app\\_help\\_reso.jsp](http://grants.gov/applicants/app_help_reso.jsp) or <http://www.nifa.usda.gov/funding/electronic.html> for additional resources for applying electronically.

## **B. Content and Form of Application Submission**

Electronic applications should be prepared following Parts IV, V, and VI of the document entitled “NIFA Grants.gov Application Guide: A Guide for Preparation and Submission of NIFA Applications via Grants.gov.” This guide is part of the corresponding application package (see Section A. of this Part). The following is **additional information** needed in order to prepare an application in response to this RFA. If there is a discrepancy between the two documents, the information contained in this RFA is overriding.

**Note the attachment requirements (e.g., portable document format) in Part III section 3. of the Guide. ANY PROPOSALS THAT ARE NON-COMPLIANT WITH THE REQUIREMENTS (i.e., content format, pdf file format, file name restrictions, and no password protected files) WILL BE AT RISK OF BEING EXCLUDED FROM NIFA REVIEW. Partial applications will be excluded from NIFA review.**

**If you do not own PDF-generating software, Grants.gov provides online tools to assist applicants. Users will find a link to “Convert Documents to PDF” on [http://grants.gov/help/download\\_software.jsp#pdf\\_conversion\\_programs](http://grants.gov/help/download_software.jsp#pdf_conversion_programs).**

**For any questions related to the preparation of an application please review the NIFA Grants.gov Application Guide and the applicable request for applications. If assistance is still needed for preparing application forms content, contact:**

- Email: [electronic@nifa.usda.gov](mailto:electronic@nifa.usda.gov)
- Phone: 202-401-5048

- Business hours: Monday through Friday, 7:00 am – 5:00 pm Eastern Time, excluding Federal holidays.

**1. SF 424 R&R Cover Sheet**

Information related to the questions on this form can be found in Part V, 2. of the NIFA Grants.gov Application Guide.

- a. **Field 4. Federal Identifier** – Enter the NIFA award number of the award to be continued (the number in Block 1. of Form NIFA-2009, Award Face Sheet, of the original award document).
- b. **Field 8. Type of Application** – Select “Continuation.”
- c. **Field 11. Descriptive Title of Applicant’s Project** – The title should be exactly as it appeared on the award to be continued (Block 18. of Form NIFA-2009 of the original award document).
- d. **Field 12. Proposed Project** – The start date of the project should be the same as it appeared on the award to be continued (Block 3. of Form NIFA-2009, Award Face Sheet, of the existing award document). The end date should be the end date as it appeared on the award to be continued (Block 3. of Form NIFA-2009, Award Face Sheet, of the existing award document) plus an additional year.
- e. **Field 20. Pre-application** – Do not fill out this portion of the form.

**2. SF 424 R&R Project/Performance Site Location(s)**

Information related to the questions on this form can be found in Part V, 3. of the NIFA Grants.gov Application Guide.

**3. R&R Other Project Information**

Information related to the questions on this form can be found in Part V, 4. of the NIFA Grants.gov Application Guide.

- a. **Field 7. Project Summary/Abstract – PDF Attachment.** Include the Project Summary/Abstract for the period of time this application is intended to support. See Part V. 4.7 of NIFA Grants.gov Application Guide for further instructions and a link to a suggested template.

Specifications are as follows:

1. The summary should not exceed 250 words.
2. Include the original award number
3. Include the names and affiliated organizations of all PDs and Co-PDs.
4. Include the title of the project (The title must be the one from the original application)
5. The summary must focus on goals, strategies and anticipated project outcomes.

**b. Field 8. Project Narrative – PDF Attachment.**

**The narrative should not be more than five pages.**

Project Narrative must include the following:

1. **A Review of Last Year’s Accomplishments** –*Possible topics for discussion include:* What did you consider your best success in FY 2012? What activities did you do? What populations did you serve? What aspects of your project would you share with others? Consider this an opportunity to discuss what you learned and what you would want others to know about your project in FY 2012.
2. **A FY 2013 Plan of Work** – *Possible topics for discussion include:* In FY 2013, what new or expanded methods and strategies will you use to reach students or build on project successes? How will you adapt your project based on experiences in FY 2012? What do you want to revise? Who are the key personnel? How will they document their achievements during the project? Also include a timeline for this year’s project.
3. **Math and Science Opportunity Provided Students (Impact):** **Note that science can encompass nutrition, economics and social science as well biology, mathematics and other fields.**
  - Fostering Critical thinking:** Discuss activities funded by Equity that are designed to foster critical thinking, based on competencies in science and math. It could also involve issues of interest to the Reservation community that would make science more relevant to students.
  - Mentoring Talent in Math and Science:** Discuss activities funded by Equity that will allow students to pursue degrees in math and science beyond an Associate’s degree. This could involve internships, visits to graduate schools, conferences or poster session opportunities.
  - Creating a Center of Math and Science Learning:** Discuss equipment, curriculum, projects and materials that will improve students’ access to scientific knowledge through Equity funding. If the resources will also be used to reach out to nearby high-schools, tell how this effort will engage students in math and science.
4. **Evaluation of Program:** For the purposes of this application, grant recipients should provide an evaluation plan to capture the relevant quantitative and qualitative metrics that will show the project’s impact.

**Supporting Documents are required:** The following two documents support the narrative.

- A completed Table of Progress is a must.** Choose the Equity Table of Progress at the end of this RFA.
- Stakeholder Report:** This document should provide evidence that the applicant has done due diligence to insure that the project is consistent with the needs and expectations of the greater Reservation community. In addition, each applicant must provide a statement on how input will be gathered in 2013.

