

Tribal Colleges Research Grants Program

FY 2015 Request for Applications

Application Due Date: February 20, 2015 by 5:00 pm Eastern Time

Catalog of Federal Domestic Assistance (CFDA): 10.227

Program Name Code: TCRGP

Program Code: ZY

Funding Opportunity Number: USDA-NIFA-TCRGP-004795

Funding Amount: Approximately \$1.7 Million



United States
Department of
Agriculture

National Institute
of Food and
Agriculture

**NATIONAL INSTITUTE OF FOOD AND AGRICULTURE
U.S. DEPARTMENT OF AGRICULTURE**

TRIBAL COLLEGES RESEARCH GRANTS PROGRAM

INITIAL ANNOUNCEMENT

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

DATES: Applications must be received by **5:00 p.m. Eastern Time on February 20, 2015**. Applications received after this deadline will not be considered for funding (see Part IV, C. of this RFA). Comments regarding this request for applications (RFA) are requested within 6 months from the issuance of this notice. Comments received after that date will be considered to the extent practicable.

STAKEHOLDER INPUT: The National Institute of Food and Agriculture (NIFA) seeks your comments about this RFA. We will consider the comments when we develop the next RFA for the program, if applicable, and we'll use them 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)). Submit written stakeholder comments by the deadline set forth in the DATES portion of this Notice to: Policy@nifa.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 fiscal year (FY) **2015 Tribal College Research Grant Program RFA**.

EXECUTIVE SUMMARY: NIFA requests applications for the **Tribal College Research Grant Program (TCRGP)** for FY 2015 to enable 1994 Institutions to develop the necessary infrastructure and faculty expertise to carry out research projects that identify and solve problems within tribal and American Indian communities and offer 1994 students an enhanced research experience in preparation for onward career or higher education opportunities in the food, agricultural or natural resource sciences. The amount anticipated to be available for support of this program in FY 2015 is approximately \$1.7 million. This RFA is being released prior to the passage of an appropriations act for FY 2015. Enactment of additional continuing resolutions or an appropriations act may affect the availability or level of funding for this program.

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

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PART I—FUNDING OPPORTUNITY DESCRIPTION

A. Legislative Authority and Background

Legislative authority for the Tribal College Research Grant Program is contained in the Agricultural Research, Extension, and Education Reform Act of 1998 (7 U.S.C. 7601 note) which amends the Equity in Educational Land Grant Status Act of 1994 (7 U.S.C. 301 note). In accordance with the statutory authority, subject to the availability of funds, the Secretary of Agriculture may award competitive grants to 1994 Land Grant Institutions (hereinafter referred to as 1994 Institutions) to conduct agricultural research that addresses high priority concerns of tribal, national or multi-state significance. Section 7404 of the Agricultural Act of 2014, P.L. 113-79, added additional eligible partners to the authorization for the TCRGP. Please see Part III A., Eligible Applicants, for a description of these changes.

B. Purpose and Priorities

NIFA is soliciting applications which support the purpose of the TCRGP is as follows:

- To enhance the institutional infrastructure and faculty expertise in planning and carrying out appropriate applied research projects that address concerns and needs of tribal and reservation communities;
- To forge better institutional and faculty collaborations with other Land Grant Institutions as well as with USDA Agricultural Research Service (ARS) and other research institutions of higher learning;
- To address the food, agricultural, natural resources, and human sciences concerns of reservation communities through scientific inquiry and discovery; and
- To give American Indian students better prospects for employment and educational achievement by engaging them in laboratory and field research in the food, agricultural and natural resource sciences.

TCRGP priority areas of investigation include:

- Agricultural productivity and economic profitability;
- Human nutrition, healthy lifestyles and obesity reduction in tribal communities;
- Natural resource conservation, remediation, or adaptation to a changing climate;
- Tribal youth and leadership development;
- Energy conservation, bio-energy and renewable sources and technologies;
- Food sovereignty, food systems or food safety for tribal communities;
- Teaching practices and styles to advance learning in American Indian students, especially in food, agriculture and natural resource sciences.

Projects supported by this program should fall under one or more of USDA's Research, Education and Economics (REE) Mission action plan priorities:

- Local and Global Food Supply and Security;
- Responding to Climate and Energy Needs;
- Sustainable Use of Natural Resources;
- Human Nutrition and Childhood Obesity;
- Food Safety;
- Education and Science Literacy;
- Rural Prosperity/Rural-Urban Interdependence.

Please refer to the Research, Education, and Economics Action Plan (Revised 2014) for specific details: http://www.ree.usda.gov/ree/news/USDA_REE_Action_Plan_03-2014.pdf

PART II—AWARD INFORMATION

A. Available Funding

The amount available for NIFA support of this program in FY 2015 is approximately **\$1.7 million**. The funds will be awarded through a competitive peer reviewed grant. There is no commitment by USDA to fund any particular application or to make a specific number of awards. This RFA is being released prior to the passage of an appropriations act for FY 2015. Enactment of additional continuing resolutions or an appropriations act may affect the availability or level of funding for this program.

