REQUEST FOR APPLICATION
Hispanic-Serving Institutions Education Grants Program

MODIFICATION: Pages 7, 8, 10, and 16

FUNDING YEAR:	Fiscal Year 2020 and 2021
APPLICATION DEADLINE:	Fiscal Year 2020: Regular: Jan 28, 2020; Collaboration: January 29, 2020 Conference: January 30, 2020 (All at 5:00 P.M. Eastern) Fiscal Year 2021: Regular: January 26, 2021; Collaboration: January 27, 2021; January 28, 2021 (All at 5:00 P.M. Eastern)
LETTER OF INTENT DEADLINE:	Not Required
AWARD AMOUNT:	$ 8,800,000
ASSISTANCE LISTINGS (CFDA) NUMBER:	10.223

INITIAL ANNOUNCEMENT
National Institute of Food and Agriculture, United States (U.S.) Department of Agriculture (USDA)

Catalog of Federal Domestic Assistance. The Hispanic-Serving Institutions (HSI) Education Grants Program is listed in the Assistance Listings under the Catalog of Federal Domestic Assistance number 10.223.

Table 1: Key Dates and Deadlines

Task Description	Deadline
Application:	Fiscal Year 2020: Regular: January 28, 2020; Collaboration: January 29, 2020 Conference: January 30, 2020 (All at 5:00 P.M. Eastern) Fiscal Year 2021: Regular: January 26, 2021; Collaboration: January 27, 2021**;** January 28, 2021 (All at 5:00 P.M. Eastern) [*Ref to Part I § C of this RFA*]
Letter of Intent:	Not Required
Applicants Comments:	Within six months from the issuance of this notice (*NIFA may not consider comments received after the sixth month*)

Stakeholder Input. The National Institute of Food and Agriculture (NIFA) seeks comments on all request for applications (RFAs) so it can deliver programs efficiently, effectively, with integrity, and with a focus on customer service. NIFA considers comments, to the extent possible when developing RFAs and use comments to help 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)). Applicants may submit written comments to Policy@nifa.usda.gov (email is for comments only). Please use the following subject line: Response to the Hispanic-Serving Education Grants Program RFA.

EXECUTIVE SUMMARY

This notice identifies the objectives for HSI projects, deadlines, funding information, eligibility criteria for projects and applicants, and application forms and associated instructions. NIFA requests applications for the Hispanic-Serving Institutions (HSI) Education Grants Program for fiscal year (FY) 2020 and FY 2021 to promote and strengthen the ability of HSIs to carry out higher education programs that attract, retain, and graduate outstanding students capable of enhancing the nation's food, agriculture, natural resources, and human sciences professional and scientific work force.

The anticipated amount available for grants in FY 2020 is approximately $8.8 million. Of this amount, approximately $1.0 million will be used to fund previous projects funded via continuations. The remaining $7.8 million will be available for new projects under this RFA. The FY 2021 anticipated amount has not yet been determined. This RFA is being released prior to the passage of an appropriations act for FY 2019. Enactment of additional continuing resolutions or an appropriations act may affect the availability or level of funding for this program. The Hispanic-Serving Institutions Education Grants Program Supplemental Information file containing expanded information on the below topics can be found on the program's funding webpage under "relevant documents" at Hispanic-Serving Institutions Education Grants Program HSI.

1. FANH Sciences Description
2. Educational Need Areas Supported
3. Eligible Student Recipient
4. Collaboration Projects: Linkages and Activities
5. USDA Agencies
6. Mission Critical Occupations
7. Suggested HSI Project Evaluation Plan

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PART I. FUNDING OPPORTUNITY DESCRIPTION

A. Legislative Authority

Section 1455 of National Agricultural Research, Extension, and Teaching Policy Act of 1977 (NARETPA), reauthorized by section 7121 of the Agricultural Improvement Act of 2018, provides the Secretary of Agriculture with the authority to make competitive grants to Hispanic-Serving Institutions for the purpose of promoting and strengthening their ability to carry out education, applied research, and community development programs. This program is administered under the provisions of section 1455 of NARETPA (7 U.S.C. 3241) pursuant to section 815 of Public Law 104-127 and Public Law 110-246.

Per section 7128 of the Food, Conservation, and Energy Act of 2008 (Pub. L. 110-246), projects and activities funded under this program are no longer required to be part of a consortia of Hispanic-Serving Institutions to be supported by the grant.

B. Purpose and Priorities

The purpose of the HSI Education Grants Program is to encourage innovative teaching or education proposals with potential to impact and become models for other institutions that serve underrepresented students, at the regional or national level. Projects supported by this program:

1. Attract and support undergraduate and graduate students from underrepresented groups in order to prepare them for careers related to the food, agriculture, natural resources and human (FANH) sciences in the United States.
2. Enhance the quality of postsecondary instruction within the above disciplines.
3. Provide opportunities and access to FANH careers in the public and private sector.
4. Align the efforts of HSIs and other non-profit organizations to support academic development and career attainment of underrepresented groups.

eXtension. HSI encourages (but does not require) projects that develop content suitable for delivery through eXtension.

Leadership Skills Development. The development of leadership skills, knowledge, and qualities are necessary to prepare students for agricultural and related careers in the private sector, government, and academia. HSI teaching applications must demonstrably incorporate a leadership development component to equip students with technical and leadership abilities upon graduation. Specific activities may include:

1. Developing practical applications to increase understanding of leadership roles, including critical thinking, problem solving, and communication skills; ethics and professionalism; and working in teams;
2. Connecting the academic classroom experience with daily leadership roles and organizational activities;
3. Providing opportunities for mentoring and shadowing; and
4. Organizing leadership academies, workshops, trainings, etc.

The HSI is aligned with the following USDA Strategic Goals:

1. Strategic Goal 4: Facilitate Rural Prosperity and Economic Development; Objective 4.1: Expand rural business opportunity and rural quality of life with access to capital; improved infrastructure, broadband access and connectivity; and support for workforce availability.

