Higher Education Multicultural Scholars Program (MSP)

2018 Request for Applications (RFA)

APPLICATION DEADLINE: June 20, 2018

ELIGIBILITY: See Part III, A of RFA



United States Department of Agriculture

National Institute of Food and Agriculture

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

HIGHER EDUCATION MULTICULTURAL SCHOLARS PROGRAM (MSP)

INITIAL ANNOUNCEMENT

CATALOG OF FEDERAL DOMESTIC ASSISTANCE: This program is listed in the Catalog of Federal Domestic Assistance under **10.220**.

DATES: Applications must be received by **5 p.m. Eastern Time** on Une 20, 2018. Applications received after this deadline will normally not be considered for funding (see Part IV, C of this RFA). Comments regarding this request for applications (RFA) are requested within six months from the issuance of this notice. Comments received after that date will be considered to the extent practicable.

STAKEHOLDER INPUT: We at the National Institute of Food and Agriculture (NIFA) seek your comments about this RFA. We will consider your 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 your written stakeholder comments by the deadline set forth in the DATES portion of this notice via email to Policy@nifa.usda.gov. (This email address is only for receiving comments regarding this RFA and *not* for requesting information or forms.) In your comments, please state that you are responding to the **Higher Education Multicultural Scholars Program** RFA.

EXECUTIVE SUMMARY: NIFA requests applications for the **Higher Education Multicultural Scholars Program (MSP)** for fiscal year (FY) 2018 to conduct scholarship programs leading to either baccalaureate degrees within the Food, Agriculture, Natural Resources, and Human (FANH) Sciences or Doctors of Veterinary Medicine (D.V.M.) in order to meet national and international needs for training scientists and professionals in the FANH science fields. The anticipated amount available for grants in FY 2018 is approximately $945,000.

This notice identifies the objectives for MSP projects, deadline dates, funding information, eligibility criteria for projects and applicants, and application forms and associated instructions needed to apply for a MSP grant.

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PART I—FUNDING OPPORTUNITY DESCRIPTION

A. Legislative Authority

Legislative authority for this program is contained in section 1417 of the National Agricultural Research, Extension and Teaching Policy Act of 1977 (NARETPA) (99 Stat. 1548; 7 U.S.C. 3152). USDA/NIFA administers this federal assistance grant program to attract and support undergraduate students in order to educate them in national need areas of the Food, Agriculture, Natural Resources, and Human (FANH) Sciences, or in rural economic, community, and business development. USDA initiated the Higher Education Multicultural Scholars Program in FY 1994. This program, functioning collaboratively with eligible higher education institutions, is developing intellectual capital to secure the preeminence of U.S. food and agricultural systems

B. Purpose and Priorities

1. Program Purpose

The National Institute of Food and Agriculture (NIFA) is designated as the lead Federal Agency that supports higher education in FANH sciences. In this context, NIFA has specific responsibility to initiate and support projects to strengthen higher education teaching programs.

The purpose of the MSP is to provide scholarships to support recruiting, engaging, retaining, mentoring, and training committed multicultural scholars, resulting in either baccalaureate degrees within the FANH disciplines or the Doctor of Veterinary Medicine (D.V.M.) degree. The scholarships are intended to encourage outstanding students from groups that are historically underrepresented and underserved to pursue and complete baccalaureate degrees in FANH Sciences, or achieve a D.V.M., that would lead to a diverse and highly skilled work force.

Underrepresented/underserved groups are those whose representation among FANH 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.).

By developing the next generation of a highly-skilled workforce for FANH sciences, MSP directly aligns with:

- USDA Strategic Plan 2018-2022, specifically addressing Goals 2 and 4 (https://www.usda.gov/our-agency/about-usda/strategic-goals);
- USDA Research, Education and Economics (REE) Action Plan (March 2014 version, https://nifa.usda.gov/resource/ree-action-plan , specifically addressing Goal 6.
- NIFA Strategic Plan (2014-2018) (https://nifa.usda.gov/resource/nifa-strategic-plan-fy2014-fy2018), specifically addressing Strategic Goal No. 1
- The 2015-2020 Employment Opportunities for College Graduates in Food, Renewable Energy, and the Environment Report

(https://www.purdue.edu/usda/employment/) which indicates shortages of graduates, in the FANH disciplines, to fill the estimated 57,900 annual openings for individuals with baccalaureate or higher degrees in food, renewable energy, and environmental specialties between 2015 and 2020.

Through scholarships, MSP aims to increase the participation of any group historically underrepresented in USDA mission areas and prepare them for the professional and scientific workforce in the FANH sciences.

NIFA is soliciting applications for student education that will:

a. Prepare graduates to meet the demand for highly qualified personnel entering the workforce related to the FANH sciences;
b. Support more undergraduates in transitioning to graduate education in USDA mission sciences;
c. Contribute to the reduction of the disparity among underrepresented and underserved populations entering graduate schools to reflect the demographics of the U.S. and enable higher education to remain globally competitive;
d. Promote student success within FANH disciplines at the undergraduate/D.V.M. level; and
e. Focus on social support structure, and professional mentoring to ensure entry into FANH science areas and completion of graduate education or high level of competitiveness for the workforce.