Awards issued as a result of this RFA will have designated the Automated Standard Applications for Payment System (ASAP), operated by the Department of Treasury's Financial Management Service, as the payment system for funds. For more information see http://www.nifa.usda.gov/business/method_of_payment.html.

B. Types of Applications

In FY **2015** you may submit applications to the TCRGP as one of the following types of requests:

- (1) **New application:** This is a project application that has not been previously submitted to the TCRGP. NIFA will review all new applications competitively using the selection process and evaluation criteria described in Part V—Application Review Requirements.
- (2) **Resubmitted application.** This is an application previously submitted to TCRGP but not funded. Project Directors (PDs) must respond to the previous review panel summary (see Response to Previous Review, Part IV). Resubmitted applications must be received by the relevant due dates, will be evaluated in competition with other pending applications in the appropriate research option to which they are assigned, and will be reviewed according to the same evaluation criteria as new applications.

C. Project Types

New Discovery Research:

The emphasis within New Discovery projects is on the level and complexity of research being proposed. Applicants are expected to already possess the necessary research maturity to conduct scientific inquiry that lead to an enhanced body of knowledge and achieve a level of problem solving for relevant issues. Proposed projects are also expected to meet the standards of scientific rigor recognized by the greater research community. Research undertakings should be at a level where results may help solve problems of a regional, state or national level. Data and results should be of a quality appropriate for submittal to a peer-reviewed journal. New Discovery projects are also expected to offer meaningful research involvement for 1994 students.

Project periods shall not exceed three years (36 months). The maximum amount for a New Discovery application with minimal student involvement is \$200,000 per project not per year.

The maximum amount for a New Discovery application with significant student involvement (five or more students) is \$220,000 per project period; not per year.

Capacity Building Research:

The emphasis within Capacity Building projects is on developing existing research capacity through research projects that focus on enhancing research infrastructure, instrumentation and faculty expertise. Projects should embrace scientific research methodology with an aim to addressing problems within tribal, reservation or American Indian communities and lead to best practices that can be utilized by 1994 Extension or Education activities.

Project periods shall not exceed two years (24 months). The maximum amount for a Capacity Building Research project is \$85,000 per project period; not per year.

Student Research Experience:

The emphasis within Student Research Experience is on the student. Projects may consist of individual or group student research investigations. The focus should be on providing the students with an understanding and appreciation of how to plan and implement research projects that utilize scientific methodology and approach some level of applied problem solving. Projects should be of a nature that students receive an experience that stimulates their interest in the food, agricultural and natural resources sciences and better prepare them to achieve success at four-year and graduate institutions.

Project periods shall not exceed two years (24 months). The maximum amount for a Student Research Experience project is \$65,000 per project period; not per year.

Projects in all three research options must contain a student component. NIFA will not make an award that does not contain significant 1994 student participation appropriate to the level of research chosen.

With the passage of the 2014 Farm Bill, all funded TCRGP projects must contain a collaborative agreement **with at least one** of the following:

- The Agricultural Research Service of the Department of Agriculture;
- At least one 1862 or 1890 land-grant college or university (not another 1994 Institution);
- At least one Non-Land-Grant College of Agriculture (NLGCA) (as defined in section 1404 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977) (see requirements and list of certified NLGCA at http://www.nifa.usda.gov/funding/pdfs/nlgca_colleges.pdf)
- At least one forestry school funded under the McIntire-Stennis Cooperative Forestry Research Program. The partner must be the McIntire-Stennis funded department. It cannot be with another entity at the institution.

D. 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, we consider education in RCR essential to the preparation of future scientists. In accordance with sections 2, 3, and 8 of 7 CFR Part 3022, institutions that conduct USDA-funded extramural research must foster an atmosphere conducive to research integrity, bear primary responsibility for prevention and detection of research misconduct, and maintain and effectively communicate and train their staff regarding policies and procedures. In the event an application to NIFA results in an award, the Authorized Representative (AR) 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, procedures, and documentation to support the conduct of the training.

Note that the training referred to herein shall be either on-campus or off-campus training. The general content of the ethics training will, at a minimum, 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. Grantees should consider the Collaborative Institutional Training Initiative (CITI) program for RCR (<https://www.citiprogram.org/rcrpage.asp>). Typically this 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

Applications will only be accepted from accredited Tribal Colleges or Universities designated as 1994 Institutions under the Equity Educational Land-Grant Status Act of 1994 (7 U.S.C. 301 note, as amended).