Eligible institutions may propose projects in any discipline(s) or subject matter area(s) of the FANH sciences. More specific information on what is considered food, agriculture, natural resources and human sciences, and allowable program activities can be found on the program's webpage under "relevant documents" at HSI.

Table 2: Program Key Information

Title	Description
Program Code:	NJ
Program Code Name:	Hispanic-Serving Institutions Education Grants Program (HSI)
CFDA Number	10.223
Project Type:	Education/Teaching Projects
Grant Type:	Regular, Collaboration, and Conference Grants ONLY
Application Deadline	Fiscal Year 2020: Regular: January 28, 2020; Collaboration: January 29, 2020; Conference: January 30, 2020 (5:00 P.M. Eastern) Fiscal Year 2021: Regular: January26, 2021; Collaboration: January 27, 2021; Conference: January 28, 2021 (5:00 P.M. Eastern)
Grant Duration:	48 Months - Regular and Collaboration 36 Months - Conference
Anticipated # of Awards:	Regular – Open; Collaboration – 2-4; Conference – 2
Maximum Award Amount:	Regular - $250,000; Collaboration - $1,000,000; Conference - $50,000

For FY 2020 and FY 2021, an institution may not submit more than two Collaboration, and two Conference applications to this program, as a lead institution. There is no limit on the number of Regular applications to be submitted by an institution.

For FY 2020 and FY 2021 only two awards will be made to the same lead institution, with up to one being a Collaboration award. Conference awards are excluded from this award limitation.

In order to receive an award in FY 2020 or FY 2021, the lead institution may not have more than five HSIs-funded active awards as lead institution, excluding projects in No-Cost Extension status.

The HSI Education Grants Program develops human capital relevant to the HSI goals listed above. The specific Educational Need Areas that support those goals are:

1. Curricula Design, Degree Programs, Materials Development, and Library Resources
2. Faculty Preparation and Enhancement for Teaching
3. Instruction Delivery Systems
4. Scientific Instrumentation for Teaching
5. Student Experiential Learning
6. Student Recruitment and Retention

More detailed information on these Educational Need Areas and participant eligibility can be found on the program's funding webpage under "relevant documents" at HSI.

Disciplines. The HSI program will support applications from any number of disciplines in the FANH sciences. More specific information on what is considered food, agriculture, natural resources and human sciences, and allowable program activities can be found on the program's funding webpage under "relevant documents" at HSI.

Other disciplines will be considered provided there is strong justification on their relationship with the agricultural enterprise.

Social and behavioral science disciplines. Projects that integrate social and behavioral sciences with biological sciences to provide experiential learning opportunities for students in community development programs are encouraged. Incorporation of social and behavioral sciences is important for addressing many of the challenges facing agriculture and rural communities, such as increasing global demand for food production in the face of limited natural resources, improving health and reducing obesity by engaging in heathy diets, and alleviating poverty by fostering economic opportunity.

Applications may propose, as part of a formal education and teaching program, that students gain experience with applied research and extension outreach activity. Activities supported should better position the institution(s) involved to engage on its (their) role as an HSI and reach out to the current or potential underrepresented student population. Applicants must describe in the budget narrative how these funds will be allocated. Projects with budget requests exceeding the budgetary guidelines will not be reviewed.

PART II. AWARD INFORMATION

A. Available Funding

The anticipated amount available for HSI in FY 2020 is approximately $8,800,000. Of this amount, approximately $1.0 million will be used to fund previous projects funded via continuations. The remaining $7.8 million will be available for new projects. The FY 2021 anticipated amount has not yet been determined. This RFA is being released prior to the passage of an appropriations act for FY 2020. Enactment of additional continuing resolutions or an appropriations act may affect the availability or level of funding for this program. USDA is not committed to fund any particular application or to make a specific number of awards. The Automated Standard Application for Payments, operated by the Department of Treasury, Bureau of Fiscal Service, is the designated payment system for awards resulting from this RFA.

B. Application Restrictions

NIFA will evaluate applications using the criteria described in Part V of this RFA. Application for FY 2020 and FY 2021 are limited to the following applications types:

1. *New application*: New applications will be evaluated using the criteria described in Part V of this RFA and are subject to the due dates herein (see Appendix III for definition).
2. *Resubmitted application*: Resubmitted applications must include the respond to the previous review panel summary and are subject to the same criteria and due dates herein. Resubmitted applicants must enter the NIFA-assigned proposal number of the previously submitted application in the *Federal Field (Field 4)* on the application form (see Appendix III for definition).

C. Project and Grant Types

The following describes the types of *projects* or *grants* that are eligible for funding:

1. Project Types. In FY 2020 and FY 2021, the HSI grant program will only accept Education/Teaching Projects. Single-function Education/Teaching Projects develop human capital relevant to overall program goals for U.S. agriculture. Projects should focus on developing skills necessary for entry- and mid-level technical employment or for entering graduate programs in FANH sciences.
2. Grant Types. There are three grant types for the HSIs Education Grants Program: Regular, Collaboration, and Conference grants.
   a. *Regular grant.* The Regular Grants support targeted, original, scientific Education/Teaching Projects. Applicants would be eligible HSI institutions (two or 4-year institutions, independent branch campuses, or branch institutions of a State system) with project activities to be undertaken principally on behalf of and for the benefit of the lead HSI. Applicants may partner with other HSI or non-HSI without the requirement of sharing grant funds with other project partners. Grants will be funded at up to $250,000 total for a period of four years. Regular project applicants may request additional funding (up to $25,000) only to provide financial assistance to one student only beyond his/her participation in the project increasing the award total up to $275,000. For more details, please see Section IV.B.1.l.iv.

