

# **Notice of Funding Opportunity Resident Instruction Grants for Institutions of Higher Education in Insular Areas**

## **Agriculture and Food Science Facilities and Equipment Program for Insular Areas**

FUNDING YEAR: Fiscal Year (FY) 2026

APPLICATION DEADLINE: June 15, 2026

ANTICIPATED PROGRAM FUNDING: \$2,800,000

AVERAGE INDIVIDUAL AWARD RANGE: \$10,000-\$550,000

FUNDING OPPORTUNITY NUMBER: USDA-NIFA-RIGP-011736

ASSISTANCE LISTING NUMBER: 10.308

## ANNOUNCEMENT

National Institute of Food and Agriculture  
United States Department of Agriculture

**Assistance Listing Number (ALN):** The Resident Instruction Grants Program for Institutions of Higher Education in Insular Areas (RIIA) and the Agriculture and Food Sciences Facilities and Equipment (AGFEI) Program for Land-grant Colleges and Universities in the Insular Areas are listed in the Assistance Listings under number 10.308.

**Table 1:** Key Dates and Deadlines

Task Description	Deadline
<b>Application:</b>	5:00 P.M. Eastern Time, June 15, 2026
<b>Applicants Comments:</b>	Within six months from the issuance of this notice <i>(NIFA may not consider comments received after the sixth month)</i>

The United States Department of Agriculture (USDA), to the extent permitted by law, will no longer make grants or otherwise fund programs or activities that improperly discriminate on the basis of race or sex, including discrimination in the name of Diversity, Equity, and Inclusion policies. Instead, USDA will prioritize merit and efficiency. USDA recognizes programs and initiatives will have the greatest impact when these programs and initiatives put American farmers, ranchers, and foresters first by:

- solving the most pressing challenges they face;
- protecting America’s food, fuel, and fiber supply to enhance national security;
- supporting production of healthy and safe food for consumers;
- expanding and developing domestic markets;
- training the next generation of agriculturalists; and
- fueling innovation to keep American farmers at the forefront of productivity.

The National Institute of Food and Agriculture (NIFA) is committed to advancing these principles and encourages applicants to actively engage farmers, ranchers, and foresters when applying for funding opportunities to ensure relevancy and adherence to them. NIFA also encourages agricultural leaders to engage in the peer review panel process to ensure American producers are better served through research, education, and extension activities.

Projects submitted under this NOFO should align with [USDA Secretary’s Memorandum 1078-020](#) Directive on Departmental Research and Development Priorities:

1. Increasing Profitability of Farmers and Ranchers
2. Expanding Markets and Creating New Uses of U.S. Agricultural Products
3. Protecting the Integrity of American Agriculture from Invasive Species
4. Promoting Soil Health to Regenerate Long-Term Productivity of Land
5. Improving Human Health through Precision Nutrition and Food Quality

**Stakeholder Input.** NIFA seeks comments on all Notice of Funding Opportunity (NOFO) 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 NOFOs and uses 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@usda.gov](mailto:Policy@usda.gov). Please use the following subject line: Response to RIIA/AGFEI NOFO.

## **EXECUTIVE SUMMARY**

NIFA requests applications for the RIIA to strengthen the capacity to carry out resident instruction, curriculum, and teaching programs in the food and agricultural sciences; and the AGFEI for Land-grant Colleges and Universities in the Insular Areas to upgrade agriculture and food science facilities and equipment necessary to conduct tropical and subtropical agricultural research for FY 2026. The amount available for grants in FY 2026 is approximately \$2,800,000.

This notice identifies the objectives of RIIA and AGFEI projects, deadlines, funding information, eligibility criteria for projects and applicants, and application forms and associated instructions.

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## PART I. FUNDING OPPORTUNITY DESCRIPTION

### A. Legislative Authority

This Funding Opportunity covers both the RIIA and the AGFEI programs. The RIIA program is authorized under [7 U.S.C 3363](#). The AGFEI program is authorized under [7 U.S.C. 3222b-2](#).

### B. Purpose and Priorities

The purpose of the RIIA and AGFEI programs, under Assistance Listing number 10.308, is to promote and strengthen the ability of eligible institutions in the Insular Areas to carry out education and research, respectively, within the food and agricultural sciences. NIFA is soliciting applications under the following program areas:

1. Resident Instruction Grants for Institutions of Higher Education in Insular Areas
2. Agriculture and Food Sciences Facilities and Equipment

### Resident Instruction Grants for Institutions of Higher Education in Insular Areas

**Table 2:** RIIA Key Information

Title	Description
<b>Program Code:</b>	AA-Q
<b>Program Code Name:</b>	Resident Instruction Grants for Institutions of Higher Education in Insular Areas
<b>ALN:</b>	10.308
<b>Project Type:</b>	Education/Teaching Projects
<b>Grant Type:</b>	Workshop, Standard, and Collaboration Grants
<b>Application Deadline</b>	June 15, 2026
<b>Grant Duration:</b>	24 months for Workshop Grants 36-48 months for Standard and Collaboration Grants
<b>Anticipated # of Awards:</b>	6
<b>Minimum Award Amount:</b>	\$10,000 for Workshop Grants \$50,000 for Standard Grants \$200,000 for Collaboration Grants
<b>Maximum Award Amount:</b>	\$50,000 for Workshop Grants \$200,000 for Standard Grants \$550,000 for Collaboration Grants

The RIIA program seeks to:

1. Strengthen institutional educational capacities, including libraries, curriculum, faculty, scientific instrumentation, instruction delivery systems, and student recruitment and retention, to respond to identified state, regional, national, or international education needs in the food and agricultural sciences
2. Attract and support undergraduate and graduate students to educate them in identified areas of national need in the food and agricultural sciences
3. Facilitate cooperative initiatives between two or more insular area eligible institutions, or between those institutions and state government units or private sector organizations, to

maximize the development and use of resources such as faculty, facilities, and equipment to improve food and agricultural sciences teaching programs

4. Conduct undergraduate scholarship programs to assist in meeting national needs for training food and agricultural scientists.