Bay Mills Community College, Blackfeet Community College, Cankdeska Cikana Community College, Chief Dull Knife College, College of Menominee Nation, College of the Muscogee Nation, D–Q University, Dine College, Fond du Lac Tribal and Community College, Fort Berthold Community College, Fort Peck Community College, Haskell Indian Nations University, Iisagvik College, Institute of American Indian 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, Navajo Technical College, Nebraska Indian Community College, Northwest Indian College, Oglala Lakota College, Saginaw Chippewa Tribal College, Salish Kootenai College, Sinte Gleska University, Sisseton Wahpeton College, Sitting Bull College, Southwestern Indian Polytechnic Institute, Stone Child College, Tohono O’odham Community College, Turtle Mountain Community College, United Tribes Technical College, White Earth Tribal and Community College, Aaniiih Nakoda College, and Keneenaw Bay Ojibawa Community College.

Award recipients may subcontract to organizations not eligible to apply provided such organizations are necessary for the conduct of the project. Failure to meet an eligibility criterion by the time of application deadline may result in the application being excluded from consideration or, even though an application may be reviewed, will preclude NIFA from making an award.

B. Cost Sharing or Matching

NIFA 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. Electronic Application Package

Only electronic applications may be submitted via Grants.gov to NIFA in response to this RFA. We urge you to submit early to the Grants.gov system. For an overview of the Grants.gov application process see <http://www.grants.gov/web/grants/applicants/grant-application-process.html>.

New Users of Grants.gov

Prior to preparing an application, we recommend that the Project Director/Principal Investigator (PD/PI) first contact an Authorized Representative (AR) to determine if the organization is prepared to submit electronic applications through Grants.gov. If not (e.g., the institution/organization is new to the electronic grant application process through Grants.gov), then the one-time registration process must be completed **PRIOR** to submitting an application. It can take as long as 2 weeks to complete the registration process so it is critical to begin as soon as possible. In such situations, the AR should go to **“Register” in the top right corner of the Grants.gov web page (or go to <http://www.grants.gov/web/grants/register.html>) for information on registering the institution/organization with Grants.gov.** Part II.1. of the NIFA Grants.gov Application Guide contains detailed information regarding the registration process. Refer item 2. below to locate the “NIFA Grants.gov Application Guide”.

Steps to Obtain Application Package Materials

To receive application materials:

1. You must download and install a version of Adobe Reader compatible with Grants.gov to access, complete, and submit applications. For basic system requirements and download instructions, see <http://www.grants.gov/web/grants/support/technical-support/software/adobe-reader-compatibility.html>. Grants.gov has a test package that will help you determine whether your current version of Adobe Reader is compatible.
2. To obtain the application package from Grants.gov, go to <http://www.grants.gov/web/grants/applicants/apply-for-grants.html>. Under Step 1 click on “Download a Grant Application Package,” and enter the funding opportunity number

Funding Opportunity Number: USDA-NIFA-TCRGP-004795

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.” 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 you require assistance to access the application package (e.g., downloading or navigating Adobe forms) **or submitting the application**, refer to resources available on the Grants.gov website (<http://www.grants.gov/web/grants/applicants/applicant-resources.html>). Grants.gov assistance is also available at:

Grants.gov customer support
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

Grants.gov iPortal (see <https://grants-portal.psc.gov/Welcome.aspx?pt=Grants>):
Top 10 requested help topics (FAQs), Searchable knowledge base, self-service ticketing and ticket status, and live web chat (available 7 a.m. - 9 p.m. ET). Get help now!

Have the following information available when contacting Grants.gov:

- Funding Opportunity Number (FON)
- Name of agency you are applying to
- Specific area of concern

See <http://www.nifa.usda.gov/funding/electronic.html> for additional resources for applying electronically.

B. Content and Form of Application Submission

You should prepare electronic applications following Parts V and VI of the NIFA Grants.gov Application Guide. This guide is part of the corresponding application package (see Section A. of this Part). The following is **additional information** needed 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., PDF) in Part III section 3. of the guide. ANY PROPOSALS THAT ARE NON-COMPLIANT WITH THE REQUIREMENTS (e.g., content format, PDF file format, file name restrictions, and no password protected files) WILL BE AT RISK OF BEING EXCLUDED FROM NIFA REVIEW. Grants.gov does not check for NIFA required attachments or that attachments are in PDF format; see Part III section 6.1 of the guide for how to check the manifest of submitted files. Partial applications will be excluded from NIFA review. NIFA will accept subsequent submissions of an application until close of business on the closing date in the RFA (see Part V, 2.1 of the NIFA Grants.gov Application Guide for further information).

Grants.gov provides online tools to assist those needing PDF-generating software. PDF conversion software can be found at:
<http://test.grants.gov/web/grants/support/technical-support/software/pdf-conversion-software.html>.