      Bridge grants, a subset of regular grants, may be available to enhance institutional capacity with the goal of strengthening the capacity of the applicant's education programs and the competitiveness of future grant applications. To be considered for a

Bridge grant, applicant institutions must have not previously received HSI funds. Bridge applications will be reviewed and ranked with the rest of the regular grant applications and will be selected for funding by the review team based on their potential for enhancing agricultural education and the capacity of the applicant institution to be successful in future grant competitions. Awards made under this option will be funded at up to $200,000 for a project period of four years.

b. *Collaboration Grant.* Collaboration Grants for this program must be submitted by a group of two or more HSIs forming a linkage arrangement for the purpose of carrying out common objective(s) on the group's behalf. The arrangement must be formed in order to promote and strengthen the institutional abilities to carry out higher education programs related to the FANH sciences.

   Grants are designed to help institutions develop competitive projects, and to attract new students into careers in high-priority areas of national need. To ensure the cost-effectiveness of funded projects, the institutions will work together to graduate a minimum of fifteen undergraduate and ten graduate students from underrepresented groups in an Associate, Baccalaureate, MS or PhD degree program. Collaboration Grants will be funded up to $1,000,000 total, for a project period of four years. All partners must have a significant role in the collaboration and each institution's budget needs to be appropriate to support its activities. More information regarding partnership and allowed activities can be found on the program's funding webpage under "relevant documents" at HSI.

c. *Conference Grants.* Conference Grants support scientific meetings that bring together educators to identify research, education/teaching, and/or extension needs, update information, or advance an area of education/teaching. Individual conference grants must not exceed $50,000 total for a project period of up to two years. Conference grants are not renewable. Indirect costs are not permitted on Conference Grant awards.

   Applicants of regular, collaboration or conference grants are encouraged, but not required, to partner with a USDA agency in order to leverage resources and expertise to the proposed project.

Application Submission and Award Limitations

For FY 2020 and FY 2021, an institution may not submit more than two Collaboration, and two Conference applications to this program, as a lead institution. There is no limit on the number of Regular applications submitted by an institution.

For FY 2020 and FY 2021 only two awards will be made to the same lead institution, with up to one being a Collaboration award. Conference awards are excluded from this award limitation.

In order to receive an award in FY 2020 or FY 2021, the lead institution may not have more than five HSI-funded active awards as lead institution, excluding projects which are in "No-Cost Extension" status.

D. Ethical Conduct of Funded Projects

In accordance with sections 2, 3, and 8 of 2 CFR Part 422, 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. Award recipients must, upon request, make available to NIFA the policies, procedures, and documentation to support the conduct of the training. See Responsible and Ethical Conduct of Research for further information.

PART III. ELIGIBILITY INFORMATION

A. Eligibility Requirements

Applicants for the HSI must meet all the requirements discussed in this RFA. Applications may only be submitted by Hispanic-Serving Institutions. To be considered an HSI, institutions must have a minimum of 25 percent undergraduate full-time Hispanic enrollment. Failure to meet an eligibility criterion by the application deadline may result in the application being excluded from consideration and, even though an application may be reviewed, will preclude NIFA from making an award. For those new to Federal financial assistance, NIFA's Grants Overview provides highly recommended information about grants and other resources to help understand the Federal awards process.

Duplicate or Multiple Submissions – duplicate or multiple submissions is not allowed. NIFA will disqualify both applications if an applicant submits duplicate or multiple submissions. For those new to Federal financial assistance, NIFA's Grants Overview provides highly recommended information about grants and other resources to help understand the Federal awards process.

B. Cost Sharing or Matching

No Match Required – The HSI has ***NO*** matching requirement. NIFA will not factor institutional matching resources into the review process as an evaluation criterion.

PART IV. APPLICATION AND SUBMISSION

A. Method of Application

Applicants must apply to this RFA electronically; no other method or response is accepted. The electronic application for this RFA and additional resources are available on Grants.gov and Grants 101. **Table 3** provides instructions on how to obtain an electronic application. **Part II § 1** of the NIFA Grants.gov Application Guide (Application Guide) contains detailed information regarding the Grants.gov registration process.

Table 3. Steps to Obtain Application Materials

Steps	Action
Step One: Register	*New Users* to Grants.gov must register early with Grants.gov prior to submitting an application (Register Here).
Step Two: Download Adobe	Download and Install Adobe Reader (see Adobe Software Compatibility for basic system requirements)
Step Three: Find Application	Using this funding opportunity number, **USDA-NIFA-HIS-006951** search for application here: Opportunity Package.
Step Four: Assess Readiness	Contact an AR prior to starting an application to assess the organization's readiness to submit an electronic application.

Table 4: Help and Resources

Grants.gov Support	NIFA Support
Grants.gov Online Support Telephone support: 800-518-4726 Toll-Free or 606-545-5035 Email support: support@grants.gov Self-service customer based support: Grants.gov iPortal *Key Information: Customer service business Hours 24/7, except federal holidays.*	Email: electronic@nifa.usda.gov Phone: 202-401-5048 *Key Information*: Business hours: Monday thru Friday, 7a.m. – 5p.m. ET, except federal holidays

B. Content and Form of the Application

The Application Guide is part of the corresponding application package for this RFA. The RFA overrides the Application Guide if there is a discrepancy between the two documents. NIFA will accept subsequent submissions to an application until the application deadline. However, applicants that do not meet the application requirements, to include partial applications, risk being excluded from NIFA's review. NIFA will assign a proposal number to all applications that

meet the requirements of this RFA. Applicants must refer to the proposal number when corresponding with NIFA. **Table 5** outlines other key instructions for applicants.