In addition to coursework and related experiences that prepare students for graduation, grantee institutions will be expected to identify and develop opportunities through partnerships with food and agricultural research programs at other academic institutions, and cooperate with public and private entities, to ensure MSP scholars are exposed to a wide spectrum of careers in the FANH sciences.

2. Program Priorities

a. Leadership Skills Development:

All MSP projects are required to provide leadership skills opportunities. The development of leadership skills, knowledge and qualities are necessary for preparing students for agricultural related careers in private sector, government and academia. Projects must demonstrably incorporate a leadership development component to ensure that students are equipped with both technical and leadership abilities. 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.

b. Incorporation of Social Sciences and Enhancing Impacts:
MSP supports social and behavioral science disciplines as well as projects that integrate social and biological sciences to provide education and experiential learning opportunities for students in applied research, and related community development programs. 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.

c. Global Engagement:
NIFA supports global engagement that advances U.S. agricultural goals. To attain the agency's goals for U.S. agriculture, global competence of our nation's agricultural workforce, and safe and nutritious food security in a growing world, NIFA recognizes that collaboration with international partners can contribute to advances in U.S. agriculture. In an increasingly interconnected world, these U.S. advances may have global importance. Thus, applications in response to NIFA programs are strongly encouraged to include collaborations with international partners, but may only be submitted by eligible U.S. institutions. Such applications may include subcontracts to international partners or other institutions and must clearly demonstrate benefits to the U.S. Additional guidance on including international activities is provided on the NIFA Global Engagement Programs webpage https://nifa.usda.gov/program/global-engagement-programs.

C. Program Area Description

Program Code Name: Higher Education Multicultural Scholars Program
Program Code: KF
CFDA: 10.220
Grant Type: Standard
Project Type: Education/Teaching
Submission Due Date: June 20, 2018 (5:00pm Eastern)
Maximum # of Awards Per institution (as lead): 2
Maximum # of Applications per institution: NA

Program Area	Project Duration	Total Maximum Award
1. MSP	5 yrs	$200,000
2. SEL	1 yr.	$20,000
3. combined MSP and SEL	5 yrs.	$220,000

The anticipated start date for successful applications under this RFA is January 2019.

Under the MSP FY 2018 program, NIFA intends to support scholarship and training for baccalaureate degrees within the FANH Sciences and/or the D.V.M. degree with **Multicultural Scholarship** (MSP) grants and **Special Experiential Learning** (SEL) grants or a combination of the two.

1. Multicultural Scholarship Program (MSP) Grants

MSP supports Scholars through scholarships. Applicants are strongly encouraged to respond to this request with training that will use USDA investment to:

a. Create innovative frameworks, grounded in curricula, for undergraduate and/ or D.V.M. training with collaborative knowledge and technology transfer components that transcend traditional disciplinary boundaries in agriculture;

b. Establish baccalaureate and/or D.V.M. degree programs in which Scholars can pursue related summer research opportunities (especially at other colleges/universities**,** industry or federal agencies, non-profit enterprises), or other learning opportunities in relevant topics;

c. Offer professional mentoring in undergraduate degree programs in the food and agricultural sciences and/or D.V.M. ;

d. Increase the numbers of students from underrepresented/underserved groups who attain baccalaureate and/or D.V.M. degree level programs with scientific and professional competencies to meet the technologically advanced needs of the 21st century food and agricultural systems workforce;

e. Provide leadership skills opportunities for all projects (required, see above).

f. Develop performance measures for evaluating the overall effectiveness of the undergraduate and/or D.V.M. training that the Scholars will receive. This includes assessing expertise, with clear demonstration of pipelining to workforce or further educational training in the identified core competencies

Institutions can support MSP Scholars in the following manner: freshmen (or first-year D.V.M.) can receive support for 4 years, sophomores can receive support for 3 years, and juniors can receive support for 2 years. Institutions may apply for funds to support any combination of two-, three-, and/or four-year scholarships.

Two-year colleges that are legally authorized to offer a two-year or equivalent program of college-level studies, which are creditable toward a baccalaureate degree, may be awarded a MSP grant in cases where an articulation agreement, bridging agreement, or other type of collaborative arrangement exists between a baccalaureate-level institution(s) and the two year college. MSP Scholars from 2-year colleges are expected to transfer and complete their baccalaureate degrees in the partner 4-year institution(s). **In such instances, the baccalaureate-level institution must be the applicant** and is responsible for disbursing grant funds to any MSP Scholars at collaborating two-year institutions.

Information on student eligibility to receive scholarships is found in section III.A.

2. Special Experiential Learning Grants (SEL)
SEL funded activities provide opportunities for MSP Scholars to participate in: (a) research projects focused on relevant topics at institutions or organizations other than their own; (b) apprenticeships, internships, or similar participatory learning experiences including, but not limited to, practicums for DVM students, internships abroad, or externships in the private or public sector; (c) study abroad programs relevant to their majors; and (d) other relevant activities.

SEL funds may be used only to pay living expenses, travel expenses, additional tuition (e.g. practicum credits for courses that would not have been taken if not for this experiential learning activity), and/or a cash stipend for SEL-supported Scholars during SEL-approved experiential learning activities. SEL funds cannot be used to increase annual stipend amounts for MSP Scholars participating in activities that have already been approved and funded by the MSP Programs.