RIIA activities support the creation and adaptation of learning materials and teaching strategies to operationalize best practices for student learning.

RIIA-funded projects should also focus on imparting both technical knowledge as well as employability skills such as communication, teamwork, and problem solving.

**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. RIIA 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
4. Organizing leadership academies, workshops, trainings, etc.

Applications for the RIIA program should emphasize the following:

1. Improve formal postsecondary agricultural sciences education/instruction to ensure a competent and qualified workforce to serve the food and agricultural sciences and meet current and future national food and agricultural science needs.
2. Improve the economic health and viability of rural communities through the development of degree programs emphasizing new and emerging employment opportunities in food and agricultural sciences.
3. Increase the number of students who will pursue and complete a 2- or 4-year postsecondary education in the food and agricultural sciences.

**Incorporation of Social Sciences and Enhancing Impacts**—The RIIA program supports social and behavioral science disciplines. NIFA encourages RIIA projects that integrate social and behavioral sciences to provide experiential learning opportunities for students in applied research and related community development education programs. Incorporation of social and behavioral sciences is important for addressing many of the challenges facing agriculture and rural communities.

## Agriculture and Food Sciences Facilities and Equipment

**Table 3:** AGFEI Key Information

	Title	Description
<b>Program Code:</b>	AGFEI	
<b>Program Code Name:</b>	Agriculture and Food Sciences Facilities and Equipment	
<b>ALN:</b>	10.308	
<b>Project Type:</b>	Facilities/Equipment Projects	
<b>Grant Type:</b>	Standard Grants	
<b>Application Deadline</b>	June 15, 2026	
<b>Grant Duration:</b>	36-48 months	
<b>Anticipated # of Awards:</b>	5	
<b>Minimum Award Amount:</b>	\$50,000	
<b>Maximum Award Amount:</b>	\$200,000	

AGFEI projects seek to:

1. Support activities to acquire, alter, or renovate facilities or relevant equipment necessary for conducting agricultural research
2. Support tropical and subtropical agricultural research, including pest and disease research

## PART II. AWARD INFORMATION

### A. Available Funding

The amount available for RIIA and AGFEI grants in FY 2026 is approximately \$2,800,000. This includes approximately \$1,400,000 in FY 2025 funding and \$1,400,000 in FY 2026 funding. 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 NOFO.

### B. Application Restrictions

NIFA will evaluate applications using the criteria described in [Part V](#) of this NOFO.

Applications for FY 2026 are limited to the following application types:

1. **New application.**--New applications will be evaluated using the criteria described in [Part V](#) of this NOFO and are subject to the due dates herein (see [Appendix III](#) for definition).
2. **Resubmitted application.**--Resubmitted applications must include the response 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.

#### Resident Instruction Grants for Institutions of Higher Education in Insular Areas

1. **Project Type** —The RIIA program will only accept Education/Teaching projects. For the purposes of this NOFO, an education or teaching activity is defined as formal classroom instruction, laboratory instruction, and practicum experience in the food and agricultural sciences supporting faculty development, student recruitment and services, curriculum development, instructional materials and equipment, and innovative teaching methodologies.

RIIA Education/Teaching projects should focus on one or more of the need areas (see [Part 2, C.](#)) listed below. Please note that at least one of the [need areas](#) must be indicated on the Project Summary (see [Part IV, B](#)).

FY 2026 Need Areas for Education/Teaching projects are:

1. **Curricula Design, Materials Development, and Library Resources** —Promote the development of courses of study and degree programs, new and improved curricula, and instructional materials and technology. Promote the acquisition of library resources including books and journals relating to the food and agricultural sciences; and stimulate the use of new approaches to the study of traditional subjects, new research on teaching and learning theory, and new applications of knowledge.

2. **Faculty Preparation and Enhancement for Teaching** —Advance faculty development in the areas of teaching competency and leadership, subject matter expertise, or student recruitment and advising skills.
  3. **Instruction Delivery Systems** —Encourage the use of alternative methods of delivering instruction to enhance the quality, effectiveness, and cost efficiency of teaching programs. Examples include incorporating alternative instructional methodologies that respond to differences in student learning styles; inter-institutional collaborations that deliver instruction in ways that maximize program quality and reduce unnecessary duplication; and consideration and implementation of innovative instructional techniques, methodologies, and delivery systems in response to advances in knowledge and technology.
  4. **Scientific Instrumentation for Teaching and Research** —Provide students and faculty in science-oriented courses with suitable, up-to-date equipment to involve them in work central to scientific understanding and progress. Examples include acquiring new state-of-the-art instructional, laboratory, classroom, and research scientific equipment; upgrading existing equipment; or replacing obsolete equipment.  
**Note:** Equipment acquisition-only projects are not allowed. Acquisition of equipment must be part of a project promoting student experiential learning and/or training.
  5. **Student Experiential Learning** —Develop scientific and professional competencies that provide students with opportunities to solve complex problems in the context of real-world situations. Activities include internships, practicum experiences, study abroad opportunities, and participation with faculty on applied research and related community development projects.
  6. **Student Recruitment, Retention, and Educational Opportunities** —Enhance educational opportunities for students and strengthen student recruitment and retention programs in the food and agricultural sciences. Examples include initiating new projects or supplementing current efforts to attract increased numbers of students to enroll in food and agricultural degree programs; mentoring programs and other initiatives for student retention; and the provision of student financial support to attend college.  
**Note:** The use of students for only routine office, laboratory, or field work is not considered education for the purposes of this program. To consider a program as education-related, students must be actively engaged in the scholarship of research activities.
2. **Grant Types** —There are three grant types for the RIIA program: Workshop, Standard, and Collaboration.
- a. **Workshop Grant** —Workshop grants must develop activities and programs that bring stakeholders together to discuss, coordinate, and advance innovations supportive of food, agriculture, natural resources, and human sciences-related education and workforce development. Activities should be interactive learning sessions that aim to produce a collaborative result. A seminar activity (lecture/presentation) with a selected speaker is an eligible activity if it includes