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

- Email: electronic@nifa.usda.gov
- Phone: 202-401-5048
- Business hours: Monday through Friday, 7 a.m. – 5 p.m. ET, excluding federal holidays.

1. SF 424 R&R Cover Sheet

Information related to the questions on this form is dealt with in detail in Part V, 2. of the NIFA Grants.gov Application Guide.

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

Information related to the questions on this form is dealt with in detail in Part V, 3. of the NIFA Grants.gov Application Guide.

3. R&R Other Project Information Form

Information related to the questions on this form is dealt with in detail in Part V, 4. of the NIFA Grants.gov Application Guide.

a. Field 7. Project Summary/Abstract.

The summary should also include the relevance of the project to the goals of TCRGP. See Part V. 4.7 of NIFA Grants.gov Application Guide for further instructions and a link to a suggested template. The Project Summary:

1. Should not exceed one page;
2. Must state the type of application (new or resubmission);
3. Must state the project research option (New Discovery Research, Capacity Building Research or Student Research Experience);
4. Must indicate the science subject areas to be addressed;
5. Must include the names and affiliated organizations of all PDs, Co-PDs and other collaborators, including visiting scholars; and
6. Must include the title of the project – should be descriptive of the work to be undertaken

Expected Outcomes – PDF Attachment to ‘Field 12’

Complete this table with the heading “Expected Outcomes” and name the file “ExpectedOutcomes.pdf” Please use a format, similar to what is provided below, to submit expected impacts.

Primary Project Function: (Choose one)		
EDUCATION: <input type="checkbox"/>	EXTENSION : <input type="checkbox"/>	RESEARCH: <input type="checkbox"/>
DATA FOR 1994 Research PROGRAM:		
Total expected impact during entire grant period		Expected Number
Number of products developed for students through grant funds this year		
- curricula, academic programs		
- recruitment/retention programs		
- teaching or educational materials, distance education capability, experiential learning opportunities		
Number of collaborations to be developed between institutions		
Number of faculty attending professional development: sabbaticals, workshops, conferences, etc.		
Number of individuals who indirectly will benefit from the projects (i.e., using the curriculum/instrumentation, enrolled in the program, recruited or retained)		
Total number of students to be directly supported by grant (i.e., scholarships, fellowships, assistantships, internships)		
Number of female students to be supported during the grant period		
Number of students who will complete other experiential learning during the grant period and who are supported by this grant		

b. Field 8. Project Narrative. Application will not be accepted for review if the project narrative is not included or not in PDF format.

The Project Narrative shall not exceed 12 pages of written text regardless of whether it is single- or double-spaced. Applicants must ensure that page limit is not exceeded after converting to PDF format. The Project Narrative must include all of the following:

Introduction: Include the following statement (s) of inquiry:

- Overall research objective of the institution consistent with a strategic plan or business plan of the 1994 or the department or college within which research is to be conducted
- Hypothesis to be tested or Question or Discovery statement to be addressed

In addition, summarize the body of knowledge or other past activities that substantiate the need for the proposed project. Describe ongoing or recently completed significant activities that relate to the proposed project including the work of key project personnel. Include preliminary data/information pertinent to the proposed project. In addition, this section should include in-depth information on the following, when applicable:

- (1) Estimates of the magnitude of the issues and their relevance to stakeholders and to ongoing state-federal food and agricultural research, education and extension programs;
- (2) The role of stakeholders in problem identification, planning, implementation, and evaluation as appropriate;

- (3) The enhancement this funded project will add to the research capacity of the institution.

Goals and Objectives: Include a statement(s) of specific aims of the proposed effort in clear, concise, complete, and logically arranged terms.

Methods: Explicitly state the procedures or methodology that will be used in the proposed project. This section should include but not necessarily be limited to, descriptions of:

- (1) Research expertise and background of the PD and Co-PDs and relevance to project;
- (2) Proposed project activities, listed sequentially in a time-line format;
- (3) Research methodology that includes the experimental design techniques;
- (4) Instrumentation to be used including evidence that measurements and data collection protocols will be taught and followed;
- (5) Indicate how data will be analyzed or interpreted;
- (6) Role to be played by the collaborating institution;
- (7) Plans to communicate results to stakeholders, communities and the public;
- (8) Discussion of possible limitations of the proposed procedures, obstacles or unintended issues and how they will be addressed;
- (9) Evaluation plan that includes possible evaluators and their experience with tribal research evaluations; and
- (10) For Student Research Experience Option only - include a separate paragraph that contains a 'student research plan' outlining the expected benefit to the students, how many to be recruited, specific training to be undertaken and any mentoring roles of the 1994 or collaborating faculty staff.

Project Timetable: The proposal should outline all important phases as a function of time, year by year, for the entire project.