MSP grantees are able to apply and hold one SEL grant in the lifetime of their MSP grant.

3. Combined Multicultural Scholarship Program (MSP) Grants and Special Experiential Learning Grants (SEL) - Combined grants include both the MSP and the SEL components.

PART II—AWARD INFORMATION

A. Available Funding

The anticipated amount available for grants in FY 2018 is approximately $945,000.

There is no commitment by USDA to fund any particular application or to make a specific number of awards.

The Automated Standard Applications for Payment System (ASAP), operated by the Department of Treasury's Bureau of the Fiscal Service, is the designated payment system for awards resulting from this RFA. For more information see https://www.fiscal.treasury.gov/fsservices/gov/pmt/asap/asap_home.htm.

B. Types of Applications

In FY 2018, you may only submit a new application to the MSP Program as one of the following types of requests:

New application. This is a project application that has not been previously submitted to MSP Program. We will review all new applications competitively using the screening for administrative requirements, review panel evaluation of proposals using evaluation criteria and selection process described in Part V—Application Review Requirements.

Resubmitted application. This is an application that had previously been submitted to the NIFA but not funded. Project Directors (PDs) must respond to the previous review panel summary (see Response to Previous Review, Part IV). We must receive resubmitted applications by the relevant due dates. We will evaluate resubmitted applications in competition with other pending applications in the appropriate area to which they are assigned and review them according to the same evaluation criteria (Part V, B) as new applications. If you are submitting a resubmission application, enter the NIFA-assigned proposal number of the previously-submitted application in the Federal field (Field 4 on the form).

C. Project Types

Project Types

Applicants may only submit proposals for Single-function Education Projects. Single-function Education Projects develop human capital relevant to overall program goals for U.S. agriculture. Projects must focus on developing skills necessary for entry- and mid-level technical employment or for entering graduate programs in FANH sciences.

Single-function Education Projects must show direct alignment with one of the following:

a. Increasing the number of graduates with the necessary technical skills for entry-level positions in FANH sciences;

b. Improving the technical competencies needed for the workforce to ensure that U.S. agriculture remains globally competitive; or
c. Enhancing the diversity of the workforce in food, agriculture, natural resources and human sciences.

D. Responsible and Ethical Conduct of Research

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 shall, upon request, make available to NIFA the policies, procedures, and documentation to support the conduct of the training. See http://nifa.usda.gov/responsible-and-ethical-conduct-research for more information.

PART III—ELIGIBILITY INFORMATION

A. Eligible Applicants

Applications may only be submitted by (1) Land-Grant Institutions, (2) Colleges and universities having significant minority enrollments, (3) Other colleges and universities, and (4) Institutes or research foundations maintained by an eligible college or university. Institutions that have not previously applied are especially encouraged to do so. **Applicants must be institutions that confer a bachelor's or D.V.M. degree in at least one of the disciplines in the FANH sciences.**

Awards are made to eligible colleges and universities. **Individuals are not eligible to apply for these grants.**

Due to statutory restrictions, **no extensions beyond the 5-year period are allowed**. Any eligible institution may, however, apply for a new award with a different scope of work in any fiscal year(s) in which appropriated funds are available for this program.

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

Applicants applying for an SEL grant (project type 2), must be a current MSP grantee who has not yet received funding for an SEL. Projects are entitled to **one** SEL grant in their lifetime.

Failure to meet an eligibility criterion by the 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.

Student Eligibility as Scholars

Awards to Scholars are made by eligible institutions (grantees) receiving funds under this program. Scholars must:

1. Be citizens, national, or permanent residents of the United States as determined in accordance with Federal law;

2. Have been accepted for enrollment, or be enrolled, at an institution that was awarded a project grant under this program, or at a two-year institution which has entered into an articulation agreement, bridging agreement, or other type of collaborative arrangement with a baccalaureate-level institution that has been awarded a project grant under this program;

3. Be enrolled as a full-time student, as defined by the institution, in a program of study in the FANH sciences leading to an undergraduate degree or D.V.M. during each semester or quarter that he/she receives MSP support. However, the requirements for formal registration during part of this tenure may be waived if permitted by the policy of the grantee, provided that the MSP Scholar is making satisfactory progress toward degree completion and remains engaged in appropriate full-time scholarship activities such as study abroad experiences or internships;

4. Maintain good academic standing and satisfactory degree progress as determined by their institution;

5. Not have been enrolled previously in an academic program in the FANH sciences at the same degree level; and

6. Have a strong interest, as judged by the institution, in pursuing a career as a food or agricultural scientist or professional.

Within the framework of these guidelines, all decisions with respect to the appointment of MSP Scholars will be made by grantees. **Scholars must be identified and scholarships must be awarded within twelve (12) months of the effective start date of a grant.** Grantee must notify and obtain approval from the NIFA Program Office if scholarship funds cannot be allocated within this twelve-month period. Failure to obtain this approval will result in the loss of funding for the unawarded scholarships.