Complete these forms and print them as PDF files. Attach them to your application under field 12 –additional attachments.

- c. **Field 9. Bibliography & References Cited – A bibliography & references cited list is not required under this RFA.** Do not complete and submit a bibliography and references cited list.
- d. **Field 10. Facilities & Other Resources – A facilities & other resources list is not required under this RFA unless there is a notable change from the list submitted in the initial application.**
- e. **Field 11. Equipment – An equipment list is not required under this RFA unless there is a notable change from the list submitted in the initial application.**
- f. **Field 12. Other Attachments.**

An annual financial report, SF 425 must be submitted with your application and attached under Block 12. The full list of documentation will contain:

- A Completed SF 425
- A Progress Table as a PDF
- A Stakeholder Report
- Any letters of Support
- Any other supplemental information about your award

#### **4. R&R Senior/Key Person Profile (Expanded)**

Information related to the questions on this form can be found under Part V, 5. of the NIFA Grants.gov Application Guide.

**5. R&R Personal Data** – As noted in Part V, 6. of the NIFA Grants.gov Application Guide, the submission of this information is voluntary and is not a precondition of award.

The Current and Pending Support attachment **MUST** be included for senior/key persons that were not included in the initial application **AND** for those individuals where the percent of time devoted to this project has changed from the initial application. If the Current and Pending Support for a senior/key person was included in the initial application and the effort for this

project remains the same, the Current and Pending Support for that individual need not be submitted again.

## **6. R&R Budget**

Information related to the questions on this form can be found in Part V, 7. of the NIFA Grants.gov Application Guide.

- a. The amount of grant funds requested should be \$93,750. The budget must be for the final year of funding. In multi-institutional applications, a budget and budget justification must be included for each institution involved (including subcontracts). For each sub-award/subcontract, use the R&R Sub-award Budget Attachment(s) Form.
- b. **Field H. Indirect Costs** – See Section D., Funding Restrictions, of this Part for indirect cost information.
- c. **Field K. Budget Justification – PDF Attachment. There is no page limit.**

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

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

## **7. Supplemental Information Form**

Information related to the questions on this form can be found in Part VI, 1. of the NIFA Grants.gov Application Guide.

- a. **Field 2. Program to which you are applying.** Enter the program code name (i.e., enter “TCEG”) and the program code (i.e., enter “KX”).
- b. **Field 8. Conflict of Interest List.** A conflict of interest list is not required under this RFA. Do not include a conflict of interest list.

## **C. Submission Date and Time**

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

**Equity applications must be received by January 15, 2013 - 5:00 p.m. Eastern Time**

Correspondence regarding submitted applications will be sent via e-mail. Therefore, applicants are strongly encouraged to provide accurate e-mail addresses, where designated, on the SF-424 R&R Application for Federal Assistance.

If the AR has not received correspondence **from NIFA** regarding a submitted application within 15 days of submission of the application, please contact the NIFA Program Contact and request the proposal number assigned to the application. **Failure to do so may result in a delay in the issuance of an award. Once the application has been assigned a proposal number, this number should be cited on all future correspondence.**

#### **D. Funding Restrictions**

Award recipients may subcontract to organizations not eligible under the program provided such organizations are necessary for the conduct of the project.

Under Section 7132 of the Food, Conservation, and Energy Act of 2008, (Pb. L. 110-246) amended section 1462(a) of the National Agriculture Research, Extension, and Teaching Policy Act of 1977 (7 U.S.C. 3310(a)), on recovery of indirect costs, awards made by NIFA must follow certain guidelines. Under this program institutions may claim their official negotiated indirect cost rate or up to 30 percent of total direct costs, whichever is lower.

The following costs, although not all-inclusive, **are not permitted**:

- Entertainment
- Meals (except when provided to maintain the continuity of a meeting)  
Tickets to shows or sporting events
- Alcoholic beverages
- Costs associated with banquets and award ceremonies
- Incentives

Awards and Certificates of Achievement are disallowed by 2 CFR Part 200 – Cost Principles for Educational Institutions, and 2 CFR Part 230 – Cost Principles for Non-Profit Organizations.

Any expense not directly related to the program or project is considered unallowable. Examples include child-care services, kitchen help hired to prepare refreshments, and promotional or appreciation gifts such as clothing, coffee mugs, or bags.

Neither Tribal Colleges Research Grants Program nor Tribal Colleges Extension Projects are supported under this program.

The use of grant funds to plan, acquire, or construct a building or facility is not allowed under this program. With prior approval, and in accordance with the cost principles set forth in 2 CFR Part 220- Cost Principles for Institutions of Higher Education some grant funds may be used for minor alterations, renovations, or repairs deemed necessary to retrofit existing teaching spaces in order to carry out a funded project. However, requests to use grant funds for such purposes must demonstrate that the alterations, renovations, or repairs are essential to achieving the major purpose of the project. Equity grant funds may not be used for endowment investing

**PART V – Reserved.**

## **PART VI—AWARD ADMINISTRATION**

**A. – C. Reserved.**

### **D. Expected Program Outputs and Reporting Requirements**

For continuations, the annual “Federal Financial Report,” Form SF-425, must be submitted with the application for subsequent funding in which case it may not cover a twelve month period. If the latter is the case (i.e., preliminary submission of the SF-425 is included in application), the annual submission (i.e., 12-month period) must also be submitted when due. If a preliminary SF-425 is to be submitted but the organization’s accounting system cannot support the generation of the preliminary information, then a statement to that effect must be included in lieu of the form. The form or statement that the accounting system cannot support the generation of preliminary information must be submitted as a PDF attachment to Field 12, Other Attachments, of the R&R Other Project Information form.