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

Information related to the questions on this form is dealt with in detail in Part V, 5. of the NIFA Grants.gov Application Guide. This section of the Guide includes information about the people who require a Senior/Key Person Profile, and details about the Biographical Sketch and the Current and Pending Support, including a link to a suggested template for the Current and Pending Support.

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.

6. R&R Budget

Information related to the questions on this form is dealt with in detail in Part V, 7. of the NIFA Grants.gov Application Guide. NOTE:

- Applicants must include a budget request that is appropriate for this solicitation.
- **Applicants must submit budget for all years of the grant award (either two or three) including a cumulative budget.**

- **Applicants must include separate budget pages for sub-awards to collaborating institutions for all years of the award including a cumulative budget.**
- Budget amounts must follow the amounts indicated in the type of Research Option being applied for:
 - New Discovery Research - \$200,000 or \$220,000
 - Capacity Building Research - \$85,000
 - Student Research Experience - \$65,000

The 1994 Land Grant must retain at least 70 percent of the grant award funds.

Field K. Budget Justification – (Required Attachment – Must be PDF format.) Budget Justification Narratives should provide budget detail to explain the individual line items in the Budget. There should be a justification for each budget line item being requested that provides details on what award funds will be used for, rates of pay for contractors, travel breakdown, reasons for materials and supplies, numbers of students being supported and in what capacity, etc.

7. Supplemental Information Form

Information related to the questions on this form is dealt with in detail 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 TCRGP) and the program code (i.e., enter - ZY). Codes must be entered in all UPPER case.
- b. Field 8. Conflict of Interest List.** See Part VI, 1.8 of the NIFA Grants.gov Application Guide for further instructions and a link to a suggested template.

C. Submission Dates and Times

Applications must be received by Grants.gov by **5:00 p.m. Eastern Time on February 20, 2015**. Applications received after this deadline will not be considered for further processing.

Prior to electronic submission of the application via Grants.gov, it is strongly recommended that an administrative review be conducted to ensure that an application complies with all application preparation instructions. An application checklist is included in Part VII of the NIFA Grants.gov Application Guide to assist with this review. While the checklist should be used to check the application for completeness, the application should be checked for the following required item(s). This is not an exhaustive list of required items; it only serves to highlight items that may be overlooked. The list includes:

- A cooperative agreement between the 1994 Land Grant and a required research collaborator. The agreement must be signed by the Authorized Representative (AR) of both institutions.
- A completed Table of Progress found at the end of this RFA
- An Expected Impact Table found in the summary portion of this RFA

- A letter of support by a tribal representative that the tribe understands the nature of any research to be conducted on tribal lands and concurs with this project's activities and locations of study
- An IRB or an IRB exemption for human subject studies
- An animal welfare certification if required (IACUC)
- A conflict of interest form, current CV or resume and a current and pending form for each Project Director and Co-Project Director
- A budget and budget narrative for each year of the project as well as a cumulative budget for both the 1994 Institution and the Collaborating institutions receiving funding

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

If you have trouble submitting an application to Grants.gov, you should FIRST contact the Grants.gov Help Desk to resolve any problems. Keep a record of any such correspondence. See Part IV. A. for Grants.gov contact information.

NIFA will send email correspondence to the AR regarding the status of submitted applications. 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 seven days of the established deadline, contact the Agency Contact identified in Part VII of the applicable RFA and request the proposal number assigned to the application. **Failure to do so may result in the application not being considered for funding by the peer review panel. Once the application has been assigned a proposal number, this number should be cited on all future correspondence.**

D. Funding Restrictions

In addition, 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.

Indirect costs for 1994 Land Grants:

Section 716 of the Consolidated Appropriations Act, 2014 (H.R. 3547) **limits indirect costs to no more than 30 percent of the total Federal funds provided under each award.** Similar language may be included in the FY 2015 appropriation, therefore, when preparing budgets, limit

the request for the recovery of indirect costs to the your institution's official negotiated indirect cost rate or the equivalent of 30 percent of total Federal funds awarded – whichever is lower.

If your institution does not have, or cannot obtain, a negotiated rate, you must calculate an indirect cost rate in order to request indirect costs. You should calculate an indirect cost rate based on actual costs for the entire organization from the most recently completed accounting year. If no prior cost history exists, you should use budgeted costs for the entire organization.

You should follow the example(s) found at:

http://nifa.usda.gov/business/indirect_cost_process.html for information regarding this process.

You may elect not to charge indirect costs and, instead, use all grant funds for direct costs. If indirect costs are not charged, the phrase "None requested" should be written in this space."

Special Notice Regarding Indirect Costs for Grantees and Subcontractors

All 1994 Institutions must have a valid IDC rate agreement to receive indirect costs. Applicants may obtain an IDC rate agreement from the U.S. Department Health and Human Service. In most cases, first time applicants are encouraged to check with their business office as their institution typically has an IDC rate agreement already in place.