A MSP Scholar who finds it necessary to interrupt his/her program of study because of health, personal, or other reasonable non-academic and non-disciplinary cause(s) must be allowed to resume funded study at any time within 12 months of the interruption, provided there is adequate time remaining before the award expires. A MSP Scholar who finds it necessary to interrupt his/her program of study more than one time cannot exceed 12 total months of cumulative leave without forfeiting MSP eligibility.

A MSP Scholar at a two-year institution, who participates in the MSP through an articulation agreement, bridging agreement, or other type of collaborative arrangement with a four-year grantee institution, is subject to the same provisions as a MSP Scholar at the four-year grantee institution.

A replacement MSP Scholar is a student who is recruited into the program to take the place of a MSP Scholar who left the program prior to completion. The tenure of such a replacement MSP Scholar is limited to whatever time is remaining on the grant before it expires; however, an institution may not appoint a replacement MSP Scholar unless there is time for the student to complete at least one semester/quarter of study before the expiration date of the grant. Replacement MSP Scholars must meet all of the eligibility criteria and other requirements established for MSP Scholar selection and are subject to the same provisions as other MSP Scholars during their tenure in the program.

B. Cost Sharing or Matching

There are no matching requirements for MSP 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 information about the pre-award phase of the grant lifecycle see http://www.grants.gov/web/grants/learn-grants/grants-101/pre-award-phase.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, also referred to as Authorized Organizational Representative, or AOR) 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 two 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 to 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/applicants/adobe-software-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/download-application-package.html and enter the funding opportunity number where appropriate

   Funding Opportunity Number: USDA-NIFA-HEMS-006552

   Click "Search." On the displayed page, click the corresponding link to continue. A Grant Application Package is tied to a particular funding opportunity. You may submit an application ONLY to the particular funding opportunity to which the Grant Application Package is associated.

   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 (https://www.grants.gov/web/grants/support.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. EST). Have the following information available when contacting Grants.gov:

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

B. Content and Form of Application Submission

Electronic applications are to be prepared 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** you need 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 whether 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. We 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).

For any 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. EST, 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. See Part V, Section 2.18 of the NIFA Grants.gov Application Guide for the required certifications and assurances (e.g., Prohibition Against Entities Requiring Certain Internal Confidentiality Agreements).

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

Detailed information related to the questions on this form is available in Part V, 3 of the NIFA Grants.gov Application Guide.

3. R&R Other Project Information Form

Detailed information related to the questions on this form is available 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 MSP, the program area (1, 2 or 3 – See section I.C.), and one to three relevant disciplines codes from the list below. See Part V. 4.7 of NIFA Grants.gov Application Guide for further instructions and a link to a suggested template.

G - General Food, agricultural and human sciences (includes multidisciplinary projects)
M - Agribusiness (includes Management, Marketing, and Agricultural Economics)
E - Agricultural/Biological Engineering
S - Agricultural Social Sciences (includes Agricultural Education, Agricultural Communications, and Rural Sociology)
A - Animal Sciences
Q - Aquaculture
C - Conservation and Renewable Natural Resources (includes Forestry)
J - Entomology – Animal
T - Entomology – Plant
L - Environmental Sciences/Management
F - Food Science/Technology and Manufacturing
N - Human Nutrition
H - Human Sciences/Family and Consumer Sciences (excludes Human Nutrition)
I - International Education/Research (enhancement of U.S. programs)
P - Plant Sciences and Horticulture
B - Related Biological Sciences (includes General/Basic Biotechnology, Biochemistry, and Microbiology)
D - Soil Sciences
V - Veterinary Medicine/Science
W - Water Science
O - Other (Describe only if not listed above)

b. Field 8. Project Narrative.

NOTE: The Project Narrative for MSP and MSP and SEL Combined (Program Areas 1 and 3) shall not exceed 15 pages of written text and up to 5 additional pages for figures and tables for

a combined maximum of 20 pages. For SELs only (Program Area 2), the Project Narrative shall not exceed 10 pages of written text and up to 5 additional pages for figures and tables for a combine maximum of 15 pages. We have established these maximums to ensure fair and equitable competition.

Project Narratives should be formatted in 12 pt. font, New Times Roman, one inch margins, 1.5 spaced. Charts and figures can be single spaced and using 10-12 pt. font, New Times Roman. Projects that do not adhere to the guidelines may not be reviewed.

The Project Narrative must include all of the following for **each** of the relevant components of the chosen program area:

1) Multicultural Scholars Program (MSP)

a) Rationale and Significance

i. Describe the specific relationship of the project's objectives to one or more of the program purposes and priorities (Section I.B.); and
ii. Provide measurable objective(s) of how the proposed training project addresses workforce demand, broadens awareness about the proposed area of training, will impact the institution, and will reverse low enrollment, retention rates, and completion of baccalaureate or D.V.M. degrees by multicultural students in the FANH sciences.

b) Approach

Describe the proposed training and how it will support Scholars to achieve competence in FANH sciences and veterinary medicine. Please include:

i. A recruitment and selection plan that identifies the time frame, demographics of target, and entry requirements;
ii. Curricula that offer relevant and rigorous (provide number of credits and describe common core and specialization) courses as well as hands-on and on-site instructional approaches;
iii. Experiential, interdisciplinary or capstone opportunities;
iv. Mentoring plans for Scholars;
v. Integration of evidence-based "best practices" and special features into student support services and academic training activities;
vi. Plans for developing Scholars' critical thinking and problem solving skills;
vii. Dissemination of information, service learning, and/or other opportunities that reach broad audiences and broaden the engagement and communication skills of scholars;
viii. Opportunities for professionalization including participation in workshops and professional meetings;
ix. A management plan with a timeline for deliverables and rigorous academic and project review.