Table 5: Key Application Instructions

Instruction	References (All references are to the Application Guide)
Attachments must be in a portable document format (PDF) format.	**Part III § 3**
Check the manifest of submitted files to verify attachments are in the correct format.	**Part III § 6.1**
Conduct an administrative review of the application before submission.	**Part VII and**
Follow the submission instructions.	**Part IV § 1.5**
Provide an accurate email address, where designated, on the SF-424 R&R.	**Part IV § 1.5**
Contact the Grants.gov helpdesk for technical support, and keep a record of the correspondence.	
Contact NIFA if applicant does not received correspondence from NIFA regarding an application within ***30*** days of the application deadline.	

SF 424 R&R Cover Sheet. See **Part V § 2** and **Part V § 2.17**of the Application Guide for the required certifications and assurances.

SF 424 R&R Project/Performance Site Location(s). See **Part V § 3** of the Application Guide.

R&R Other Project Information Form. See **Part V § 4** of the Application Guide.

1. Field 7. Project Summary (PS)/Abstract. The PS must show how the project goals align with the project goals of the HSI and must not exceed 1 single-spaced page. The summary must include the following:
   a. Project Title: Title character limit is 140 characters. Descriptive of the project.
   b. Project Code: NJ
   c. Project Director (and any) Co-Project Director(s) (include institutional affiliation for each) Project's Degree Level:
   d. Priority Need Area: (See Part I, B):
   e. Educational Need Area: (See Part I, C):
   f. Primary Discipline/Subject Matter: (the primary academic major focus of the project)
   g. Partners: If Collaboration Project, list all partners that will share grant funding
   h. Total Funds Requested: List by partner
   i. Summary Text: Provide a very concise (approx. 250 word) summary of your project to include: Problem the project will address, number of intended beneficiaries and an impact statement in quantitative and qualitative terms.

See **Part V § 4.7** of the Application Guide for instructions and suggested templates.

1. Field 8. Project Narrative (PN). The PN and full application must not exceed the total page limit of 25 pages. The total page limit will include both the *double spaced* pages of written text, figures, and tables (the font size for tables should be no smaller than 11 points, Times New Roman). Tables could be single-spaced. The page limits outlined here ensure fair and equitable competition. Appendices to the PN are allowed if they are directly germane to the proposed project. Do not add appendices to circumvent the page limit. The PN must include all of the following:
   a. Potential for Advancing the Quality of Education: NIFA's programs are intended to promote advances in the FANH sciences. If relevant to the overall goals of the program, applicants may include international partnerships or engagement activities. Applicants must clearly describe how the proposed international activities will support the objectives and desired domestic outcomes.
      i. *Institutional Long-Range Goals.* Discuss how the project will contribute to the achievement of the institution's long-term (five- to ten-year) goals, explain how the project will help satisfy the institution's high priority objectives, or how the project is linked to and supported by the institution's strategic plan.
      ii. *Identification of Educational Problem(s) and Project Impact.* Clearly identify and explain how the proposed project will address at least one of the Educational Need Areas listed in Part I, C. Briefly explain the project's anticipated, overall impact on improving the quality of FANH sciences education and how it will advance the goals of the HSI Education Grants Program.
      iii. *Project Justification.* Clearly state the specific instructional problem or opportunity to be addressed. Describe how and by whom the focus and scope of the project were determined. Summarize the body of knowledge justifying the need for the proposed project. Discuss how the project will be of value at the State, regional, national, or international level(s). Describe any ongoing or recently completed significant activities related to the proposed project for which previous HSI funding was received under this program.
      iv. *Innovation.* Describe the application's creative approach to improving the quality of FANH sciences education, solving a higher education problem, or advancing educational equity.
      v. *Multidisciplinary and/or Problem-based Focus.* Identify the Discipline(s) (described in Part I, C) supported. Discuss whether the project may be adapted by, or serve as a model for other institutions.
      vi. *Level of Study.* Include a table describing the expected number of students benefiting, from this project and the level of education such as associate, baccalaureate, master's, or doctoral degrees at each of the institutions participating in the program. Please include in your project narrative a table similar to the one presented below to summarize the students supported by level of study.

Table 6. Number of Students Supported by Level of Study

INSTITUTIONS PARTICIPATING IN THE PROJECT (1 TO X)	K TO 12	K-12 TEACHERS	ASSOCIATE ARTS/ ASSOCIATE IN SCIENCE	BACHELOR'S IN SCIENCE	MASTER'S IN SCIENCE	DOCTORAL DEGREE
Institution 1						

Institution 2						
Institution 3						
Institution 4						

b. Proposed Approach and Cooperative Linkages;
Objectives. Cite and discuss the specific performance objectives of the project. Indicate how they align with the HSI Education Grants Program objectives. Performance-based objectives should be used as they will inform the evaluation plan.

NOTE: You can use the ABCD method for creating a performance objective (Heinich, Molenda, Russell, & Smaldino, 2001. Instructional Media and Technologies for Learning) to systematically think about writing appropriate performance objectives towards your project goals:

i. A is for audience - Who are the learners? Are they adult learners? Are they workshop participants? Are they young students? How many? At what level?
ii. B is for behavior – What learning is overt and observable?
iii. C is for condition – How? In what context or under what circumstances will learning occur? Will the audience be expected to know pieces of information to accomplish learning?
iv. D is for degree – How much will be accomplished? How well or to what level does this learning need to be perfected?

c. Plan of Operation and Methodology; Describe the activities for accomplishing the objectives of the project. Describe plans for management of the project to ensure its proper and efficient administration. Describe the way in which resources and personnel will be used to conduct the project.
d. Timetable; Provide a timetable of activities for conducting the project. Identify all important project milestones and dates as they relate to project start-up, execution, evaluation, dissemination, and close-out.
e. Products, Results, and Measurable Outcomes; Explain the expected products and results (outcomes) and their potential impact. (Important Note: "Products" may be actual items or services acquired with funds, e.g., "…developed three, new Web-based courses containing supplemental materials;" "Results" are intended or unintended consequences of the project, e.g., "...additional course materials now available online to reinforce student learning during non-classroom hours;" and "Outcomes/Impacts" are a measure of the results by comparing what might have happened in the absence of the funded project, e.g., "…an observed, overall increase in student learning based upon 8% higher average test scores of those students who both attended class and used the supplemental, web-based course materials.") Quantify outputs and/or outcomes.