Further, an annual progress report must be electronically submitted through NIFA’s CRIS system **90 days PRIOR** to the end of the current budget period. Applicants should use their current award expiration date for reference. Untimely submission of this report will delay processing of the incremental funding and failure to submit this report will result in the restriction of the funding increment. **NIFA will provide the award recipients with specific guidelines well in advance of the deadline reporting, which the recipient will be required to follow.**

## **PART VII – AGENCY CONTACT**

The NIFA Program Contact requesting the application or contact the NIFA Program Contact responsible for the original grant award (i.e., the Program Point of Contact noted in Block 14. of the Form NIFA-2009, Award Face Sheet, of the original award document).

### **Tim Grosser**

National Program Leader  
National Institute of Food and Agriculture  
U.S. Department of Agriculture  
Telephone: 202-690-0402  
E-mail: [tgrosser@NIFA.usda.gov](mailto:tgrosser@NIFA.usda.gov)

**PART VIII – Reserved.**

**End of Equity RFA**

---

**Section II: Extension Continuations for FY 2013**  
**Code: NK**  
**Funding Number: USDA-NIFA-SLBCE-003987**  
**Program Name: Tribal Colleges Extension Services Program (TCEP)**

The Tribal Colleges Extension Program provides funding for the 1994 Land-Grant Institutions to conduct non-formal education and outreach activities to help address the needs of Indian Country.

This program is authorized under Section 534(b) of 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 (AREERA) (7 U.S.C. 7601). This section amends Section 3 of the Act of May 8, 1914 (Smith-Lever Act) (7 U.S.C. 341 et seq.), as amended. Under this authority, appropriated funds are to be awarded to the 1994 Land-Grant Institutions (hereinafter referred to as 1994 institutions or Tribal Colleges and Universities or TCUs) for Extension work and funds are to be distributed on the basis of a competitive application process.

The purpose of the TCEP is to build capacity of the 1994 institutions to deliver science-based, culturally relevant extension education programs designed to address public needs and improve quality of life. Proposed activities should address one or more of the following national critical needs areas:

- 1) Development of sustainable energy
- 2) Increased global food security
- 3) Adaptation of agriculture and natural resources to global climate change
- 4) Reduction of childhood and adolescent obesity
- 5) Improved food safety

NIFA, as part of USDA's Research, Education and Economics (REE) Mission area, seeks to fund projects that will support the REE action plan. The plan can be viewed on-line at this address: <http://www.usda.gov/documents/usda-ree-science-action-plan.pdf>.

The goals of the REE Action Plan are as follows:

- Goal 1. Local and Global Food Supply and Security
- Goal 2. Responding to Climate and Energy Needs
- Goal 3. Sustainable Use of Natural Resources
- Goal 4. Nutrition and Childhood Obesity
- Goal 5. Food Safety
- Goal 6. Education and Science Literacy
- Goal 7. Rural Prosperity/Rural-Urban Interdependence

Within these goals are many sub-priorities. Goals 1, 6 and 7 are the most relevant to this program.

## **PART II – AWARD INFORMATION**

### **A. Available Funding**

NIFA reserves the right to adjust the funding levels contingent upon money available. For FY 2013, NIFA anticipates approximately \$4.2 million available for continuation awards under this RFA. Thus, applications should not exceed a budget request of the initial award. This is not a guarantee of funding amounts, however.

### **B. Type of Application**

Only continuation applications are to be submitted in response to this RFA. They will be in one of three categories. Be sure to include the type of application in your proposal title—field 11 in the SF 424 form.

1. **FY 2010 Capacity Award Recipients** on the fourth and final year of a four-year grant cycle. If they have special emphasis, it will be filed as a separate continuation application.
2. **FY2010 Special Emphasis** on the third and final year of a three-year cycle. File separately from your capacity continuation.
3. **FY 2011 Capacity Award Recipients** who are on the third and final year of a three-year cycle. They will file a continuation application. **Note: the applicants who received FY 2011 special emphasis grants did so as a sub-award of their FY 2011 Capacity application and will address their special emphasis project as part of their 2013 Capacity continuation application narrative.**

Please note: All three applicant types will apply to the same funding opportunity number in Grants.gov. For 2013, that number will be **USDA-NIFA-SLBCD-003987**.

### **C. Responsible and Ethical Conduct of Research**

The responsible and ethical conduct of research (RCR) is critical for excellence, as well as public trust, in science and engineering. Consequently, education in RCR is considered essential in the preparation of future scientists. In accordance with sections 2, 3, and 8 of 7 CFR Part 3022, institutions that conduct extramural research funded by USDA must foster an atmosphere conducive to research integrity, bear primary responsibility for prevention and detection of research misconduct and are to maintain and effectively communicate and train their staff regarding policies and procedures. In the event an application to NIFA results in an award, the AOR assures, through acceptance of the award that the institution will comply with the above requirements. Per award terms and conditions, grant recipients shall, upon request, make available to NIFA the policies and procedures as well as documentation to support the conduct of the training.