other engagement among workshop participants that advances the educational needs of the RIIA program. NIFA will not fund Workshop grants with the sole purpose of supporting travel and subsistence in attending conferences/workshops. Workshops may be held in conjunction with or complementary to other organizations' events (conferences), but they are to have their own identity and purpose. NIFA will not support Workshop grants where funds are used to sponsor other conferences. Workshop grants must not exceed \$50,000 for up to 24 months and are not renewable. Indirect costs are not permitted on Workshop grant awards.

Workshop Grant applications should include the following in the Project Narrative:

- i. Justification for the meeting
  - ii. Comprehensive plan for outreach and ensuring attendance of a representative group of stakeholders
  - iii. Robust dissemination plan for workshop outputs
  - iv. Proposed workshop program (agenda), including a list of the individuals (with their institutional affiliations) who will participate as speakers or attendees in the formally planned sessions of the meeting
  - v. Summary of topics to be discussed
- b. **Standard Grant** —This is an award instrument by which NIFA agrees to support a specified level of effort for a predetermined project period without the announced intention of providing additional support at a future date.

Eligible institutions may submit a Standard grant application for project activities undertaken principally on behalf of its own students or faculty and managed primarily by its own personnel. The Standard grant applicant executes the project without the requirement of sharing grant funds with other project partners.

Grants will be funded up to \$200,000 total and the project period may range from 36 to 48 months.

- c. **Collaboration Grant** —Collaboration grants for this program must be submitted by a group of two or more insular area institutions, forming a linkage arrangement for the purpose of carrying out common objective(s) on the group's behalf. The arrangement must be formed to promote and strengthen institutional abilities to carry out higher education programs related to Food, Agricultural, Natural Resources, and Human (FANH) sciences. Applications will be accepted from partner institutions located in the same insular area, but applications are encouraged to form partnerships between insular areas. All partners must have a significant role in the collaboration and each institution's budget needs to be appropriate to support its activities.

Collaboration grants must support Education/Teaching projects. Applicants are encouraged to allocate at least 25% of the direct costs to participant support. This funding can be directed towards participant stipends, tuition and fees, cost of

subsistence (housing, meals) and dependent care for immersive experiences, and reasonable travel for conferences and workshops. Additionally, the project should provide ongoing support to assist these students in securing professional opportunities such as internships and shadowing experiences, ensuring that they are well-prepared to transition into careers in the field by the end of the grant period.

In FY 2026, collaboration grants can request up to an additional \$50,000 to organize a meeting for project staff from active RIIA and AGFEI awards in the insular areas, collaborating institutions, and other stakeholders to facilitate cooperative initiatives, foster mutual learning, identify synergies among projects, and encourage future collaborations.

The goals of the meeting should include:

- i. Providing an opportunity for presentations from grantees, subject matter experts in topics important for improving education in the insular areas, and grantsmanship
- ii. Conducting activities that highlight the host institutions' programs and facilities that provide education and teaching in the food and agricultural sciences
- iii. Providing an opportunity for undergraduate and graduate students from the insular areas or collaborating partners to present their NIFA-funded education, extension, or research projects and how these projects contribute to their professional development
- iv. Disseminating and reporting outcomes, impacts, and best practices to the insular area community and other stakeholders
- v. Promoting and strengthening the ability of insular area institutions to build institutional capacity and carry out education programs

Grants will be funded up to \$500,000 total or \$550,000 if including the option to host a meeting, and the project period may range from 36 to 48 months.

Grant awards may differ from the amounts requested in the application, and in such cases NIFA may require revised budgets and revised plans of work before making an award.

### **Agriculture and Food Sciences Facilities and Equipment**

1. **Project Type** —The AGFEI program will only accept Facilities and Equipment projects. Facilities and Equipment projects must focus on the acquisition, repair, and remodeling of facilities, laboratories, and other capital facilities (including fixtures and equipment) necessary to conduct activities in tropical and subtropical agricultural research, including pest and disease research.
2. **Grant Type** —Only Standard grants are accepted for AGFEI.  
**Standard Grant** —This is an award instrument by which NIFA agrees to support a specified level of effort for a predetermined project period without the announced

intention of providing additional support at a future date.

Eligible institutions may submit a Standard grant application for project activities undertaken principally on behalf of its own students or faculty and managed primarily by its own personnel. The Standard grant applicant executes the project without the requirement of sharing grant funds with other project partners.

Grants will be funded up to \$200,000 total and the project period may range from 36 to 48 months.

Grant awards may differ from the amounts requested in the application, and in such cases NIFA may require revised budgets and revised plans of work before making an award.

