REQUEST FOR APPLICATIONS

Capacity Building Grants for Non-Land Grant Colleges of Agriculture Program

MODIFICATION:	Page 22
FUNDING YEAR:	Fiscal Year 2022
APPLICATION DEADLINE:	November 22, 2021
LETTER OF INTENT DEADLINE:	Not Required
FY 2022 AVAILABLE FUNDING:	$4.8 Million
ASSISTANCE LISTING NUMBER:	10.326

INITIAL ANNOUNCEMENT
National Institute of Food and Agriculture
United States Department of Agriculture

Catalog of Federal Domestic Assistance. The Capacity Building Grants for Non-Land Grant Colleges of Agriculture Program (NLGCA) is listed in the Assistance Listings under the Catalog of Federal Domestic Assistance number 10.326.

Table 1: Key Dates and Deadlines

Task Description	Deadline
Application:	5:00 P.M. EST, November 22, 2021
Letter of Intent:	Not Required
Applicants Comments:	Within six months from the issuance of this notice (*NIFA may not consider comments received after the sixth month*)

Stakeholder Input. The National Institute of Food and Agriculture (NIFA) seeks comments on all request for applications (RFAs) so it can deliver programs efficiently, effectively, with integrity, and with a focus on customer service. NIFA considers comments, to the extent possible when developing RFAs and use comments to help meet the requirements of Section 103(c)(2) of the Agricultural Research, Extension, and Education Reform Act of 1998 (7 U.S.C. 7613(c)(2)). Applicants may submit written comments to Policy@ usda.gov (email is for comments only). Please use the following subject line: Response to the Capacity Building Grants for Non-Land Grant Colleges of Agriculture Program (NLGCA) RFA.

EXECUTIVE SUMMARY

This notice identifies the objectives for NLGCA projects, deadlines, funding information, eligibility criteria for projects and applicants, and application forms and associated instructions. NIFA requests applications for the Capacity Building Grants for Non-Land Grant Colleges of Agriculture Program (NLGCA) for FY 2022 to make competitive grants to NLGCA Institutions to assist in maintaining and expanding their capacity to conduct education, research, and outreach/extension activities related to the food and agricultural sciences. The anticipated FY 2022 funding level is approximately $4.8 million. The FY 2021 funds also available for grants is $2,277,028. The start dates of the projects receiving funds appropriated in FY 2021 and FY 2022 may have different start dates depending on the availability of FY 2022 funds.

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PART I. FUNDING OPPORTUNITY DESCRIPTION

A. Legislative Authority

This program is administered under the provisions of Section 1473F of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (NARETPA), as added by Section 7138 of the Food, Conservation, and Energy Act of 2008, (7 USC 3319i). Section 7102 of the Agriculture Improvement Act of 2018 (Pub. L. 115-334) amended the definition of Non-Land-Grant College of Agriculture (NLGCA). On May 16, 2019, NIFA implemented those changes and invited new requests for NLGCA designation (see the Federal Register Notice for additional information). All institutions certified as NLGCA prior to December 21, 2018 must reapply for certification and meet the new criteria for NLGCA certification contained in the Federal Register Notice.

B. Purpose and Priorities

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

The purpose of this program is to assist NLGCA Institutions in maintaining and expanding their capacity to conduct education, research, and outreach/extension activities relating to agriculture, renewable resources, and other similar disciplines. NLGCA Institutions may use the funds to maintain and expand capacity:

1. To successfully compete for funds from Federal grants and other sources to carry out educational, research, and outreach/extension activities that address priority concerns of national, regional, State, and local interest.
2. To disseminate information relating to priority concerns to:
    a. interested members of the agriculture, renewable resources, and other relevant communities
    b. the public
    c. any other interested entity
3. To encourage members of the agriculture, renewable resources, and other relevant communities to participate in priority education, research, and outreach/extension activities by providing matching funding to leverage grant funds
4. Through:
    a. the purchase or other acquisition of equipment and other infrastructure (not including alteration, repair, renovation, or construction of buildings)
    b. the professional growth and development of the faculty of the NLGCA Institution
    c. the development of graduate assistantships

Program Priorities. Applications that address the national challenge to increase the number and diversity of students entering food and agriculture-related science, technology, engineering, and mathematics (STEM) disciplines are encouraged.

Applications are encouraged that will result in building linkages with other institutions (including other colleges and universities, units of State governments, and private sector entities) having a significant ongoing commitment to the food and agricultural sciences generally and to the specific Need Area(s) for which a grant is requested (see part II.C.). The goals of such joint

initiative should include maximizing the development and use of limited resources (including faculty, facilities, and equipment) by generating a critical mass of expertise and activity focused on a targeted Need Area(s); increasing cost-effectiveness through achieving economies of scale; strengthening the scope and quality of a project's impact; and promoting coalition building likely to transcend the project's lifetime and lead to future ventures.