Note that the training referred to herein shall be either on-campus or the Collaborative Institutional Training Initiative (CITI) program for RCR (<https://www.citiprogram.org/rcrpage.asp>). The general content of the ethics training, at a minimum, will emphasize three key areas of research ethics: authorship and plagiarism, data and research integration and reporting misconduct. Each institution will be responsible for developing its own training system, as schools will need flexibility to develop training tailored to their specific student needs. Typically RCR education addresses the topics of: Data Acquisition and Management - collection, accuracy, security, access; Authorship and Publication; Peer Review; Mentor/Trainee Responsibilities; Collaboration; Conflict of Interest; Research Misconduct; Human Subject Research; and Use of Animals in Research.

### **PART III – ELIGIBILITY INFORMATION**

#### **A. Eligible Applicants**

Only institutions with a continuation award under this program initiated in 2010 or 2011 are eligible to respond to this RFA. **Unsolicited applications will not be considered.** A list of eligible applicants is below, separated by program type and award year.

**FY 2010 Capacity Award Applicants:** These 14 award recipients will need to file an application for their final year of capacity continuation funding, using the award number below. They will need to indicate that this is a capacity application in the title. A star by an institution’s award number means the applicant will also need to file a continuation for special emphasis.

<b>FY 2010 Institutions</b>	
<b>Institution name</b>	<b>Award Number</b>
Blackfeet Community College	2010-47002-21422
Fond du Lac Tribal and Community College	2010-47002-30150*
Lac Courte Oreilles Ojibwa Community College	2010-47002-21336*
Little Priest Tribal College	2010-47002-21505
Navajo Technical College	2010-47002-21740*
Nebraska Indian Community College	2010-47002-21708
Northwest Indian College	2010-47002-21335*
Oglala Lakota College	2010-47002-21405
Saginaw Chippewa Tribal College	2010-47002-21402
Salish Kootenai College	2010-47002-21762*
Sinte Gleska University	2010-47002-21702
Stone Child College	2010-47002-21324*
Turtle Mountain Community College	2010-47002-21403
United Tribes Technical College	2010-47002-21406*

**2010 Special Emphasis:**

These institutions must file a separate application for their special emphasis projects. They will use the same funding opportunity number as their capacity continuation. Each application below should indicate that it is a special emphasis continuation in the title. Note: the award number will differ from the capacity application award number. Be sure to put the correct award number in the SF 424.

<b>FY 2010 Institutions: Special Emphasis Table –please note, Special Emphasis Grant was awarded in 2011, so the funding number will be 2011-47002-xxxxx</b>	
<b>Institution name</b>	<b>Instructions:</b> File as a separate continuation application using award number.
Fond du Lac Tribal and Community College	2011-47002-30883
Lac Courte Oreilles Ojibwa Community College	2011-47002-31004
Navajo Technical College	2011-47002-30961
Northwest Indian College (3 awards)	2011-47002-30748
	2011-47002-30746
	2011-47002-30747
Salish Kootenai College	2011-47002-30918
Stone Child College	2011-47002-30745
United Tribes Technical College	2011-47002-30599

**2011 Capacity Award Applicants:** These 18 award recipients will file an application for their final year of capacity continuation funding, using their assigned award numbers.

Awardees with special emphasis funding are designated with a star next to their number. For 2011 schools, your special emphasis project will be addressed in a sub-section of your capacity narrative.

<b>FY 2011 Institutions</b>	
Bay Mills Community College	2011-47002-30600
Cankdeska Cikana Community College	2011-47002-30945*
College of the Menominee Nation	2011-47002-30611
Chief Dull Knife College	2011-47002-30854
Dine' College	2011-47002-30782
Aaniih Nakoda College	2011-47002-30931
Fort Berthold Community College	2011-47002-30837*
Fort Peck Community College	2011-47002-30612
Haskell Indian Nations University	2011-47002-30882
Institute of American Indian Arts	2011-47002-30784
Leech Lake Tribal College	2011-47002-30686
Little Big Horn College	2011-47002-30930

Continued on next page

Continued from previous page

Sisseton Wahpeton Community College	2011-47002-30801
Sitting Bull College	2011-47002-30902*
Southwestern Indian Polytechnic Institute	2011-47002-30853*
Tohono O'odham Community College	2011-47002-30880
White Earth Tribal and Community College	2011-47002-30859
Ilisagvik College –No Capacity, file as a special emphasis planning grant only	2011-47002-30636 *

**Special Emphasis Applicants--2011 Institutions: Remember—applicants will address their special emphasis continuation as part of their capacity application narrative.**

<b>FY 2011 Institutions: Special Emphasis Table</b>	
<b>Institution name</b>	<b>Instructions</b> File as part of capacity continuation application. Address as a sub-narrative in the following application
Cankdeska Cikana Community College	Report as part of award 2011-47002-30945
Fort Berthold Community College	Report as part of award 2011-47002-30837
Sitting Bull College	Report as part of award 2011-47002-30902
Southwestern Indian Polytechnic Institute	Report as part of award 2011-47002-30853

**B. Cost-Sharing or Matching**

Cost Sharing is not required for this grant.

**PART IV – APPLICATION AND SUBMISSION INFORMATION**

**A. Electronic Application Package**

Only electronic applications may be submitted via Grants.gov to NIFA in response to this RFA. Item #2 below mentions the “NIFA Grants.gov Application Guide.” Part II.1. of the NIFA Grants.gov Application Guide contains explanatory language regarding the entire registration process.