### **Application Submission and Award Limitations**

An eligible institution may submit no more than three Standard applications or two Collaboration applications to RIIA or two Standard applications to AGFEI as the lead applicant.

Eligible applicants may receive up to two Standard Grants for the RIIA program and two Standard Grants for the AGFEI program, but no more than three Standard Grants total. Up to one Collaboration award will be awarded to each insular area as determined by the location of the lead institution. While an institution is limited to up to one Collaboration Grant as the lead institution, institutions can be partners on more than one Collaboration Grant. An eligible institution may submit up to two RIIA Workshop grant applications. Workshop grants do not count towards the award limit per eligible applicant.

### **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 RIIA and AGFEI programs must meet all the requirements discussed in this NOFO. Failure to meet the eligibility criteria by the application deadline may result in exclusion from consideration or preclude NIFA from making an award. For those new to Federal financial assistance, NIFA's [About Grants](#) provides highly recommended information about grants and other resources to help understand the Federal awards process.

#### a. Individual Institutions

1. For the purposes of the **RIIA program**, an eligible institution is an institution of higher education, as defined in section 101(a) of the [Higher Education Act of 1995 \(20 U.S.C. 1001\(a\)\)](#); is located in an insular area; and has a demonstrable capacity to carry out teaching and Extension/outreach programs in the food and agricultural sciences. All public or nonprofit 2-year and 4-year accredited institutions of higher education that offer certificate/degree programs in the food and agricultural sciences are eligible.
2. For the purposes of the **AGFEI program**, only individual Land-grant Colleges and Universities, and other institutions that have secured Land-grant status through Federal legislation, and which are located in insular areas, are eligible for awards under this NOFO as individual applicants.

The eight insular areas are:

1. American Samoa
2. The Commonwealth of the Northern Mariana Islands
3. The Commonwealth of Puerto Rico
4. The Federated States of Micronesia
5. Guam
6. The Republic of the Marshall Islands
7. The Republic of Palau
8. The United States Virgin Islands

- b. **Branch Institutions of a Territory University System** —For the purposes of the RIIA and AGFEI programs, the individual branches of a territory university system that are separately accredited as degree-granting institutions are treated as separate, individual institutions eligible to apply for and receive awards, provided they otherwise satisfy the definition of “eligible institution” as specified above.
- c. **Independent Branch Campuses** —Independent branch campuses of individual institutions may apply for and receive grant awards under this program, provided that they otherwise satisfy the definition of “eligible institution” as specified above.
- d. **Certification of Eligibility** —At the time of application, each primary applicant will be required to demonstrate or certify that it is an eligible institution as defined by this NOFO. A non-land-grant institution must submit a letter signed by the institution's Authorized Representative (AR) certifying that it meets these requirements of an “eligible institution” as defined above. The AR must also certify the eligibility of the institution, or parent institution in the case of an independent branch campus. Collaboration grant applicants must also provide documentation to

certify their collaborators:

1. Admits as regular students only persons having a certificate of graduation from a school providing secondary education, or the recognized equivalent of such a certificate
2. Is legally authorized by the Territory or Freely Associated State in which it is located to provide a program of education beyond secondary education
3. Provides an educational program for which the institution awards a bachelor's degree or provides not less than a 2-year program that is acceptable for full credit toward such a degree
4. Is a public or other nonprofit institution; and is accredited by a nationally recognized accrediting agency or association, or if not so accredited, is an institution that has been granted pre-accreditation status by such an agency or association that has been recognized by the Secretary for the granting of pre-accreditation status, and the Secretary has determined that there is satisfactory assurance that the institution will meet the accreditation standards of such an agency or association within a reasonable time

Eligibility documentation should be submitted as part of the applicant's Project Narrative. See [Part IV, B](#).

USDA **will not accept** competitive applications for grants and cooperative agreements submitted for due dates after June 20, 2025, and/or research and development (R&D) contract proposals submitted to solicitations issued after June 20, 2025, for dangerous gain-of-function research, as defined in [Section 8 of E.O. 14292](#).

**Duplicate Submissions** — NIFA will not fund efforts that duplicate or overlap substantially with efforts already funded. The submission of duplicate or substantially similar applications concurrently for review for more than one program in the same funding cycle will result in the exclusion of the redundant application from NIFA consideration. Duplicate applications are not allowed for the same program and only one application will be accepted for peer-review.

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

**No Match Required** — The RIIA and AGFEI programs have no matching requirement. NIFA will not factor matching resources into the review process as an evaluation criterion.

## PART IV. APPLICATION AND SUBMISSION

### A. Method of Application

Applicants must apply to this NOFO electronically; no other method or response is accepted. The electronic application for this NOFO and additional resources are available on [Grants.gov](https://www.grants.gov) and [Grants 101](#). **Table 4** provides instructions on how to obtain an electronic application. **Part III** of the [NIFA Grants Application Guide](#) contains detailed information regarding the [Grants.gov](https://www.grants.gov) registration process. [The NIFA Grants Application Guide](#) is contained in the specific funding opportunity package or a sample of the guide can be found [here](#). When applying for a NIFA award, it is important to reference the version of the guide that is included in the specific funding opportunity application package.