Evaluation Plans; Provide a methodology and implementation plan for evaluating the accomplishment of stated products, results and measurable outcomes during the project. Indicate the criteria, and corresponding weight of each, to be used in the evaluation process, describe any data to be collected and analyzed, and explain the methodology that will be used to determine the extent to which the needs underlying the project are met. Identify data to be used as baseline data. Demonstrate that the project's impact on improving education will be evaluated. More detailed information on a suggested evaluation plan can be found under can be found on the program's funding webpage under "relevant documents" at HSI.

f. Baseline Data: For quantitative, baseline, student enrollment, degrees granted and employment data to make comparisons in meeting HSI Education Grants Program goals, applicants could reference the Food and Agricultural Education Information System (FAEIS) resource at: http://faeis.ahnrit.vt.edu/; the publication: Employment Opportunities for College Graduates in the U.S. Food, Agricultural, and Natural Resources System 2005-2010 at: http://faeis.ahnrit.vt.edu/supplydemand/2005-2010/, or other, similar source(s).

   Independent Evaluator: Grantees are encouraged to obtain an independent evaluation to secure appropriate documentation of the project's outcomes and impacts. Regular projects could use up to 5 percent of their grant funds for this purpose. Collaboration projects could use up to 1.5 percent of their grant funds for this purpose.

   Results of evaluated metrics, products, outcomes, and impact data, including a detailed student count by Classification of Instructional Program (CIP) codes, should be submitted as part of the project's annual progress report and final technical report via NIFA's REEport system.

g. Logic model; Applications for projects must include the elements of a logic model detailing the activities, outputs, and outcomes of the proposed project. This information may be provided as a narrative or formatted into a logic model chart. The logic model planning process is a tool that should be used to develop your project before writing your application. More information and resources related to the logic model planning process are provided at Generic Logic Model for NIFA Reporting.

h. Collaborating USDA agency; Document, if applicable, how applicants will find and partner with a sponsoring USDA agency in order to leverage grant funds and/or contribute towards the proposed project overall goals and objectives.

i. Dissemination Plans; Applications must include a description of how the applicant plans to communicate project accomplishments (products, results and impacts, etc.) to the broadest extent throughout the academic community. This plan should include the following: educational journals; professional discipline publications; a website; presentations at regional or national conferences and workshops; and the Annual HSIs Project Director's Conference. Discuss the institution's commitment to disseminate project results and products. Identify target audiences and explain methods of communication. Consider distributing materials to other HSIs, especially HSI Education Grants Program grantees. Applicants are encouraged to develop a project web page within the first six months of the project as part of their dissemination activities.

   As part of the award, you will be required to disseminate your findings and best practices at two types of meetings. The proposed budget should include the attendance to the HSI Education Grants Program's project director's meeting at the end of the first year and the annual meeting every year during the life of the project. Travel funds should also be requested for at least four students to attend these or other meetings as identified by the agency and PD.

j. Institutional Capability and Capacity Building

   i. *Institutional Commitment and Capability.* Demonstrate that the program administration is committed to the project and has the capability to ensure its completion. Discuss how the benefits to be derived from the project will

transcend the applicant institution during the project period. For example, substantiate that the institution attributes a high priority to the project.

ii. *Institutional Resources.* Document that the necessary institutional resources (administrative, facilities, equipment, and/or materials), and other appropriate resources, will be made available to the project. Demonstrate how the institutional resources to be made available to the project, when combined with any support requested from USDA, will be adequate to carry out the activities of the project.

iii. *Academic Enhancement.* Document how this project will improve and strengthen teaching at the institution (including any partner institutions). Discuss how the benefits to be derived from the project will transcend the applicant institution and/or the project period.

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

k. Key Personnel. Discuss the adequacy and specific attributes and project responsibilities of each key person associated with the project. Also include the background and qualifications of those personnel who will be responsible for assessing project results and administering the project evaluation and reporting process. Appropriate bilingual and bicultural personnel should be included to better serve and attract underrepresented students to the programs offered.

l. Cost-effectiveness;

i. Discuss how the budget specifically supports the proposed project activities.

ii. Justify the project's cost-effectiveness. Show how the project maximizes the use of limited resources, optimizes educational value for the dollar, achieves economies of scale or leverages additional funds.

iii. If the application addresses more than one Educational Need Area or Discipline (e.g., student experiential learning and instruction delivery systems) state which one (primary) is most representative and list all the others in descending order of importance, and ii) estimate the proportion of the funds requested from USDA that will support each respective Priority Need Area or Discipline. Make sure you explain how the primary Priority Need (or Discipline) supports one or more of the six current USDA Educational Need Areas (see Part I, C).

iv. The information and expenses listed below can be used as a guide to determine and document the appropriate level for the $25,000 one student assistance. These funds are to be distributed to only one underrepresented student based on merit and need.

Education Level (BS, MS, Ph.D.)
Institution
Student Name and Degree Discipline
Student Scholarship - Total Amount ($)
Tuition Amount
Computer Amount
Stipend Amount

Travel Expense to Professional Conference Amount
Expense X
Expense Y:

2. Field 12, Add Other Attachments. See **Part V § 4.12** of the Application Guide.

   Logic Model – PDF Attachment. 1-Page Limit per Award Title the attachment as 'Logic Model' in the document header and save file as 'Logic Model.'