**WARNING: The System for Award Management (SAM): In July 2012, SAM replaced the Central Contractor Registration (CCR). Your organization needs to renew their SAM registration once a year. Without SAM registration, you cannot submit your application. SAM registration can take 3-5 days. For more information please see this website: [http://www07.grants.gov/applicants/org\\_step2.jsp](http://www07.grants.gov/applicants/org_step2.jsp)**

The steps to access application materials are as follows:

1. In order to access, complete and submit applications, applicants must download and install a version of Adobe Reader compatible with Grants.gov. This software is essential to apply for NIFA Federal assistance awards. For basic system requirements and download instructions, please see [http://www.grants.gov/help/download\\_software.jsp](http://www.grants.gov/help/download_software.jsp). To verify that you have a compatible version of Adobe Reader, Grants.gov established a test package that will assist you in making that determination. Grants.gov Adobe Versioning Test Package:  
<http://www.grants.gov/applicants/AdobeVersioningTestOnly.jsp>.
2. The application package must be obtained via Grants.gov, go to <http://www.grants.gov>, click on “Apply for Grants” in the left-hand column, click on “Step 1: [Download a Grant Application Package and Instructions](#),” enter the funding opportunity number **USDA-NIFA-SLBCD-003987** in the appropriate box and click “Download Package.” From the search results, click “Download” to access the application package.

Contained within the application package is the “NIFA Grants.gov Application Guide: A Guide for Preparation and Submission of NIFA Applications via Grants.gov.” This Guide contains an introduction and general Grants.gov instructions, information about how to use a Grant Application Package in Grants.gov, and instructions on how to complete the application forms.

If assistance is needed to access the application package (e.g., downloading or navigating Adobe forms), refer to resources available on the Grants.gov Web site first (<http://www.grants.gov>). Grants.gov assistance is also available as follows:

Grants.gov customer support  
1-800-518-4726 Toll-Free or 606-545-5035  
Business Hours: 24 hours a day, 7 days a week. Closed on [Federal Holidays](#).  
Email: [support@grants.gov](mailto:support@grants.gov)

Grants.gov iPortal: Top 10 requested help topics (FAQs), Searchable knowledge base, self service ticketing and ticket status, and live web chat (available 7:00 A.M. - 9:00 P.M. ET). Get help now!

Please have the following information available when contacting Grants.gov, to help expedite your inquiry:

- Funding Opportunity Number (FON)
- Name of Agency You Are Applying To
- Specific Area of Concern

See [http://grants.gov/applicants/app\\_help\\_reso.jsp](http://grants.gov/applicants/app_help_reso.jsp) or <http://www.nifa.usda.gov/funding/electronic.html> for additional resources for applying electronically.

## **B. Content and Form of Application Submission**

Electronic applications should be prepared following Parts IV, V, and VI of the document entitled “NIFA Grants.gov Application Guide: A Guide for Preparation and Submission of NIFA Applications via Grants.gov.” This guide is part of the corresponding application package (see Section A. of this Part). The following is **additional information** needed in order to prepare an application in response to this RFA. If there is discrepancy between the two documents, the information contained in this RFA is overriding.

**Note the attachment requirements (e.g., portable document format) in Part III section 3. of the Guide. ANY PROPOSALS THAT ARE NON-COMPLIANT WITH THE REQUIREMENTS (i.e., content format, pdf file format, file name restrictions, and no password protected files) WILL BE AT RISK OF BEING EXCLUDED FROM NIFA REVIEW. Partial applications will be excluded from NIFA review.**

**If you do not own PDF-generating software, Grants.gov provides online tools to assist applicants. Users will find a link to “Convert Documents to PDF” on [http://grants.gov/help/download\\_software.jsp#pdf\\_conversion\\_programs](http://grants.gov/help/download_software.jsp#pdf_conversion_programs).**

**For any questions related to the preparation of an application please review the NIFA Grants.gov Application Guide and the applicable request for applications. If assistance is still needed for preparing application forms content, contact:**

- Email: [electronic@nifa.usda.gov](mailto:electronic@nifa.usda.gov)
- Phone: 202-401-5048
- Business hours: Monday through Friday, 7:00 am – 5:00 pm Eastern Time, excluding Federal holidays.

### **1. SF 424 R&R Cover Sheet**

Information related to the questions on this form can be found in Part V, 2. of the NIFA Grants.gov Application Guide.

- a. Field 4. Federal Identifier** – Enter the NIFA award number of the award to be continued (the number in Block 1. of Form NIFA-2009, Award Face Sheet, of the original award document).
- b. Field 8. Type of Application** – Select “Continuation.”
- c. Field 11. Descriptive Title of Applicant’s Project** – The title should be exactly as it appeared on the award to be continued (Block 18. of Form NIFA-2009 of the original award document). Be sure to indicate in the title whether this is a capacity or special emphasis continuation application.
- d. Field 12. Proposed Project** – The start date of the project should be the same as it appeared on the award to be continued (Block 3. of Form NIFA-2009, Award Face Sheet, of the existing award document). The end date should be the end date as it appeared on the award to be continued (Block 3. of Form NIFA-2009, Award Face Sheet, of the existing award document) plus an additional year.

e. **Field 20. Pre-application** – Do not fill out this portion of the form.

**2. SF 424 R&R Project/Performance Site Location(s)**

Information related to the questions on this form can be found in Part V, 3. of the NIFA Grants.gov Application Guide.