Incorporation of Social Sciences and Enhancing Impacts. The NLGCA Program supports social and behavioral science disciplines and applications that embrace multi-disciplinary efforts that integrate biological and social sciences. The social and behavioral sciences are 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. The incorporation of social sciences can result in relevant expertise and professional skills employers anticipate and value.

Extension Foundation (formerly eXtension) NLGCA encourages (but does not require) projects that develop content suitable for delivery through Extension Foundation.

Global Engagement. NIFA supports global engagement that advances U.S. agricultural goals. NIFA recognizes that collaboration with international partners may be necessary to attain the agency's goals for U.S. agriculture, promote global competence of our nation's future agricultural workforce, and promote safe and nutritious food security in a growing world. Therefore, although application to this RFA is limited to eligible U.S. institutions, applicants may collaborate with international partners, to include subcontracts to international partners or other institutions. Applications must clearly demonstrate benefits to the United States.

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. NLGCA education applications must demonstrably incorporate a leadership development component to equip students with technical and leadership abilities upon graduation. Specific activities may include:

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

The NLGCA is aligned with the following USDA Strategic Goals:

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

Table 2: Program Key Information

Title	Description
Program Code:	NLGCA
Program Code Name:	Capacity Building Grants for Non-Land Grant Colleges of Agriculture
CFDA Number	10.326
Project Type:	Research, Education, Extension, Integrated
Grant Type:	Regular; Planning/Conference; Collaborative-Joint; Collaborative-Large-scale Comprehensive Initiative (LCI)
Application Deadline	November 22, 2021
Grant Duration:	Regular 24-36 months; Planning/Conference 24-36 months; Collaborative-Joint 36 months; Collaborative-large-scale Comprehensive Initiative (LCI) 36 months
Anticipated # of Awards:	2 per Institution
Maximum Award Amount:	Regular $150,000; Planning/Conference $30,000; Collaborative-Joint $300,000, Collaborative large-scale Comprehensive Initiative (LCI) $750,000

PART II. AWARD INFORMATION

A. Available Funding

The anticipated FY 2022 funding level is approximately $4.8 million. The FY 2021 funds also available for grants is $2,277,028. The start dates of the projects receiving funds appropriated in FY 2021 and FY 2022 may have different start dates depending on the availability of FY 2022 funds. USDA is not committed to fund any particular application or to make a specific number of awards. The Automated Standard Application for Payments, operated by the Department of Treasury, Bureau of Fiscal Service, is the designated payment system for awards resulting from this RFA.

B. Application Restrictions

NIFA will evaluate applications using the criteria described in Part V of this RFA. Application for FY2022 is limited to the following applications types:

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

C. Project and Grant Types

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

1. Project Types. Applicants must propose one of the following project types. Each of the project types include need areas. Applications must demonstrate how the chosen project type and need area will support the legislatively authorized purpose of this program, listed in Part I B of this RFA. Projects must address a demonstrated and/or documented issue/problem/challenge of national, regional, state, or local interest within the food and agricultural sciences. This can be undertaken through a variety of mechanisms, approaches, or strategies within the Activity Type.

    a. *Education.* Applications with an education/teaching focus must address at least one of the Education Need Areas within this subsection. Proposed education focused activities must support for-credit coursework (academic curriculum), leading to a degree within the broadly defined food and agricultural sciences. Projects must be innovative; have potential for adoption by other academic institutions; exhibit broad-based applicability beyond a single course or an individual instructor; have a strong potential for institutionalization; and must be supported by evidence-based studies, publications, or practices. Education Need Areas include:

        i. *Curriculum Design, Materials Development, Library Resources, and Instruction Delivery Systems.* To enhance the NLGCA Institution's capacity to promote new and improved curricula, instructional materials, and other learning resources to increase the quality of curricula in order to attract, recruit, and retain students in the food and agricultural sciences fields. The objective of the need area is to stimulate the development and

use of exemplary education models and materials incorporating the most recent advances in subject matter and research on teaching and learning theory. Projects can include integration of research, education and extension/outreach and be multidisciplinary. Learner-centered instructional techniques, or other improvements in teaching and student learning are encouraged. Projects must demonstrate how the product or education program will reach large audiences efficiently and effectively, provide hands-on learning experiences, extend learning beyond the classroom, reinforce recent research on how to motivate students to learn, retain, apply, and transfer knowledge, skills, and competencies, and/ or integrate and synthesize knowledge. The choice for which strategy to employ must be based on the most current research or studies and references must be included.