   Response to Previous Review – PDF Attachment. 1 Page Limit. Title the attachment as "Response to Previous Review" in the document header and save file as "ResponsetoPreviousReview.' This requirement only applies to "Resubmitted Applications" as described under Part II, B., "Types of Applications." PDs must respond to the previous review panel summary on no more than one page, titled, "RESPONSE TO PREVIOUS REVIEW." If desired, additional comments may be included in the text of the Project Narrative, subject to the page limitations of that section.

   Expected Outcomes – PDF Attachment. Title the attachment "Expected Outcomes" in the document header and save file as "ExpectedOutcomes." Please use a format, similar to what is provided below, to submit expected impacts and attach it as the last page of the application. This data will be requested when a grant is recommended for an award. A fillable version of this document can be found at Recommended Format for Submitting Expected Outcomes.

Figure 1. Recommended Format for Submitting Expected Impacts

Recommended Format for Submitting Expected Outcomes

Primary Project Function: (Choose one)		
EDUCATION: ☐	EXTENSION : ☐	RESEARCH: ☐
DATA FOR MSI PROGRAMS: 1890s, HSI, 1994s, ANNH, Insular		

Total expected impact during entire grant period	Expected Number
1. Number of farmers/community members to be served, for example, provided with training and/or new information regarding markets, technology, production practices, etc.	
2. Number of products to be developed for the education and training of students through grant funds during the project period	
2-A. curricula, academic programs	
2-B. recruitment/retention programs	
2-C. teaching or educational materials, distance education capability, experiential learning opportunities	
3. Number of faculty supported by this grant for professional development during the grant period: participation in sabbaticals, workshops, conferences, etc.	
4. Number of students who will indirectly benefit from the products produced from the grant during the grant period (i.e., using the curriculum/instrumentation, enrolled in the program, recruited or retained but not paid by the grant using scholarships, fellowships and assistantships).	
5. Number of male students to be directly supported by this grant (i.e., scholarships, fellowships, assistantships, internships included as a cost in your project budget) for undergraduate or post-graduate education	
6. Number of underrepresented[1] male students to be supported during the grant period (Provide the best estimate based on past experience)	
7. Number of female students to be directly supported by this grant (i.e., scholarships, fellowships, assistantships, internships included as a cost in your project budget) for undergraduate or post-graduate education	
8. Number of underrepresented[1] female students to be supported during the grant period (Provide the best estimate based on past experience)	
9. Number of students supported by this grant (i.e., scholarships, fellowships, assistantships) who are pursuing their degree	
9-A. Two year or other certificates	
9-B. Undergraduate or other 4 year degrees	
9-C. Master's degree	
9-D. Ph.D. degree	
9-E. Postdoctoral training	
10. Number of students who will be supported by this grant on an internship or other experiential learning opportunity	
10-A. Domestic experiences, with a government or non-governmental organization that is not affiliated with your university	
10-B. International experiences, including study abroad, educational travel longer than a month, etc.	

[1]underrepresented = those whose representation among food, agriculture, natural resources and human sciences professionals is disproportionately less than their proportion in the general population as indicated in standard statistical references, or as documented on a case-by-case basis by national survey data (e.g. the U.S. Department of Education's Digest of Education Statistics, U.S. Department of Agriculture's Food and Agricultural Education Information Systems, etc.).

Note

1. Please provide your best estimate based on past experiences, graduation rates, retention rates, etc.
2. Number of underrepresented students to be supported during the grant period (questions #6 and #8) should be less than or equal to total number of students supported by the grant (questions #5 and #7).
3. Response to question #9 should be the sum of 9-A through 9-E; Response to question #6 should be the sum of 10-A and 10-B.

R&R Senior/Key Person Profile (Expanded). See **Part V § 5** of the Application Guide for profile requirements, details about the biographical sketch, and suggested support templates.

Biographical Sketch - The following are additional instructions of information to include:
1) Author identifier (ORCID) of the researcher if available.

2) Digital Object Identifier (DOI) of all publications where possible. You may also include a list of data publications or published data products relevant to the proposed project, following recommended data citation format.

R&R Personal Data. This information is voluntary and is not a precondition of award (see **Part V § 6** of the Application Guide).

R&R Budget. See **Part V § 7** of the Application Guide.

1. Match – If an applicant concludes that the matching requirements described under Part III § B of this RFA is not applicable to them; the applicant must include an explanation of their conclusion in the *budget justification*. NIFA will consider this justification when determining final matching requirements or if required matching can be waived. NIFA retains the right to make final determinations regarding matching requirements. Grants that require matching funds as specified under Part III § B of this RFA must list in their *budget justification* the matching sources, the identification of the entity(ies) providing the match, and the total pledged amount. A written verification of commitments of matching support (a pledge agreement) is not required. However, applicants are subject to the documentation, valuing and reporting requirements, as specified in 2 CFR Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (the Uniform Guidance)," and 7 CFR 3430, "Competitive and Noncompetitive Non-Formula Federal Assistance Programs – General Award Administrative Provisions."
2. Indirect costs (IDC) – See Part IV § C of this RFA for funding restrictions regarding indirect cost, and **Part V 7.9** of the Application Guide for additional information.

Detailed information related to the questions on this form is available in Part V, 7 of the NIFA Grants.gov Application Guide. Budgets for each year of the grant and a cumulative budget along with a budget justification for each year are required. Collaborating institutions with sub-awards are also required to submit the same.

Project Directors are required to disseminate findings and best practices at two types of meetings (see Part VI, D). The proposed budget should include the attendance at a new project director's meeting at the end of the first year and an annual meeting every year during the life of the project. Travel funds should be requested to attend these meetings and a budget for at least four students to travel to meetings designated by the agency.

Data Management Plan. A DMP is required for this program. Applicants should clearly articulate how the project director (PD) and co-PDs plan to manage and disseminate the data generated by the project. The DMP will be considered during the merit review process (see Part V § B of this RFA, **Part III § 3.1** of the Application Guide and NIFA's Data Management Plan).

Supplemental Information Form. See **Part VI § 1** of the Application Guide.