**Table 4.** Steps to Obtain Application Materials

Steps	Action
<b>Step One: Register</b>	<i>New Users</i> to <a href="https://www.grants.gov">Grants.gov</a> must register early with <a href="https://www.grants.gov">Grants.gov</a> prior to submitting an application).
<b>Step Two: Download Adobe</b>	Download and Install <a href="#">Adobe Reader</a> (see <a href="#">Adobe Software Compatibility</a> for basic system requirements).
<b>Step Three: Find Application</b>	Using this funding opportunity number <b>USDA-NIFA-RIGP-011736</b> , search for application here: <a href="#">Opportunity Package</a> .
<b>Step Four: Assess Readiness</b>	Contact an AR prior to starting an application to assess the organization’s readiness to submit an electronic application.

**Table 5:** Help and Resources

Grants.gov Support	NIFA Support
<a href="#">Grants.gov Online Support</a> Telephone support: 800-518-4726 Toll-Free or 606-545-5035  Email support: <a href="mailto:support@grants.gov">support@grants.gov</a> Self-service customer-based support: <a href="#">Grants.gov iPortal</a>  Customer service business Hours 24/7, except <a href="#">Federal holidays</a> .	Email: <a href="mailto:grantapplicationquestions@usda.gov">grantapplicationquestions@usda.gov</a>  Business hours: Monday thru Friday, 7a.m. – 5p.m. ET, except <a href="#">Federal holidays</a> .

### B. Content and Form of the Application

The [NIFA Grants Application Guide](#) is part of the corresponding application package for this NOFO. The NOFO overrides the [NIFA Grants Application Guide](#) if there is a discrepancy between the two documents. 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 NOFO. Applicants must refer to the proposal number when corresponding with NIFA. **Table 6** outlines other key instructions for applicants.

**Table 6:** Key Application Instructions

Instruction	References (All references are to the <a href="#">NIFA Grants Application Guide</a> )
Attachments must be in a portable document format (PDF) format.	Part IV
Check the manifest of submitted files to verify attachments are in the correct format.	Part IV
Conduct an administrative review of the application before submission.	Part IV
Follow the submission instructions.	Part IV
Provide an accurate email address, where designated, on the SF-424 R&R.	Part V
Contact the <a href="#">Grants.gov helpdesk</a> for technical support and keep a record of the correspondence.	N/A
Contact NIFA if applicant does not receive correspondence from NIFA regarding an application within <b>30</b> days of the application deadline.	N/A

**SF 424 R&R Cover Sheet.** See **Part V** of the [NIFA Grants Application Guide](#) for the required certifications and assurances.

**SF 424 R&R Project/Performance Site Location(s).** See **Part V** of the [NIFA Grants Application Guide](#).

**R&R Other Project Information Form.** See **Part V** of the [NIFA Grants Application Guide](#).

1. **Field 7–Project Summary (PS)/Abstract** —The PS must show how the project goals align with the project goals of the RIIA and AGFEI programs. See **Part V** of the [NIFA Grants Application Guide](#) for instructions and suggested templates.
2. **Field 8–Project Narrative (PN)** —The PN must not exceed 15 1.5-spaced pages, including all figures and tables. Font size for written text must be no smaller than 12 points, Times New Roman, with 1-inch margins. Font size for figures and tables must be no smaller than 11 points, Times New Roman and can be single-spaced. The page limits outlined here ensure fair 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. Examples of allowable documents for appendices include syllabi, event/internship sample schedules, advertisements or recruitment flyers. Applications will not be accepted for review if the PN is not included, exceeds 15 1.5-spaced pages, or is not in PDF format. The PN must include all the following:
  - a. **Potential for Advancing the Quality of Education/Research**
    - i. **Identification of Problem and Project Impact**
      1. For RIIA projects —Briefly state the following: (1) the specific instructional problem/challenge (or opportunity) to be addressed; (2) the

- anticipated project audience; and (3) the project’s target objectives (i.e. what change in education is proposed?) and its anticipated, overall impact on improving the quality of food and agricultural sciences education.
2. For AGFEI projects —Briefly state the following: (1) the specific research problem/challenge being addressed; (2) the anticipated project audience (i.e. who will utilize the facilities and/or equipment and who will benefit from the research outcomes?); and (3) the degree to which the planned uses of the proposed equipment/facilities will advance tropical and subtropical agricultural research at the organization.
- ii. **Project Justification** —Summarize the body of knowledge justifying the need for the proposed project. For RIIA projects, discuss how the project’s Educational Need Area ([Part I, B](#) of this NOFO) will be of value at the state, regional, national, or international level(s), where applicable, and how it will improve the food and agricultural science capabilities of students. Describe any previously funded projects, ongoing or recently completed, that are related to the proposed project.
  - iii. **Institutional Long-range Goals** —Explain how the project will help satisfy the institution/organization’s high-priority objectives, or how the project is linked to and supported by the institution/organization’s strategic plan.
- iv. **Innovation**
    1. For RIIA projects —Describe the proposal’s creative approach to improving the quality of food and agricultural sciences education, solving an educational problem, or promoting programs that advance equal opportunity for all students. Using either actual experiences or literature background information, show why this approach was chosen.
    2. For AGFEI projects —Describe the proposal’s creative approach to improving the quality of food and agricultural sciences research. Using either actual experiences or literature background information, show why this approach was chosen.
  - v. **Multidisciplinary and/or Problem-based Focus**
    1. For RIIA projects —Indicate how the project is relevant to multiple disciplines in food and agricultural sciences education and how the project will enhance students’ understanding of complex agricultural systems. Also, discuss whether the project may be adapted by, or serve as a model for, other institutions.
    2. For AGFEI projects —Briefly describe: (1) the research areas that will use the equipment or facilities; (2) the degree to which the planned uses of the proposed equipment or facilities will advance fundamental and/or applied research activities at the organization; and (3) potential contributions to the food and agricultural sciences.
- b. **Proposed Approach and Cooperative Linkages**
    - i. **Plan of Operation and Methodology** —Describe procedures 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.
    - ii. **Timetable** —Identify all important project milestones (performance targets