**3. R&R Other Project Information**

Information related to the questions on this form can be found in Part V, 4. of the NIFA Grants.gov Application Guide.

a. **Field 7. Project Summary/Abstract – PDF Attachment.** Include the Project Summary/Abstract for the period of time this application is intended to support. See Part V. 4.7 of NIFA Grants.gov Application Guide for further instructions and a link to a suggested template. Include the Project Summary/Abstract for the period of time this application is intended to support. Specifications are as follows:

- The summary should not exceed 250 words.
- Include the names and affiliated organizations of all PDs and Co-PDs.
- Include the title of the project (Must be the name used in the original application.)
- Include the original award number.
- The summary must focus on goals, strategies and anticipated project outcomes.
- 2011 schools with Special Emphasis will also provide a brief overview for these projects in this summary.

b. **Field 8. Project Narrative – PDF Attachment.**

Follow instructions in the tables below to write your 2013 project narrative.

<b><u>FY 2010 Institutions: Capacity Narrative and Supporting Documents</u></b>	
<b>The narrative should not exceed five pages.</b>	
Review of Last Year's Accomplishments	<b>Possible questions:</b> What do you consider your best success in FY 2012? What activities did you do? What populations did you serve? What aspects of your project would you share with others?
A FY 2013 Plan of Work	<b>Possible questions:</b> In FY 2013, what new or expanded methods and strategies will you use to reach constituents or build on project successes? How will you adapt your project based on experiences in FY 2012? Who are the key personnel?  Grant recipients should show they have an evaluation plan in place to capture quantitative and qualitative metrics to demonstrate project impact. They should also provide a timeline for project completion.

Continued on next page

Continued from previous page

A completed Table of Progress	A basic review of grant activities. 2010 applicants with special emphasis are encouraged to combine their progress tables if possible. There should only be one progress table per school. If the special emphasis PD needs to file a separate progress table that should be noted in their application. NIFA will combine the totals into one school submission if capacity and special emphasis PDs file separately.
-------------------------------	--

<b><u>FY 2010 Institutions: Special Emphasis Narrative—file as a separate application</u></b> <b>The narrative should not exceed two pages.</b>	
Review of Last Year's Accomplishments	<b>Possible questions:</b> What do you consider your best success in FY 2012? What activities did you do? What populations did you serve? What aspects of your project would you share with others? Consider this an opportunity to discuss what you learned and what you would want others to know about your project in 2012.
A FY 2013 Plan of Work	<b>Possible questions:</b> In FY 2013, what new or expanded methods and strategies will you use to reach constituents or build on project successes? How will you adapt your project based on experiences in FY 2012? What do you want to revise? Who are the key personnel?  Grant recipients should show they have an evaluation plan in place to capture quantitative and qualitative metrics to demonstrate project impact and provide a timeline for project completion.

<b><u>FY 2011 Institutions: Capacity Narrative and Supporting Documents</u></b> <b>The narrative should not exceed five pages.</b>	
Review of Last Year's Accomplishments	<b>Possible questions:</b> What do you consider your best success in FY 2012? What activities did you do? What populations did you serve? What aspects of your project would you share with others? Consider this an opportunity to discuss what you learned and what you would want others to know about your project in 2012.
A FY 2013 Plan of Work	<b>Possible questions:</b> In FY 2013, what new or expanded methods and strategies will you use to reach constituents or build on project successes? How will you adapt your project based on experiences in FY 2012? What do you want to revise? Who are the key personnel?  Grant recipients should show they have an evaluation plan in place to capture quantitative and qualitative metrics to demonstrate project impact. They should also provide a timeline for project completion.

Continued on next page

Continued from previous page

A completed Table of Progress	A basic review of grant activities. (Click on link to see document or use pdf form attached to application) Include special emphasis data if applicable.
-------------------------------	--

<b><i>FY 2011 Institutions: Special Emphasis <u>Include in narrative filed with 2013 Capacity Application as a separate attachment or addendum to capacity narrative. Will not require a separate application.</u></i></b>	
Review of Last Year's Accomplishments	<b><i>Possible questions:</i></b> What do you consider your best success in FY 2012? What activities did you do? What populations did you serve? What aspects of your project would you share with others? Consider this an opportunity to discuss what you learned and what you would want others to know about your project in 2012.
A FY 2013 Plan of Work	<b><i>Possible questions:</i></b> In FY 2013, what new or expanded methods and strategies will you use to reach constituents or build on project successes? How will you adapt your project based on experiences in FY 2012? What do you want to revise? How will you gather input from stakeholders? Who are the key personnel? How will they document their achievements during the project?  Grant recipients should show they have an evaluation plan in place to capture quantitative and qualitative metrics to demonstrate project impact and provide a timeline for project completion.

**Supporting Documents are required:** The following two documents are required to support the narrative.

- A completed Table of Progress is a must.** Choose the Extension Table of Progress at the end of this RFA. **Only one table of progress is required per 1994 Land Grant Institution.**
- Stakeholder Report:** This document should provide evidence that the applicant has done due diligence to insure that the project is consistent with the needs and expectations of the greater Reservation community and report on community feedback. In addition, each applicant must provide a statement on how input will be gathered in 2013.

Complete these forms and print them as PDF files. Attach them to your application under field 12 –additional attachments.

- c. **Field 9. Bibliography & References Cited** – A bibliography & references cited list is not required under this RFA. Do not complete and submit a bibliography and references cited list.
- d. **Field 10. Facilities & Other Resources** – A facilities & other resources list is not required under this RFA unless there is a notable change from the list submitted in the initial application.
- e. **Field 11. Equipment** – An equipment list is not required under this RFA unless there is a notable change from the list submitted in the initial application.
- f. **Field 12. Other Attachments.**

An annual financial report, SF 425 must be submitted with your application and attached under Block 12. The full list of documentation will contain:

- A Completed SF 425
- A Progress Table as a PDF
- A Stakeholder Report
- Any letters of Support
- Any other supplemental information about your award

#### **4. R&R Senior/Key Person Profile (Expanded)**

Information related to the questions on this form is can be found Part V, 5. of the NIFA Grants.gov Application Guide.