E. Other Submission Requirements

You should follow the submission requirements noted in Part IV, section 1.9 in the document entitled "NIFA Grants.gov Application Guide."

For information about the **status of a submitted application**, see Part III., section 6. of the NIFA Grants.gov Application Guide.

PART V—APPLICATION REVIEW REQUIREMENTS

A. General

Applications will be evaluated in a 2-part process. First, all applications will be screened to ensure they meet the administrative requirements as set forth in this RFA. Second, a technical review panel will evaluate and rank applications that meet the administrative requirements.

Reviewers are selected based upon 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 reviewers representing various areas of specialization within relevant scientific, education, or extension fields;
- (c) The need to include as reviewer experts such as 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 reviewers who are familiar with Indian Country, Indian agriculture and education and familiar with cultural aspects of the 1994 institutions and tribal governments; and
- (e) The need to include reviewers who can judge the effective usefulness of each application to producers and the general public.

When each peer review panel has completed its deliberations, NIFA will recommend that the project:

- (a) Be approved for support from currently available funds or
- (b) Be declined due to application rank and level of funding for this year's program.

NIFA reserves the right to negotiate with the PD or with the submitting institution regarding project revisions (e.g., reductions in the scope of work, funding level, period, or method of support) prior to recommending any project for funding.

B. Evaluation Criteria

NIFA and the peer review panel will use the evaluation criteria below in the application review:

New Discovery & Capacity Building Option Review Point Scale:

Criteria	
Research Plan and Statement of Inquiry	10
Research Project Design	30
Research Project Personnel, Management and Facilities	15
Research Capacity Enhancement	10
Project Evaluation Plan	15
Appropriateness of Budget to the Proposed Activities	15
Quality of Application and Clarity of Writing	5

1. Research Plan and Statement of Inquiry:

- Is a research plan presented and is it appropriate to the level of research proposed?
- Is the plan integrated into a Land Grant Mission or the comparative advantage of the institution?
- Is there a hypothesis or statement of inquiry to be tested?
- Is the hypothesis or statement appropriate to the level of research proposed?
- Likelihood that the inquiry will lead to relevant or useful information?

2. Research Project Design:

- Is there evidence of appropriate scientific rigor?
- Is there a clear and complete timeline?
- Is the experimental design adequately thought out and explained?
- Is the project adequately researched with appropriate references and citations?
- Are the data collection protocols, method of analysis adequately explained?
- Does the application treat instrumentation, protocols and training to be employed?
- Is there a plan to communicate results to stakeholders, the Reservation or Tribe and the general public?
- Does the application anticipate any difficulties or barriers and provide plans to address these situations?
- If conducted as presented, does the project appear to have a likelihood of being completed and resulting in useful information?

3. Research Project Personnel, Management and Facilities:

- Is there evidence of a qualifying partnership?
- Is there adequate documentation of partnership as required in the RFA?
- Has the Tribal or Reservation government been consulted and have they provided a signed letter of support?

4. Research Capacity Enhancement:

- Is there a statement on probability of capacity enhancement at the 1994?
- Is it reasonable and likely to be achieved?

5. Project Evaluation Plan:

- Is there an evaluation plan and funds to support the plan?
- Is the evaluation methodology appropriate and data-based?
- Are impacts anticipated and quantitative metrics indicated?

6. Appropriateness of Budget to the Proposed Activities:

- Does the proposed budget support the planned activities?

- Is the budget complete, clear and free of errors?
- Are there line items that appear to be out of line with conducting the research?

7. Quality of Application and Clarity of Writing:

- Is the application well organized and free of errors?
- Are the required forms included, signed and complete?

Student Research Experience Option - Review Point Scale:

Criteria	
Research Plan and Statement of Inquiry	10
Research Project Design	15
Research Project Personnel, Management and Facilities	20
Research Capacity Enhancement	10
Project Evaluation Plan	15
Appropriateness of Budget to the Proposed Activities	15
Quality of Application and Clarity of Writing	5
Student Plan	10

1. Research Plan and Statement of Inquiry:

- Is a research plan presented and is it appropriate to the level of research proposed?
- Is the plan integrated into a Land Grant Mission or the comparative advantage of the institution?
- Will students be introduced to the concepts of testing a hypothesis or statement of inquiry?
- Will students be introduced to the concept of ethics and research?
- Will students be introduced to the relevance of culturally appropriate research and evaluation?
- Likelihood that the inquiry will lead to relevant or useful information?