- that indicate when project goals will be met) and dates as they relate to project start-up, execution, evaluation, dissemination, and closeout.
- iii. **Products, Results, and Measurable Outputs** —Outline the expected products, results, measurable outputs, and their outcome (impact) on strengthening food and agricultural sciences education. Make sure to differentiate among the three terms: (1) “Products” may be actual items or services acquired with funds, e.g., “...developed three, new web-based courses”; (2) “Results” are accomplishments related to the products, e.g., “...additional course materials now available online to reinforce student learning during nonclassroom hours”; and (3) “Impacts” are the benefits to your audience. Impacts are the consequences of your project and the most critical elements in your evaluation plan. They are a measure of the results by comparison to 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”.
  - iv. **Evaluation Plan** —All RIIA projects must have an evaluation plan that includes both a strategy for monitoring the project as it evolves (to provide feedback to guide these efforts), as well as a strategy for evaluating the project’s effectiveness. Grantees are encouraged to obtain an independent evaluator to secure appropriate documentation of the project’s outcomes and impacts. This is not required for AGFEI grants.
  - v. **Dissemination Plans** —All RIIA Standard grants must document how project accomplishments (products, results, and impacts...etc.) will be published or otherwise disseminated to the broadest extent throughout the academic community. This may include educational journals or other professional discipline publications, and presentations at conferences and workshops, including the RIIA project directors’ meeting. Discuss the institution/organization’s commitment to disseminate project results and products and the potential for institutionalization. Identify target audiences and explain methods of communication. This is optional for Workshop grant applications and not required for AGFEI projects.
  - vi. **Partnerships and Collaborative Efforts** —Explain how the project will maximize partnership and collaborative efforts to strengthen food and agricultural sciences education (e.g., involvement of faculty in related disciplines at the same institution, or cooperative activities with business or industry). Provide evidence via letters from the parties involved in the partnership or collaborative arrangement.
- c. **Institutional Capability and Capacity Building**
- i. **Institutional/Organizational Commitment and Capability** — Demonstrate that the program administration is committed to this project and has the capability to ensure its completion.
  - ii. **Institutional/Organizational Resources** —Document the necessary institutional/organizational resources (administrative, facilities, equipment, and/or materials), and other appropriate resources, that will be made available to the project. Demonstrate how these resources, when combined

with the 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 (for RIIA proposals) or research (for AGFEI proposals) at the institution (including any partner institutions/organizations). Include how any project performance target(s) identified above will be incorporated into academic instruction at the institution. Discuss how the benefits to be derived from the project will transcend the applicant institution/organization or the grant period.
- iv. **Continuation Plans** —Discuss the likelihood of, or specific plans for, project continuation or expansion beyond the period of USDA support. Describe how the institution's/organization's long-range budget or academic plan provides for the realistic continuation or expansion of the initiative undertaken by this project after the grant period ends. Explain the plans for eventual self-support built into the project, and the plans to institutionalize the program if it is successful. Describe any indications of other continuing non-Federal support. Provide details of the expected outcomes and the target audience that would benefit from the continuation of this project. This is optional for Workshop grant applications.
- d. **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.
- e. **Budget and Cost-effectiveness**
  - i. **Budget** —In addition to the separate, required budget forms and budget justification, discuss how the budget specifically supports the proposed project activities. Explain how such budget items as professional or technical staff time and salary, travel, equipment, etc., are necessary and reasonable to achieve project objectives. If travel is part of your budget, virtual or hybrid meetings may be considered based on local and national conditions. Justify that all funds requested from USDA are allocated adequately between the applicant and any collaborating institution/organization(s) and will be appropriate to carry out project activities. For RIIA projects, if the application addresses more than one Educational Need Area (see Part II, B of this NOFO), you must include estimates of the proportion of the funds requested from USDA that will support each respective area. Quotes or estimated costs for acquiring equipment or renovating facilities are highly recommended for AGFEI projects.
  - ii. **Cost-effectiveness** —Justify the project's cost-effectiveness. Show how the project maximizes the use of limited resources, optimizes educational value for the dollar, achieves economies of scale, or leverages additional funds. For example, discuss how the project has the potential to generate a critical mass of expertise and activity focused on a need area.

3. **Field 12—Add Other Attachments.** See **Part V** of the [NIFA Grants Application Guide](#).