**5. R&R Personal Data** – As noted in Part V, 6. of the NIFA Grants.gov Application Guide, the submission of this information is voluntary and is not a precondition of award.

The Current and Pending Support attachment MUST be included for senior/key persons that were not included in the initial application AND for those individuals where the percent of time devoted to this project has changed from the initial application. If the Current and Pending Support for a senior/key person was included in the initial application and the effort for this project remains the same, the Current and Pending Support for that individual need not be submitted again.

#### **6. R&R Budget**

Information related to the questions on this form can be found in Part V, 7. of the NIFA Grants.gov Application Guide.

- a. The amount of grant funds requested should match the amount of the previous year's award. Check 2012 award documentation for details. The budget must be for the next year for which funding is requested. In multi-institutional applications, a budget and budget justification must be included for each institution involved (including subcontracts). For each sub-award/subcontract, use the R&R Sub-award Budget Attachment(s) Form.

**b. Field H. Indirect Costs** – See Section D., Funding Restrictions, of this Part for indirect cost information.

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

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

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

### **7. Supplemental Information Form**

Information related to the questions on this form can be found in Part VI, 1. of the NIFA Grants.gov Application Guide.

**a. Field 2. Program to which you are applying.** Enter the program code name (i.e., enter TCEP) and the program code (i.e., enter “NK”).

**b. Field 8. Conflict of Interest List.** A conflict of interest list is not required under this RFA. Do not include a conflict of interest list.

### **C. Submission Date and Time**

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

---

**Extension applications must be received by February 28, 2013 - 5:00 p.m. Eastern Time**

---

Correspondence regarding submitted applications will be sent via e-mail. Therefore, applicants are strongly encouraged to provide accurate e-mail addresses, where designated, on the SF-424 R&R Application for Federal Assistance.

If the AR has not received correspondence **from NIFA** regarding a submitted application within 15 days of submission of the application, please contact the NIFA Program Contact and request the proposal number assigned to the application. **Failure to do so may result in a delay in the issuance of an award. Once the application has been assigned a proposal number, this number should be cited on all future correspondence.**

### **E. Funding Restrictions**

Award recipients may subcontract to organizations not eligible under the program provided such organizations are necessary for the conduct of the project. Award recipients may subcontract to organizations not eligible under the program provided such organizations are necessary for the conduct of the project.

Pursuant to Section 1473 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (91 Stat. 981), **indirect costs are unallowable under Smith-Lever funded projects, and no funds will be approved for this purpose.** Costs that are a part of an institution's indirect cost pool may not be reclassified as direct costs for the purpose of making them allowable.

The following costs, although not all-inclusive, are not permitted:

- Entertainment
- Meals (except when provided to maintain the continuity of a meeting)
- Tickets to shows or sporting events
- Alcoholic beverages
- Costs associated with banquets and award ceremonies.

Any expense not directly related to the program or project is considered unallowable. Examples include child-care services, kitchen help hired to prepare refreshments, and promotional or appreciation gifts such as clothing, coffee mugs, or bags.

Awards and Certificates of Achievement are disallowed by 2 CFR Part 220 – Cost Principles for Educational Institutions, and 2 CFR Part 230 – Cost Principles for Non-Profit Organizations.

NIFA has determined that grant funds awarded under this authority may not be used for the renovation or refurbishment of research, education, or extension space; the purchase or installation of fixed equipment in such space; or the planning, repair, rehabilitation, acquisition, or construction of buildings or facilities.

In addition, tuition remission is prohibited by Section 1473 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977, as amended (7 U.S.C. 3319).

## **PART V – Reserved.**

## **PART VI—AWARD ADMINISTRATION**

### **A. – C. Reserved.**

### **D. Expected Program Outputs and Reporting Requirements**

For continuations, the annual “Federal Financial Report,” Form SF-425, must be submitted with the application for subsequent funding in which case it may not cover a twelve month period. If the latter is the case (i.e., preliminary submission of the SF-425 is included in application), the annual submission (i.e., 12-month period) must also be submitted when due. If a preliminary SF-425 is to be submitted but the organization's accounting system cannot support the generation of the preliminary information, then a statement to that effect must be included in lieu of the form. The form or statement that the accounting system cannot support the generation of

preliminary information must be submitted as a PDF attachment to Field 12, Other Attachments, of the R&R Other Project Information form. **NIFA will provide the award recipients with specific guidelines well in advance of the deadline reporting, which the recipient will be required to follow.**

Further, an annual progress report must be electronically submitted through NIFA's electronic, Web-based inventory system within 90 days **PRIOR** to the end of the current budget period, i.e., current expiration date of the award. Untimely submission of this report will delay processing of the incremental funding and failure to submit this report will result in the restriction of the funding increment.

#### **PART VII – AGENCY CONTACT**

The NIFA Program Contact requesting the application or contact the NIFA Program Contact responsible for the original grant award (i.e., the Program Point of Contact noted in Block 14. of the Form NIFA-2009, Award Face Sheet, of the original award document).