c) Quality of Education

Using the 2013-2014 academic year as the baseline, provide complete and accurate annual data (to the best of the institutions ability) organized by first-generation college, gender and racial/ethnic group (White, Black, Hispanic, Asian/Pacific Islander, American

Indian/Alaska Native) for institution, relevant College/Department; and relevant Program/ Major level in the following categories:

i. Total enrollment;
ii. Total baccalaureate or D.V.M. degrees conferred;
iii. Retention from Year 1 through Year 2;
iv. Years to degree completion;
v. Student participation in service learning, internship, experiential research, extension and/or outreach; and
vi. Participation by faculty, staff, and students in opportunities to develop multicultural competency.

d) Evaluation and Assessment

Include a plan, with a timeline, to extensively evaluate the project to help inform future modifications to the student support services and strategies and that demonstrates how the program is contributing to MSP goals. Include:

i. Descriptions of expected outcomes and outcome measures;
ii. A matrix identifying expected outcomes and measurable performance indicators for activities described in the approach (IV.B.3.b.2.);
iii. A plan for incorporating outcome measures into program performance; and
iv. A plan for longitudinal tracking of the Scholars for up to three years after completion or exit of the program; if employed, where? And if pursuing graduate training, what institution? What level? What area of study?

e) Institutional Support

Describe the institutional climate for the proposed training, specifically addressing:

i. Recruitment of multicultural students to higher education programs and careers in FANH sciences;
ii. Support and mentoring of students by faculty, upper-level students and other professionals;
iii. Academic support services such as tutoring, study-groups, or supplemental instruction programs;
iv. Community building and social networking support for MSP Scholars within the institution; and
v. Ability to support MSP scholars if they should need more time to complete their degree after federal funding is exhausted.

f) Key Personnel

Describe the plan for leadership and support of the proposed project. Indicate the responsible parties, their roles and responsibilities, as well as any cooperating institutions and their personnel.

2) <u>Special Experiential Learning (SEL)</u>

All applications which include SEL activities (as part of an MSP combination grant or an SEL supplement) must include the following in the narrative:

a) A description of the SEL, including the objectives of the program, how it will contribute to the Scholars program of study, timeline, specific activities, and location;

b) Measurable objectives and expected student learning and performance outcomes relating to the SEL;

c) Identification of personnel for the SEL activity and the nature of support to be provided to insure success of the Scholars' learning experience

d) **If you are ONLY applying for an SEL (program area 2) -** In addition to the information above, include in your narrative a description of the current MSP award, how the MSP and the proposed SEL meet the purpose and priorities of the program (Section I.B.), progress to date, the rational for incorporating an SEL into the program, how the SEL will benefit the students in the program, and which students will be participating

3) Response to Previous Review (if Applicable)
This requirement only applies to Resubmitted Applications as described in Part II, B. The Project Narrative attachment is to include two components: 1) a one-page response to the previous review (containing the previous proposal number in the first line) titled "Response to Previous Review" as the first page of the attachment and 2) the Project Narrative, as required (see Part IV, C. 3. b., above). The one-page "Response to Previous Review" does not count against the 15 or 20 page (depending on program area) limit of the Project Narrative.

4) Progress Report (if applicable)
If the Project Director submitting a proposal in FY18 **AND** has held an MSP award in the last 5 years, the proposal must include a progress report on that award. The progress report must be included within the applicable page limitation of the Project Narrative. The report should include:

a) A comparison of actual accomplishments with the objectives established for the previous award;
b) The reasons established objectives were not met, if applicable;
c) A listing of any graduated MSP Scholars, new curricula, or other outputs;
d) The Grant Number (xxxx-**38413**-xxxxx) for the award; and
e) An explanation of how the current proposal differs substantively in scope and objectives from previously funded MSP projects in the last six years by the same Project Director.

c. Field 12. Add Other Attachments
See Part V. Section 4.12 of the NIFA Grants.gov Application Guide (Field 12 on the form) for instructions regarding mandatory Felony Convictions or Tax Delinquent Status.

1) **Appendices to Project Narrative – PDF Attachment.** Title the attachment as 'Appendices' in the document header and save file as 'Appendices'. Appendices to the Project Narrative are allowed if they are germane to the proposed project. **The addition**

of appendices should not be used to circumvent the text and/or figures and tables page limitations.

2) **Collaborative Arrangements – PDF Attachment. No Page Limit.** Title the attachment as 'Collaborative Arrangements' in the document header and save file as 'CollaborativeArrangement'. If it is necessary to enter into formal consulting or collaborative arrangements with others, such arrangements should be fully explained and justified. If the consultant(s) or collaborator(s) are known at the time of the application, a vitae or resume should be provided. In addition, evidence (e.g., letter of support signed by the AR of the consultant/collaborating organization) should be provided that the collaborators involved have agreed to render these services. The applicant also will be required to provide additional information on consultants and collaborators in the budget portion of the application.