- a. **Data Management Plan (DMP)** —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 NOFO, [NIFA’s Data Management Plan](#) page).
- b. **Mentoring Plan (MP)** —2-page limit. An MP is required for Standard and Collaboration RIIA applications and not required for Workshop or AGFEI applications. Title the attachment as ‘Mentoring Plan’ and save file as ‘MentoringPlan.’ An MP describing peer mentoring, layered mentoring, or similar mentoring activities is required if professional development for faculty, students, or other community participants is included in grant activities. If various education levels of students or scholars are represented in the application, the MP must address how mentoring will be different and targeted to the specific education level (youth, undergraduate, graduate, postgraduate, etc.), as appropriate. The MP should incorporate:
  - i. the roles and responsibilities of the project director and co-project directors in managing the mentoring process
  - ii. training for and/or credentials of individuals who will serve as mentors (i.e. mentor training); mentors may be experienced mentors from academia, industry, or government, or student peers at various levels who are expected to provide guidance and sense of community with the activities and facilitate the amplification of program-specific perspectives and accomplishments of the mentees
  - iii. a description of mentoring activities and how these activities are incorporated into the overall project timeline
  - iv. a description of processes to ensure reasonable accommodation for program participants with challenges in accessing program activities
    - Scholarship programs should include plans to accommodate scholarship recipients who find it necessary to interrupt their program of study because of health, personal, or other reasonable non-academic and non-disciplinary cause(s).
- c. **Previous Award** —1-page limit. If you are a PD or co-PD on a previous or current USDA RIIA or AGFEI award, indicate to what extent the current application builds upon the outcomes of the prior award and the differences in the proposed approach and methodology. Explain why it is necessary to provide additional funds and how this application will complement any existing USDA RIIA or AGFEI awards at the institution, if applicable.
- d. **Response to Previous Review** —1-page limit. This requirement only applies to “Resubmitted Applications” as described under [Part II, B of this NOFO](#). PDs must respond to the previous review panel summary. Title the attachment as “Response to Previous Review” in the document header and save file as “ResponsetoPreviousReview.” If desired, additional comments may be included in the text of the Project Narrative, subject to the page limitations of that section.
- e. **Letters of Support** —If letters of support are included as part of the application, they should be attached as a single PDF file titled as “Letters of Support” in the document

header and save file as “LettersofSupport.” Letters of support are encouraged from partners but not required.

**R&R Senior/Key Person Profile (Expanded)** —See **Part V** of the [NIFA Grants Application Guide](#) for profile requirements, details about the biographical sketch, and suggested support templates.

**R&R Personal Data** —This information is voluntary and is not a precondition of award (see **Part V** of the [NIFA Grants Application Guide](#)).

**R&R Budget** —See **Part V** of the [NIFA Grants Application Guide](#).

**Indirect Costs (IDC)**.—See **Part IV, C** of this NOFO for funding restrictions regarding IDC, and **Part V** of the [NIFA Grants Application Guide](#) for additional information.

**Supplemental Information Form** —See **Part V** of the [NIFA Grants Application Guide](#)

1. **Field 2—Program to which the applicant is applying** —Enter the program name “Resident Instruction Grants Program for Institutions of Higher Education in Insular Areas” and the program code “AA-Q” or “Agriculture and Food Sciences Facilities and Equipment Program” and the program code “AGFEI.” Accurate entry is critical.
2. **Field 8—Conflict of Interest List** —See **Part V** of the [NIFA Grants Application Guide](#).

### **C. Funding Restrictions**

Indirect Cost (IDC) is not to exceed 30 percent of the recipient’s Total Federal Funds Awarded (TFFA). [7 U.S.C. 3310](#) limits the recovery of IDC for the overall award to 30 percent of the TFFA under a research, education, or extension grant. The maximum allowable IDC amount recoverable under the award, including the IDC charged by the sub-awardee(s), if any, is the lesser of the following and is determined by calculating the amount of IDC using:

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

If the result of number one is the lesser of the two amounts, 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 amount 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 amounts, then the maximum IDC 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. Amounts exceeding the maximum allowable IDC are considered unallowable. See sections [408](#) and [410](#) of [2 CFR 200](#).

If the applicant does not have a negotiated rate and NIFA is the cognizant agency, the applicant may request an IDC rate. Applicants are not required to complete the IDC package during the application process and need only to calculate a rate to serve as a basis for requesting IDC. If awarded, the applicant will be required to submit a complete IDC proposal package to obtain a negotiated rate.

Organizations that do not have a current negotiated (including provisional) rate, may elect the de minimis rate ([2 CFR 200.414\(f\)](#)). The Uniform Guidance offers the option of electing to charge a de minimis rate of 15 percent of modified total direct costs (MTDC) which may be used indefinitely. As described above and in [2 CFR 200.403](#), costs must be charged consistently as either indirect or direct costs but may not be double charged or inconsistently charged as both. If elected, this methodology must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which it may do at any time.

See [NIFA Indirect Costs](#) for information including [additional resources](#) and [NIFA Indirect Cost Guidance Chart](#).

## PART V. APPLICATION REVIEW REQUIREMENTS

### A. NIFA's Evaluation Process

NIFA evaluates each application in a two-part process. First, we screen each application to ensure that it meets the administrative requirements set forth in this NOFO. All administrative requirements must be met in order for the application to proceed to the next level of review. Second, a scientific peer-review process will be used to technically evaluate applications that have met the administrative requirements using a review panel (see [NIFA Peer Review Process](#)).

#### Scientific Peer Review Process:

NIFA selects reviewers for the review panel 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., agricultural producers, range or forest managers/operators, researchers, educators, evaluators, 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 the reviewer's area of expertise, geographic area, and entity type, as appropriate.
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 NIFA will recommend that your project is either approved for support from currently available funds or declined due to insufficient funds or unfavorable review.

NIFA reserves the right to negotiate with the PD/PI and/or 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.

After the review process has been completed, NIFA sends copies of reviews, *not* including the identity of reviewers, and a summary (if applicable) of the review panel comments to the PD.

**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, weighted equally, to evaluate applications to this program:

1. **Potential for Advancing Quality of Education or Research** —This criterion is used to

assess the likelihood that the project will have an impact upon and advance the quality of food, agriculture, natural resources, and human sciences by strengthening institutional capacities to meet clearly delineated needs. Elements considered include institutional long-range goals, identification of a problem or opportunity to be addressed, justification for the project, innovation, advancing educational opportunities, 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, 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 intercollegiate engagement and partnership and necessary outside collaborative initiatives, and on the potential cooperative linkages likely to evolve because of this project. Consideration should be given to the suitability and feasibility of the data management plan.
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 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 inter-institutional sources and necessary outside collaborators; the adequacy of time committed to the project by key project personnel; and the degree to which the project maximizes the use of limited resources, optimizes educational value for the dollar, achieves economies of scale, leverages additional funds, and focuses expertise and activity on high priority need areas.