1. Field 2. Program to which the applicant is applying. Enter the program name HSI and the program code NJ. Accurate entry is critical.
2. Field 8. Conflict of Interest List. See **Part VI § 1.8** of the Application Guide.

Representations Regarding Felony Conviction and Tax Delinquent Status for Corporate Applicants. This is required for corporate applicants. See **Part VI § 2** of the Application Guide for a description of the term, "corporation."

C. Funding Restrictions

Indirect Cost (IDC) not to exceed 30 percent of Total Federal Funds Awarded (TFFA) of the recipient. Section 1462(a) and (c) of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (NARETPA) limits IDC for the overall award to 30 percent of Total Federal Funds Awarded (TFFA) under a research, education, or extension grant. The maximum IDC rate allowed under the award is determined by calculating the amount of IDC using:

1. the sum of an institution's negotiated indirect cost rate and the indirect cost rate charged by sub-awardees, if any; or
2. 30 percent of TFFA.

The maximum allowable IDC rate under the award, including the IDC charged by the sub-awardee(s), if any, is the lesser of the two rates.

If the result of number one is the lesser of the two rates, the grant recipient is allowed to charge the negotiated IDC rate on the prime award and the sub-award(s), if any. Any sub-awards would be subject to the sub-awardee's negotiated IDC rate. The sub-awardee may charge its negotiated IDC rate on its portion of the award, provided the sum of the IDC rate charged under the award by the prime awardee and the sub-awardee(s) does not exceed 30 percent of the TFFA.

If the result of number two is the lesser of the two rates, then the maximum IDC rate allowed for the overall award, including any sub-award(s), is limited to 30 percent of the TFFA. That is, the IDC of the prime awardee plus the sum of the IDC charged by the sub-awardee(s), if any, may not exceed 30 percent of the TFFA.

In the event of an award, the prime awardee is responsible for ensuring the maximum indirect cost allowed for the award is not exceeded when combining IDC for the Federal portion (i.e., prime and sub-awardee(s)) and any applicable cost-sharing (see 7 CFR 3430.52(b)). Amounts exceeding the maximum allowable IDC are considered unallowable. See sections 408 and 410 of 2 CFR 200.

Successful applicants must not use grant funds awarded under the authority of this RFA to renovate or refurbish research, education, or extension space; purchase or install fixed equipment in such space; or to plan, repair, rehabilitate, acquire, or construct buildings or facilities.

PART V. APPLICATION REVIEW REQUIREMENTS

A. NIFA's Evaluation Process

NIFA has two evaluation levels, 1) an individual panelist review, and 2) a peer panel review. NIFA selects reviewers based upon their training and experience in relevant scientific, extension, or education fields; the extent to which an individual is engaged in relevant research, education, or extension activities; the need to include experts from various areas of specialization within relevant scientific, education, or extension fields; the need to include experts from a variety of organizational types; and the need to maintain a balanced composition with regard to minority and female representation and an equitable age distribution (see NIFA Peer Review Process).

The panelist independently assesses the strengths and weaknesses of the application, evaluate the likelihood that the proposed project will have significant outcomes and impacts, and most importantly, evaluate how well the application addresses the requirements of this RFA. The panelist subsequently summarizes the conclusions of their review and assigns a review score as applicable.

The peer panel review commences after the individual panelist review. The review is a discussion of each of the panelists summarized conclusion and score (if applicable). The conclusion of the peer panel review is a consensus final rating and ranking for each proposal.

After the evaluation process, NIFA reserves the right to negotiate with the PD and/or with the submitting organization or 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. NIFA sends applicants copies of reviews and a summary of the panel comments to the PD after the review process (this does not include the identity of reviewers).

Conflicts of interest. NIFA takes extreme care to prevent any actual or perceived conflicts of interest that may influence the review or evaluation (see NIFA Peer Review Process for Competitive Grant Applications).

B. Evaluation Criteria

NIFA will use the following criteria to evaluate this RFA:

1. *Potential for Advancing Quality of Education; Significance of the Problem.* This criterion is used to assess the likelihood that the project will have an impact upon and advance the quality of FANH sciences by strengthening institutional capacities to meet clearly delineated needs. Elements considered include institutional long-range goals, alignment with USDA's Goals, identification of a problem or opportunity to be addressed, justification for the project, innovation, advancing educational equity, multidisciplinary and/or problem-based focus, and potential for adoption by other institutions.
2. *Proposed Approach and Cooperative Linkages.* This criterion relates to the soundness of the proposed approach including objectives, methodology, plan of operation, timetable, logic model, expected products and results, evaluation, and dissemination plans. Emphasis is placed on the quality of educational or research support provided to the applicant institution through its partnerships and collaborative initiatives, and on the potential cooperative linkages likely to evolve as a result of this project.

3. *Institutional Capability and Capacity Building.* This criterion relates to the institution's capability to perform the project and the degree to which the project will strengthen its teaching or research capacity. Elements include the institution's commitment to the project, the adequacy of institutional resources (administrative, facilities, equipment, and/or materials) available to carry out the project, potential for academic or research enhancement, and plans for project continuation or expansion beyond the period of USDA support.
4. *Key Personnel.* This criterion relates to the adequacy of the number and qualifications of key persons who will develop and carry out the project, and the qualifications of project personnel who will provide for the assessment of project results and impacts and dissemination of these findings.
5. *Budget and Cost-Effectiveness.* This criterion relates to the extent to which the total budget adequately supports the project and is cost effective. Elements considered include the necessity and reasonableness of costs to carry out project activities and achieve project objectives; the appropriateness of budget allocations between the applicant and any collaborating institution(s); the adequacy of time committed to the project by key project personnel; and the degree to which the project maximizes the use of limited resources, optimizes educational value for the dollar, achieves economies of scale, and focuses expertise and activity on high-priority Educational Need Areas.