3) **Leadership Support- PDF Attachment. No Page Limit**
Provide signed documentation (not to exceed two pages per supporting enterprise) from senior leadership of the College/Department at the institution to demonstrate support for proposed training project. This is a requirement for all applications including SEL supplements.

4) **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 https://nifa.usda.gov/resource/recommended-format-submitting-expected-impacts

Recommended Format for Submitting Expected Impacts

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.

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

Detailed information related to the questions on this form is available in Part V, 5 of the NIFA Grants.gov Application Guide. This section of the guide includes instructions about senior/key person profile requirements, 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. Part V.6 also notes the importance and use of the information.

6. R&R Budget

Detailed information related to the questions on this form is available in Part V, 7 of the NIFA Grants.gov Application Guide.

a. Funding requests for this program are restricted to student scholarships, cost of education allowance, and/or Special Experiential Learning funds. MSP grants have a maximum of $200,000 per application, SEL grants have a maximum of $20,000 per application, and combined MSP and SEL grants have a maximum of $220,000 per application. Please note:

1) Multicultural Scholarship Program (MSP) - Each applicant may request funding for a minimum of $108,000 for scholarship support and cost-of education allowance for a cohort of students. An institution may request:

- $6,500 in scholarship support per Scholar per year for up to four years. MSP scholarships should be used by the grantee to pay, in order of precedence: (1) MSP Scholars' tuition and mandatory fees; (2) on-campus room and board; (3) off-campus room and board; (4) books and supplies; (5) other aligned broader context activities; and (6) other student educational expenses. Any remaining scholarship funds shall be paid by the grantee to the MSP Scholar as a stipend according to standard institutional procedures.

- $2,500 per Scholar per year for up to four years as a cost-of-education institutional allowance (in lieu of indirect costs, which are not allowed). **NOTE:** The cost-of-education allowance should appear on Line 5 "Other."

The cost-of-education allowance should be used to:

a) Support travel for the Project Directors (along with eligible USDA MSP Scholars) to attend at least one **mandatory** NIFA-sponsored Project Directors and Beneficiaries Meeting, held during the performance period of the grant.

b) Defray program-related expenses including, but not limited to, program evaluation costs, student retention and mentoring programs, Scholar travel to attend professional meetings, publications, or salaries of project personnel, and/or to conduct research, laboratory fees and educational expenses (e.g., books and supplies). An institution may elect to apply the allowance to a Scholar's tuition and fees.

2) Special Experiential Learning (SEL) – Only current MSP grantees **without previous SEL funding**, may apply for SEL funding using this category. This is a one-time award of $4,000 for each eligible MSP Scholar that may be used only for approved activities (Part I, C, b, (1)), over the active period of the award.

3) Multicultural Scholarship Program (MSP) and Student Experiential Learning (SEL) – An Institution submitting a new or resubmitted grant can apply for the MSP

with an SEL component. These applications should follow the budget considerations for both MSP and SEL explained above. **Note**: an awardee is only eligible for **one** SEL component in the lifetime of the grant. See above for budget considerations and guidelines for the MSP and the SEL grants. With MSP grants supported up to $200,000 and SEL grants supported up to $20,000, combined MSP and SEL grants can request a maximum of $220,000 per application

An example of funding for five MSP Scholars starting as freshmen, with associated SEL:

Activity	Amount x # scholars x years	Total
Scholarships	$6,500/scholar/year x 5 scholars x 4 years	$130,000
Cost-of Education	$2,500/scholar/year x 5 scholars x 4 years	$50,000
SEL	$4,000/scholar x 5 scholars	$20,000
	Total:	**$200,000**

b. Applicants are required to complete **one R&R Budget Form for each 12-month period, plus a cumulative budget for the entire project** from applicants and subawardees with a zero dollar budget for any year where support is not allocated (i.e. recruitment activities are only sponsored activities that year). Applicants should factor into their application a recruitment interval to meet the program requirements.

1) On the R&R Budget Form, in Section E (Participant/Trainee Support Costs), the scholarship amount is placed on Line 2 "Stipends."
2) The SEL (Category No. 3), if applicable, should be entered on Line 3 "Travel" of the R&R Budget Form.
3) **Costs in other sections of the budget, including PD salaries in Section A, items in Section F "Other Direct Costs," or Section H "Indirect Costs" are not allowed.**

c. Subaward Attachment. This form is necessary only if there is a subaward. Annual budget(s) and cumulative budget with justification is required for each subcontractual arrangement. For each partner, make sure (1) to include a budget form for the applicant institution and a R&R subaward attachment form for each project partner (subaward), for each 12-month period plus a cumulative budget and narrative.

d. Budget Justification (Required Attachment – Must be PDF format.) Attach a separate document (PDF format) to justify that the total budget, will be appropriate to carry out the activities of the project. All costs must be fully explained and justified. **The Budget Justification must be submitted as a single PDF attachment to the R&R Budget Form. Applications will not be accepted for review if this document is not included or not in PDF format.**

7. <u>Supplemental Information Form</u>

Detailed information related to the questions on this form is available 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 "Higher Education Multicultural Scholars Program" and the program code (i.e., enter

"KF"). Note that accurate entry of the program code is very important for proper and timely processing of an application.