### **C. Organizational Management Information**

Applicants must submit specific management information prior to an award and update the information as needed. Applicants may only need to provide an update if there was a change in previously provided 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 NOFO. 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 NOFO may be used only for the purpose for which they are granted in accordance with the program-specific laws and regulations, NIFA General Awards Administrative Provisions ([7 CFR part 3430, subparts A through E](#)), USDA Regulations for Grants and Agreements ([2 CFR Chapter IV](#)), Office of Management and Budget Uniform Guidance ([2 CFR part 200](#)), [NIFA-specific terms and conditions](#), [USDA General Terms and Conditions for Federal Awards](#), and approved budget and project plans.

The Notice of Award document will provide pertinent instructions and information as described in [2 CFR 200.211](#) (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 NOFO (some are listed here: [Federal Regulations](#)). Unless specifically noted by statute or award-specific requirements, [NIFA Federal Assistance Policy Guide](#) applies to all NIFA awards.

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

Output and reporting requirements are included in the [award terms and conditions](#). If there are any program or award-specific award terms, they will be identified in the Award Notice.

**Project Directors Meeting:** During the tenure of a grant, PDs must attend at least one PD meeting. The purpose of the meeting will be to discuss project and grant management, opportunities for collaborative efforts, future directions for education reform, and opportunities to disseminate products and results of the projects. Reasonable travel expenses to attend this meeting may be included in the application's budget under travel expenses. While meeting locations will vary, for budgeting purposes, applicants can estimate the cost to attend a three-day meeting in Kansas City, MO. While budgets should account for this travel, virtual or hybrid meetings may be considered.

## 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 required).
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 [2 CFR Part 300 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, [48 CFR Part 31, Contract Cost Principles and Procedures](#).
5. Transfer of funds budgeted for participant support costs to other categories of expense ([2 CFR 200.456 Participant support costs](#)).
6. Sub-awarding, transferring or contracting out of any work under a Federal award, including fixed amount sub-awards (see [2 CFR 200.333, 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.
7. Changes in the approved cost-sharing or matching provided by the non-Federal entity.
8. The need for additional Federal funds to complete the project.
9. Salary rates of pay exceeding an Executive Level IV salary range (see “Rates of Pay for the Executive Schedule” under the “Executive & Senior Level Employee Pay Tables” header at <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/>) require prior NIFA approval. This rate does not include any fringe benefits, general and administrative (G&A), overhead, or other expenses. Requests for approval must include the salary rate of pay and a justification for the rate and be sent to the Authorized Departmental Officer (ADO) to [awards@usda.gov](mailto:awards@usda.gov).
10. No more than 50 percent of the total dollars of this award may be subcontracted to another party(ies) without prior written approval of the ADO, except subcontracts to Federal agencies.
11. Transferring funds between the construction and non-construction work under a Federal award.
12. A no-cost extension (meaning, an extension of time that does not require the obligation of additional Federal funds) of the period of performance, other than any one-time extension authorized by the Federal agency in accordance with paragraph 2 CFR 200.308(g)(2). All requests for no-cost extensions should be submitted at least 10 calendar days before the conclusion of the period of performance. The Federal agency may approve multiple no-cost extensions under a Federal award if not prohibited by Federal statute or regulation.

**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](#).

**D. Language Access Services**

NIFA offers language access services, such as interpretation and translation of vital information, free of charge. If you need interpretation or translation services, please visit [NIFA Language Access Services](#).

## APPENDIX I: AGENCY CONTACT

For Programmatic questions please email [InsularGrants@usda.gov](mailto:InsularGrants@usda.gov).

For administrative questions related to;

1. Grants.gov, see [Part IV](#) of this NOFO
2. Other NOFO or application questions, please email [grantapplicationquestions@usda.gov](mailto:grantapplicationquestions@usda.gov)
3. Awards under this NOFO, please email [awards@usda.gov](mailto:awards@usda.gov)

### **U.S. Postal Mailing Address:**

National Institute of Food and Agriculture  
U.S. Department of Agriculture  
P.O. Box 419205, MS 10000  
Kansas City, MO 64141-6205

### **Courier/Package Delivery Address:**

National Institute of Food and Agriculture  
U.S. Department of Agriculture  
2312 East Bannister Road, MS 10000  
Kansas City, MO 64141-3061

## **APPENDIX II: GLOSSARY OF TERMS**

### **Glossary of Terms**

Agriculture and Food Sciences Facilities and Equipment – AGFEI

Assistance Listing Number – ALN

Authorized Departmental Officer – ADO

Authorized Representative – AR

Data Management Plan – DMP

Fiscal Year – FY

Food, Agricultural, Natural Resources, and Human Sciences – FANH

Indirect Cost – IDC

Modified Total Indirect Costs – MTDC

National Institute of Food and Agriculture – NIFA

Notice of Funding Opportunity – NOFO

Project Director – PD

Project Narrative – PN

Project Summary – PS

Research & Related – R&R

Resident Instruction Grants Program for Institutions of Higher Education in Insular Areas – RIIA

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.

#### **Definitions**

New Application:

An application not previously submitted to a program.

Resubmitted Application:

A project application that was previously submitted to a program but not funded.