C. Organizational Management Information

Applicants must submit specific management information relating to an applicant prior to an award, and update the information as needed. Applicants may only have to update their information if they had previously provided the information under this or another NIFA program. NIFA provides the requisite forms during the pre-award process. Although an applicant may be eligible for award under this program, 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, or a determination that an applicant is not responsible).

D. Application Disposition

Applicants may withdraw at any time before NIFA makes a final funding decision. NIFA will retain all applications, including withdrawn applications and unfunded applications.

PART VI. AWARD ADMINISTRATION

A. General

Within the limit of funds authorized, the NIFA awarding official will make grants to responsible and 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 must 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,7 CFR part 3430, subparts A through E.

Award Notice. The award document will provide pertinent instructions and information as described in 2 CFR 200.210 (see NIFA's Terms and Conditions).

B. Administrative and National Policy Requirements

Several federal statutes and regulations apply to grant applications and the projects outlined in this RFA (some are listed here: Federal Regulations). Unless specifically noted by statue or award-specific requirements, NIFA Policy Guide applies to all NIFA awards.

C. Expected Program Outputs and Reporting Requirements

The output and reporting requirements are included in the award terms and conditions. If there are any program or award-specific award terms, those, if any, will be identified in the award.

Project Directors are required to disseminate findings and best practices at two types of meetings. The proposed budget should include the attendance at a new project director's meeting at the end of the first year and an annual meeting every year during the life of the project. Travel funds should be requested to attend these meetings and a budget for at least four students to travel to meetings designated by the agency.

PART VII. OTHER INFORMATION

A. Use of Funds and Changes in Budget

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.

Changes in Budget or Project Plans. In accordance with 2 CFR 200.308, awardees must request prior approval from NIFA for the following program or budget-related reasons (the awardee is subject to the terms and conditions identified in the award):

1. Change in the scope or the objective of the project or program without prior written approval (even if there is no associated budget revision requiring);
2. Change in a key person specified in the application or the federal award;
3. Disengagement from the project for more than three months, or a 25 percent reduction in time devoted to the project;
4. Inclusion of costs that require prior approval in accordance with 2 CFR 200 Subpart E (Cost Principles), or 45 CFR Part 75 Appendix IX, (Principles for Determining Costs Applicable to Research and Development under Awards and Contracts with Hospitals), or 48 CFR, unless waived by the federal awarding agency,
5. Part 31, Contract Cost Principles and Procedures;
6. Transfer of funds budgeted for participant support costs to other categories of expense (§200.75 Participant support costs);
7. Sub-awarding, transferring or contracting out of any work under a federal award, including fixed amount sub-awards (see §200.332, Fixed Amount Sub-awards), unless described in the application and funded in the approved federal awards. This provision does not apply to the acquisition of supplies, material, equipment, or general support services;
8. Changes in the approved cost-sharing or matching provided by the non-federal entity; and
9. The need for additional federal funds to complete the project.

B. Confidential Aspects of Applications and Awards

When an application results in an award, it becomes a part of NIFA transaction records, which are available to the public. Information that the Secretary of Agriculture determines to be confidential, privileged, or proprietary in nature will be held in confidence to the extent permitted by law. Therefore, applicants should clearly mark any information within the application they wish to have considered as confidential, privileged, or proprietary. NIFA will retain a copy of an application that does not result in an award for three years. Such an application will be released only with the consent of the applicant or to the extent required by law. An applicant may withdraw at any time prior to the final action thereon.

C. Regulatory Information

This program is not subject to the provisions of 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.

APPENDIX I: AGENCY CONTACT

Programmatic Contact

Name	Email	Telephone	Fax
Irma Lawrence	ilawrence@nifa.usda.gov	202-720-2082	202-720-2082

Administrative Contacts

Name	Email	Telephone	Fax
	S.M.AMDAdministrativeContacts@usda.gov		

NIFA's Mailing Address:
Before September 30, 2019:
National Institute of Food and Agriculture
800 9th Street, SW
Washington, DC 20024

After September 30, 2019:
National Institute of Food and Agriculture
6501 Beacon Drive
Kansas City, MO 64133

APPENDIX II: GLOSSARY OF TERMS

Name	Acronyms
Authorized Representative	AR
Agricultural Research, Extension, and Education reform Act of 1998	AREERA
Catalog of Federal Domestic Assistance	CFDA
Classification of Instructional Program	CIP
Data Management Plan	DMP
Digital Object Identifier	DOI
Food and Agricultural Education Information System	FAEIS
Food, Agriculture, Natural Resources and Human Sciences	FANH
National Agricultural Research, Extension, and Teaching Policy Act of 1977	NARETPA
National Institute of Food and Agriculture	NIFA
Project Director	PD
Principal Investigator	PI
Request for Application	RFA
Research, Education, and Economics	REE
Total Federal Funds Awarded	TFFA
United States Department of Agriculture	USDA

APPENDIX III: DEFINITIONS

Refer to 7 CFR 3430 Competitive and Noncompetitive Non-formula Federal Assistance Programs – General Award Administrative Provisions for additional definitions.

Terms	Definitions
Matching	The process through which a grant recipient match awarded USDA funds with cash and in-kind contributions on a dollar-for-dollar basis. The matching funds must derive from non-Federal sources.
New Application	An application not previously submitted to a program.
Partnership	Partnership requires that all partners have a substantial involvement in the project throughout the life of the project. If a partnership between multiple entities is proposed, the proposal must clearly identify the following: 1. A narrative of each entity's clearly established role in the project; 2. How each entity involved as a partner on the project will contribute to execution of project objectives, determine experimental design, develop the project work plan and time table, and submit collaborative, timely reports; and 3. A comprehensive project budget that reflects each entity's financial or in-kind contribution to the total project budget costs.
Resubmitted Application	A project application that was previously submitted to a program, but the application was not funded.