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

We recommend that you conduct an administrative review of the application before submission of it via Grants.gov to ensure that it complies with all preparation instructions. An application checklist is included in Part VII of the NIFA Grants.gov Application Guide to assist with this review.

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

Applications must be received by Grants.gov by **5 p.m. Eastern Time on** Une 20, 2018 Applications received after this deadline will normally not be considered for funding.

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.

We send email correspondence to the AR regarding the status of submitted applications. We strongly encourage you to provide accurate email 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 30 days of the established deadline, contact the Agency Contact identified in Part VII of the 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, you should cite this number on all future correspondence.**

D. Funding Restrictions

Pursuant to 7 U.S.C. 3152(b), **no indirect costs may be recovered under the MSP Program**. Funds are restricted to the clearly designated uses found within this RFA.

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

We evaluate each application in a two-part process. First, we screen each application to ensure that it meets the administrative requirements as set forth in this RFA. Second, a technical review panel will evaluate applications that meet the administrative requirements.

We select reviewers based upon their training and experience in relevant scientific, extension, or education fields, taking into account the following factors:

1. 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;
2. the need to include experts from various areas of specialization within relevant scientific, education, or extension fields;
3. the need to include other experts (e.g., producers, range or forest managers/operators, and consumers) who can assess relevance of the applications to targeted audiences and to program needs;
4. the need to include experts from a variety of organizational types (e.g., colleges, universities, industry, state and federal agencies, and private profit and non-profit organizations) and geographic locations;
5. the need to maintain a balanced composition with regard to minority and female representation and an equitable age distribution; and
6. the need to include reviewers who can judge the effective usefulness of each application to producers and the general public.

After each peer review panel has completed its deliberations, the responsible program staff of MSP will recommend that your project be approved for support from currently available funds or be declined due to insufficient funds or unfavorable review.

MSP reserves the right to negotiate with the PD/PI 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.

We will send copies of reviews, ***not*** including the identity of reviewers, and a summary of the panel comments to the PD after the review process has been completed.

B. Evaluation Criteria

A reviewer's written evaluation entails two levels of assessment. First, the reviewer summarizes how well the application addressed each evaluation criterion. After the application has been assessed for strengths and weaknesses of each criterion, the reviewer then evaluates the overall likelihood that the project will have significant outcome and impact. These written reviews are used to begin panel discussions with other reviewers serving on the peer review panel. Through these discussions, peer review panelists come to consensus on the final rating and ranking of proposals. A complete description of NIFA's peer review process can be found at the NIFA

website: https://nifa.usda.gov/sites/default/files/resource/NIFA-Peer-Review-Process-for-Competitive-Grant-Applications_0.pdf

We will use the evaluation criteria below to review applications submitted in response to this RFA. The criteria below are not equal in merit but are listed in descending order of importance. Applications are evaluated primarily for overall quality of education using sound program management and strong personnel and institutional support in order to build a multicultural scholars pipeline to the food and agricultural workforce. **Combined MSP and SEL grants** will be evaluated using both sets of evaluation criteria below:

1. Multicultural Scholars Program Grants

a. Quality of education and impact on the FANH sciences

1) Clear justification for the project that demonstrates a national, regional and/or local need for diverse graduates in the chosen field of study;
2) Technically sound and culturally/socially relevant approach to education and mentorship that will enhance positive learning experiences and develop the leadership and professional skills of the Scholars;
3) Strength of curriculum in the FANH sciences to produce a well prepared, modern and diversified workforce;
4) Strong mentoring plan, advising, and cohort-based activities;
5) Strategies for developing critical thinking, problem solving and other skills necessary for Scholars' entry into the workforce or graduate training;
6) Demonstrated awareness of previous and comparable training, outreach, mentoring and education programs that address the needs identified for the target audience;
7) Strength of relationship between program goals, activities, and specific needs of multicultural Scholars in their field of study;
8) Clarity of student learning outcomes and plan for assessing, guiding and sustaining the Scholars in their training; and
9) Expected outcomes of the project in terms of the number of first-generation, underrepresented, and underserved minorities trained and placed in careers or graduate education in areas related to USDA mission areas.

b. Institutional support and management of the project

1) Plan for recruitment and retention of students through the period of the grant;
2) Time allocated to and timeline for systematic attainment of objectives;
3) Effective functioning of key personnel to have a strong workflow scheme that facilitates successful achievement of program and project goals and objectives;
4) Integration between administration, faculty and other university services needed to ensure that the project will recruit, retain, train, graduate, and successfully place the target audience in FANH related graduate education or employment; and
5) Support for any remaining MSP Scholars to degree completion, after federal funding has ended.

c. Key personnel and collaborations

1) Qualifications of applicant (individual or team) to conduct the proposed project;
2) Strong commitment by personnel in guiding Scholars to develop self-efficacy in their program of study;
3) Demonstration of a strong track record of facilitating the graduation of multicultural students in area(s) of proposed training; and
4) Strength of partnerships and collaborative efforts for enriched learning provided to Scholars.

d. Evaluation, assessment, and dissemination

1) Plan and methods for monitoring and evaluating success of project activities and program as a whole;
2) Plan for incorporating feedback into the program to improve performance;
3) Defined approach for longitudinal tracking of the Scholars after completion of the program and sustainability beyond the life of the grant; and
4) Plans to disseminate impacts and achievements to a wider audience (including K-12 students, educators, and policy makers) to expand the pipeline of outstanding students interested in careers in FANH sciences.