2. Research Project Design:

- Is there evidence of appropriate scientific rigor for undergraduate research?
- Is there a clear and complete timeline?
- Does the individual student project show evidence of an experimental design?
- Will there be adequate project researched with appropriate references and citations?
- Are the data collection protocols, method of analysis adequately explained?
- Does the application treat instrumentation, protocols and training to be employed?
- Is there a plan to have students communicate their projects and results?

3. Research Project Personnel and Management:

- Is there evidence of a qualifying partnership?
- Is there adequate documentation of partnership as required in the RFA?

- Has the Tribal or Reservation government been consulted and have they provided a signed letter of support?
4. **Research Capacity Enhancement:**
 - Is there a statement on probability of capacity enhancement at the 1994?
 - Is it reasonable and likely to be achieved?
 5. **Project Evaluation:**
 - Is there an evaluation plan and funds to support the plan?
 - Is the evaluation methodology appropriate and data-based?
 - Are impacts anticipated and quantitative metrics indicated?
 6. **Appropriate Budget:**
 - Does the proposed budget support the planned activities?
 - Is the budget complete, clear and free of errors?
 - Are there line items that appear to be out of line with conducting the research?
 7. **Quality of Application:**
 - Is the application well organized and free of errors?
 - Are the required forms included, signed and complete?
 8. **Student Plan:**
 - Does the application contain a plan to raise the level of research experience of students?
 - Does the plan appear to be reasonable?
 - Is there evidence that applicant (PD) has researched undergraduate research best practices?
 - Is there evidence that students can be recruited and will participate?

C. Conflicts of Interest and Confidentiality

During the peer evaluation process, we take extreme care to prevent any actual or perceived conflicts of interest that may impact review or evaluation. For the purpose of determining conflicts of interest, we determine the academic and administrative autonomy of an institution by reference to the current Higher Education Directory, published by Higher Education Publications, Inc., 1801 Robert Fulton Drive, Suite 555, Reston, VA, 20191. Phone: (888) 349-7715. Web site: <http://www.hepinc.com>.

Names of submitting institutions and individuals, as well as application content and peer evaluations, are 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, to the extent permitted by law; therefore, the names of the reviewers will not be released to applicants.

D. Organizational Management Information

Specific management information relating to an applicant shall be submitted on a one time basis, with updates on an as needed basis. This requirement is 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 NIFA program. We will provide you 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 that 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).

E. Application Disposition

An application may be withdrawn at any time before a final funding decision is made regarding the application; however, withdrawn applications normally will not be returned. One copy of each application that is not selected for funding, including those that are withdrawn, will be retained by TCRGP for a period of three years.

PART VI—AWARD ADMINISTRATION

A. General

Within the limit of funds available for such purpose, the NIFA awarding official 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 NIFA awarding official 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. 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 NIFA under this RFA may be used only for the purpose for which they are granted in accordance with the approved application and budget, regulations, terms and conditions of the award, applicable federal cost principles, USDA assistance regulations, and NIFA General Awards Administration Provisions at 7 CFR part 3430, subparts A through E.

B. Award Notice

The award document will provide pertinent instructions and information including, at a minimum:

- (1) Legal name and address of performing organization or institution to which the director has issued an award under the terms of this request for applications;
- (2) Title of project;
- (3) Name(s) and institution(s) of PDs chosen to direct and control approved activities;
- (4) Identifying award number and the Federal Agency Identification Number assigned by NIFA;
- (5) Project period, specifying the amount of time NIFA intends to support the project without requiring recompetition for funds;
- (6) Total amount of financial assistance approved for the award;
- (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.nifa.usda.gov/business/awards/awardterms.html> to view NIFA 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 NIFA to carry out its respective awarding activities or to accomplish the purpose of a particular award.

C. 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 the ones listed below. Note that the list includes current documents however some of these documents may cease to exist and new ones put in place with the December 26, 2014 implementation of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

2 CFR Part 220—Cost Principles for Educational Institutions (OMB Circular A-21).

2 CFR Part 225—Cost Principles for State, Local, and Indian Tribal Governments (OMB Circular A-87).

2 CFR Part 230—Cost Principles for Non-profit Organizations (OMB Circular A-122).

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, A-87, and A-122, now codified at 2 CFR Parts 220, 225 and 230), 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 3016—USDA Implementation of Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

7 CFR Part 3017—USDA implementation of Governmentwide Debarment and Suspension (Nonprocurement).

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 (2 CFR Part 215).

7 CFR Part 3021—USDA Implementation of Governmentwide Requirements for Drug-Free Workplace (Grants).

7 CFR Part 3022—Research Institutions Conducting USDA-Funded Extramural Research; Research Misconduct.

7 CFR Part 3052—USDA implementation of OMB Circular No. A-133, Audits of States, Local Governments, and Nonprofit Organizations.

7 CFR Part 3407—USDA procedures to implement the National Environmental Policy Act of 1969, as amended.

7 CFR 3430—Competitive and Noncompetitive Non-formula Financial Assistance Programs-- General Award Administrative Provisions.