##### **Tim Grosser**

National Program Leader  
National Institute of Food and Agriculture  
U.S. Department of Agriculture  
Telephone: 202-690-0402  
E-mail: [tgrosser@NIFA.usda.gov](mailto:tgrosser@NIFA.usda.gov)

#### **PART VIII – Reserved.**

### Equity Table of Progress 2013

**Focus area: Choose the topic areas that best define your project**

Natural Resources/Conservation  Basic Science  Food and Ag Science  Human Nutrition and Health

Curriculum  Faculty Development  Experiential learning  Instructional Equipment  Recruit/Retain

Do you have an ag and food science degree at your school? YES  NO

If YES—What is the degree level available? Certificate  Associate  Bachelors  Masters

**Students: Tell us about students in the Equity program and opportunities at your institutions**

Number of Students with an Equity Stipend <input style="width: 100%;" type="text"/>	Number of Student Internships <input style="width: 100%;" type="text"/>	Number of Degree Programs <input style="width: 100%;" type="text"/>
Number of vocational programs <input style="width: 100%;" type="text"/>	Number of 2012 Students enrolled in Ag Programs <input style="width: 100%;" type="text"/>	Number of 2012 Graduates in Ag Programs <input style="width: 100%;" type="text"/>
Did you develop new curriculum in 2012? YES <input type="checkbox"/> NO <input type="checkbox"/> How many <input style="width: 100%;" type="text"/>	Did you revise curriculum in 2012? YES <input type="checkbox"/> NO <input type="checkbox"/> How many <input style="width: 100%;" type="text"/>	How many degrees awarded in Certificate <input style="width: 100%;" type="text"/> Associate <input style="width: 100%;" type="text"/> Bachelors <input style="width: 100%;" type="text"/> Masters <input style="width: 100%;" type="text"/>
What level of mathmatics do you provide?	Do you have traditional food and ag programs YES <input type="checkbox"/> NO <input type="checkbox"/>	What level of biology do you provide?

**Facilities at your school**

What laboratory or computer equipment did you purchase with Equity funding?	Name Equipment 1. 2. 3.	Equipment cost 1. 2. 3.
Do you have distance education at your school? YES <input type="checkbox"/> NO <input type="checkbox"/>	Do you have classes that teach students to use GIS-GPS? YES <input type="checkbox"/> NO <input type="checkbox"/>	Do you integrate your program with extension? YES <input type="checkbox"/> NO <input type="checkbox"/>
Does your school have a wellness center? YES <input type="checkbox"/> NO <input type="checkbox"/>	Does your school have a dormatory? YES <input type="checkbox"/> NO <input type="checkbox"/>	Does your school have student transportation? YES <input type="checkbox"/> NO <input type="checkbox"/>
Did you sign an articulation agreement with other schools in 2012? YES <input type="checkbox"/> NO <input type="checkbox"/> What schools do you have agreements with?	Do you receive other grants to support your program? Give Examples.	

**Faculty Development and Opportunity**

Number of Faculty Equity Supports Part <input style="width: 100%;" type="text"/> Full <input style="width: 100%;" type="text"/>	Faculty focus area in Ag /Food Sciences	Total Faculty receiving training
---	---	----------------------------------

<b>EXTENSION –PROGRAM NK--Table Progress Part I—(Stakeholders Served)</b>				
<b>PRIMARY PROJECT TYPE</b>	Agriculture	Natural Resources	Youth	Nutrition/Health
<b>Number of farmer contacts for 2012:</b>		<b>Total Extension educators/staff</b>		
<b>Number of acres improved in 2012</b>		<b>Total interns</b>		
<b>Number of youth contacts in 2012</b>		<b>Total volunteers</b>		
<b>Number of youth clubs in 2012</b>		<b>Total partnerships with FRTEP</b>		
<b>Number of in school programs in 2012</b>		<b>Total partnership with other 1890/1862</b>		
<b>Number of community contacts in 2012</b>		<b>Total partnerships with other institutions</b>		
<b>Number of health and wellness activities in 2012</b>		<b>Total grants outside of NIFA (number)</b>		
<b>Total miles driven in support of 2012 Extension activities</b>		<b>Total funds leveraged outside of NIFA (dollar amount)</b>		
<b>Facilities: do you have</b>				
<b>Adequate Extension office space <input type="checkbox"/></b>		<b>Adequate youth facilities <input type="checkbox"/></b>		
<b>Adequate garden plots <input type="checkbox"/></b>		<b>Equipment to support Ag producers<input type="checkbox"/></b>		
<b>Adequate extension equipment <input type="checkbox"/></b>		<b>Senior support services <input type="checkbox"/></b>		
<b>Land Grant Office or Director <input type="checkbox"/></b>		<b>What one facility improvement would most help your extension effort?</b>		

## Application Submission Checklist

The following checklist contains suggested guidelines to verify prior to application submission – For your use only - DO NOT SUBMIT WITH YOUR APPLICATION

- Have all attachments been submitted in the portable document format (PDF)?
- Project Summary/Abstract (PDF)
  - Has the Project Summary PDF been attached
  - Does this section adhere to the format?
- Project Narrative (PDF)
  - Has the Project Narrative PDF been attached
- Table of Progress (PDF)
- Timeline (PDF)
- Letters of Support, Use of Facilities
  - Attach as PDF
- New Project Director? (Is this person different from the PD in 2012?)
  - Biographical sketch (vitae)
  - Current and Pending form
  - Conflict of Interest
- ◆ SF 424 R&R Budget
  - Have all fields been completed?
  - Budget Justification
    - Has the Budget Justification (PDF) been attached
    - Are budget items individually justified?
    - For multi-institutional applications, has a budget justification been included for each institution involved?
- ◆ Supplemental Information Form
  - Does Field 2 indicate the Program Code Name and Program Code to which you are applying?