2. Special Experiential Learning (SEL)

a. Potential for advancing the quality of education

1) Likelihood that the proposed learning experience will enhance the training of MSP scholars and will result in the development of outstanding graduates;
2) Integration of the SEL activities with the broader MSP program; and
3) The target area, activities, and duration for the SEL is appropriate for strengthening the MSP Scholar's academic program.

b. Proposed approach

1) Clarity of the learning objectives with measurable targets for deliverables;
2) Scope and type of activities that provide opportunities for the Scholar to develop 21st century workforce skills;
3) Strategies for developing critical thinking, problem solving and other skills necessary for Scholars' entry into the workforce or graduate training; and
4) Completeness of arrangements for the SEL, including faculty, staff, institutional and/or facilities commitments.

c. Institutional Commitment and Resources

1) The facilities and equipment, instructional/learning support resources, and other academic attributes are excellent for providing outstanding experiential learning opportunities related to the academic program of the Scholars.

d. Key personnel

1) The personnel involved with the SEL have the appropriate credentials and experience to direct the Scholar's professional developmental experience; and

2) The contribution the personnel will make to the educational value of the SEL.

e. Program evaluation and dissemination

1) Plans and procedures for assessing, monitoring, guiding, and sustaining a Scholar's progress in the SEL activities toward securing a positive impact on the academic program of the Scholars; and
2) Plans for submitting an SEL Outcomes Report to the USDA that describes accomplishments of the Scholar(s) after completing the SEL (this is not an activity report with a daily log of tasks).

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. See http://www.nifa.usda.gov/business/competitive_peer_review.html for further information about conflicts of interest and confidentiality as related to the peer review process.

D. Organizational Management Information

Specific management information relating to an applicant shall be submitted one-time, with updates on an as-needed basis. This requirement is part of the responsibility determined 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 pre-award 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. Each application that is not selected for funding, including those that are withdrawn, will be retained by MSP 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, the information described in 2 CFR 200.210.

See http://www.nifa.usda.gov/business/awards/awardterms.html to view current NIFA award terms and conditions.

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 may include, but are not limited to, the ones listed on the NIFA web page – http://nifa.usda.gov/federal-regulations.

NIFA Federal Assistance Policy Guide—a compendium of basic NIFA policies and procedures that apply to all NIFA awards, unless there are statutory, regulatory, or award-specific requirements to the contrary—is available at http://nifa.usda.gov/policy-guide.

Responsible and Ethical Conduct of Research
Refer to Part II, D for more information.

D. Expected Program Outputs and Reporting Requirements

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 shall, upon request, make available to NIFA the policies, procedures, and

documentation to support the conduct of the training. See http://nifa.usda.gov/responsible-and-ethical-conduct-research for more information.

PART VII—AGENCY CONTACTS

Applicants and other interested parties are encouraged to contact:

Programmatic Contact –
Dr. Ariela Zycherman
Title: National Program Leader
Unit: Division of Community and Education
Institute of Youth, Family, and Community
Phone: (202)531-0643/ (202) 720-0384
Fax: (202) 720-2030
E-mail: MSP@NIFA.usda.gov

Administrative/Business Contact –
Rochelle McCrea
Title: Team Leader
Unit: Office of Grants and Financial Management
Phone: (202) 401-2880
Email: rmccrea@nifa.usda.gov

PART VIII—OTHER INFORMATION

A. 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 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:

(i) Change in the scope or the objective of the project or program (even if there is no associated budget revision requiring prior written approval).

(ii) Change in a key person specified in the application or the federal award.

(iii) The disengagement from the project for more than three months, or a 25 percent reduction in time devoted to the project, by the approved project director or principal investigator.

(iv) The inclusion, unless waived by the federal awarding agency, of costs that require prior approval in accordance with 2 CFR 200 Subpart E—Cost Principles of this part 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 Part 31, "Contract Cost Principles and Procedures," as applicable.

(v) The transfer of funds budgeted for participant support costs as defined in §200.75 Participant support costs to other categories of expense.

(vi) Unless described in the application and funded in the approved federal awards, the subawarding, transferring or contracting out of any work under a federal award, including fixed amount subawards as described in §200.332 Fixed amount subawards. This provision does not apply to the acquisition of supplies, material, equipment, or general support services.

(vii) Changes in the approved cost-sharing or matching provided by the non-federal entity.

(viii) The need arises for additional federal funds to complete the project.

The awardee will be subject to the terms and conditions identified in the award. See http://www.nifa.usda.gov/business/awards/awardterms.html for information about NIFA award terms.

B. 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 of Agriculture 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. We will retain for three years a copy of an application that does not result in an award. 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.

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.

D. Definitions

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.

First-generation means an individual neither of whose parents completed a baccalaureate degree, or in the case of any individual who regularly resided with and received support from only one parent, an individual whose only such parent did not complete a baccalaureate degree.