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).

44 U.S.C. 3541 et seq. (Pub. L. 107-347) - Federal Information System Security Management Act of 2002 (FISMA), to improve computer and network security within the Federal Government. Applies to awardees if it will collect, store, process, transmit, or use information on behalf of NIFA.

D. Expected Program Outputs and Reporting Requirements

The 1994 Project Directors (PD) are to use REEport, NIFA's electronic, web-based reporting system. This is a required part of the grant award and is available to the general public. The REEport system requirement of any award is to:

- Create a project initiation page to document expected products and outcomes of the project.
- Annual progress reports documenting realized project outcomes
- A final technical report documenting outcomes and impacts of the award.

Annual progress and final technical reports must contain data to document the outputs and outcomes (impact) and will need to be collected by the grantee. NIFA will provide a format for the types of data that are relevant to each grant award.

PART VII—AGENCY CONTACT

Applicants and other interested parties are encouraged to contact:

Programmatic Contact –

Tim Grosser,
National Program Leader
Institute of Youth, Family, and Community
Division of Community and Education
Location: 4445 Waterfront Centre
Full Address and Directions
Phone: 202-690-0402
Email: tgrosser@nifa.usda.gov

Administrative/Business Contact –

Susan Bowman,
Branch Chief, Branch I
Office of Grants and Financial Management
Awards Management Division
Location: 2240 Waterfront Centre
[Full Address and Directions](#)
Phone: 202-401-4324
Email: sbowman@nifa.usda.gov

PART VIII—OTHER INFORMATION

A. Access to Review Information

We will send copies of reviews, not including the identity of reviewers, and a summary of the panel comments 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, awardees 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. The awardee must request, and the ADO must approve in writing, all changes in approved goals or objectives prior to effecting such changes. In no event shall requests be approved for changes that are outside the scope of the original approved project.

c. The awardee must request, and the ADO must approve in writing, all changes in approved project leadership or the replacement or reassignment of other key project personnel, prior to effecting such changes.

d. The awardee must request, and the ADO must approve in writing, all 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, prior to instituting such transfers, unless prescribed otherwise in the terms and conditions of the award.

e. The project period may be extended without additional financial support, for such additional period(s) necessary to complete or fulfill the purposes of an approved project, but in no case shall the total project period exceed any applicable statutory limit or expiring appropriation limitation. The terms and conditions of award include information about no-cost extensions of the award and when ADO's prior approval is necessary.

f. Changes in Approved Budget: Unless stated otherwise in the terms and conditions of award, 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 NIFA transactions, available to the public upon specific request. Information that the Secretary determines to be of a confidential, privileged, or proprietary nature will be held in confidence to the extent permitted by law. Therefore, any information that the applicant wishes to have considered as confidential, privileged, or proprietary should be clearly marked within the application. The original copy of an application that does not result in an award will be retained by the Agency for a period of three years. Other copies will be destroyed. Such an application will be released only with the consent of the applicant or to the extent required by law. An application may be withdrawn at any time prior to the final action thereon.

D. Regulatory Information

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

E. Definitions

Please refer to [7 CFR 3430, Competitive and Noncompetitive Non-formula Financial Assistance Programs--General Award Administrative Provisions](#), for applicable definitions for this NIFA grant program.

TCRGP webpage: http://nifa.usda.gov/nea/education/in_focus/tribal_if_tribal_research.html

Tribal Colleges Research Capacity Status Report –2015

		Yes	No
Complete this table, save as a PDF and submit with your application under field 12			
Have you ever received a 1994 Research Grant?			
Does your school have a research plan or include research as part of a strategic business plan?			
Have you ever received research grant money other than NIFA’s 1994-targeted funding?	If Yes, please provide description.		
Does your institution regularly conduct experimental research?	If Yes, please provide description.		
Have you ever been a sub-award recipient on a research project?	If Yes, please provide description.		
Do you have an existing Land Grant or other research partnership (s)?	If Yes, is it in your state?		
Does your institution have an internal IRB or mechanism for Getting IRB approval?	If Yes, what is the IRB mechanism? ___ 1994 ___ 1862 ___ Tribal		
Has your Institution published a research article in the past 3 years?	Publication?		
Which best describes your research capacity?			
_____New _____ Student _____ Established Program			
Does your college have the following laboratory instruments?			
	Yes	No	Provide description if applicable
Scales/microscope/glassware/ chemical stockroom			
Other basic instruments?			
Broadband internet?			
Greenhouse?			
Active Test Plots?			
More Advanced Instrumentation: Incubator / Gas Chromatograph / Mass Spectrometer / other?			
Number of faculty participating in research projects			Number of Students Involved in Research Projects