Projects may emphasize, but are not limited to: the development of courses of study, degree programs, and instructional materials; 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; the use of new approaches to the study of traditional subjects; the introduction of new subjects; or new applications of knowledge pertaining to Agri-science and agri-business content. The end goal is to have these activities fully institutionalized so they can be sustained and not just a one-time activity, in order to show impacts on the institution's educational capacity.

ii. *Scientific Instrumentation for Education.* To provide students and faculty in science-oriented courses with suitable and modern equipment that involves them in work essential for food and agricultural sciences education and research programs. Applications may include but are not limited to acquiring new, state-of-the-art instructional, laboratory, classroom, and research scientific equipment, upgrading existing equipment, or replacing non-functional or obsolete equipment. See section IV § C of this RFA for additional funding restrictions.

iii. *Student Recruitment, Retention, and Educational Equity.* To enhance educational equity for under-represented students, and to strengthen student recruitment and retention programs in order to promote the future strength of the Nation's professional and technical workforce in the food and agricultural sciences. Applications may include but are not limited to projects to attract increased numbers of students from under-represented groups; engagement with communities/collaborators/or other partners in utilizing or employing students and graduates; development and/or implementation of agricultural and science literacy programs at the high school level; and mentoring programs and other initiatives for student retention.

iv. *Experiential Learning.* To further the development of student scientific and professional competencies through experiential learning programs.

The projects might include but are not limited to experiential learning in laboratory research or field-based internships that support topics in food and agricultural sciences; establish instructional methodologies which engage students in experiential learning opportunities (i.e., service learning, case studies, or undergraduate research projects); or career and higher education counseling.

v. *Professional Development for Faculty Members.* To enhance the NLGCA Institution's capacity to advance faculty development in the areas of teaching competency and leadership, subject matter expertise, or student recruitment and advising skills, in order to better advise and provide students the experience or knowledge that will encourage them to pursue advanced postsecondary degrees in the food and agricultural sciences or prepare them for the food and agricultural sciences workforce. Training of targeted faculty recipients can be formal or informal and must be relevant to the identified educational needs of the students, who will be the beneficiaries of such faculty development. Any faculty recipient of support must meet the requirements of an eligible participant.

vi. *Collaborative Interaction with Other Academic Institutions.* To enhance the NLGCA institution's capacity to promote partnerships with secondary, two-year postsecondary, or other postsecondary academic institutions to support postsecondary instruction (i.e., providing coursework targeted at undergraduate students, but that may also be available for advanced placement credit for secondary students; for transfer credit from associate-degree programs into baccalaureate-level programs; or for postsecondary faculty development that includes research sabbaticals), in order to encourage and facilitate transfer and matriculation into postsecondary programs within the food and agricultural sciences. Emphasis between secondary and higher education institutions may focus on, but is not limited to, the development and use of articulation agreements, 2+2 or 2+2+2 arrangements, advanced placement credit transfer, or the sharing of faculty and facilities. Partnerships, collaborative arrangements, and shared resources between institutions (including course credit sharing arrangements) are encouraged.

Projects must contribute to the academic community's understanding about how new strategies are transferred to diverse settings and about how they impact student learning. Evaluation plans shall explore opportunities for adapting new strategies in diverse educational settings. Projects that specifically address challenges to achieving widespread adoption of proven practice are especially encouraged. **Note:** NLGCA grant funding cannot be used to provide student scholarships or other tuition-remission activity.

b. *Research.* Applications with a research focus must address at least one of the Research Need Areas discussed in this subsection. Research Need Areas may encourage student assistantships. Such student learning opportunities must emphasize team-oriented, problem-solving, decision-making situations in the

context of addressing real-world research experiences. Projects addressing student assistantships must: (1) demonstrate how the experience will produce qualified and well-trained graduates; (2) contain an evaluation process involving both the faculty or mentor to assure that students meet project objectives; and (3) document that the field of science under consideration is experiencing a shortage of scientific and professional personnel, and how the project plans to address this deficiency. Individual students may be supported under this opportunity for up to three years (including summers, semesters, or semester breaks). Requested project funds may be used as stipends for students while they are working in research/field settings. (NLGCA funds cannot be used to fund student scholarships or other tuition-remission activity). Students will be required to prepare written and oral summaries of the experiential learning gained through this opportunity. To attract high-caliber students, stipends should be competitive with alternative employment options. A modest amount of funds may be requested for materials/supplies to facilitate a student's broad exposure to research/field techniques and methodologies. Recipients are encouraged to take advantage of any related paid internship opportunities provided by County, State, Federal, business and industry sources. Research Need Areas include:

i. *Studies and Experimentation in Food and Agricultural Sciences.* To advance the body of knowledge within the food and agricultural sciences, projects addressing this need area are encouraged to focus on multidisciplinary and interdisciplinary research activities addressing systems oriented, critical issues, rather than single, discipline-specific research studies.

ii. *Applied Studies in the Food and Agricultural Sciences*. To apply the body of knowledge in those natural and social sciences that comprise the food and agricultural sciences to address real-world problems, including applied research activities focusing on community and economic development issues related to food, nutrition, conservation, and renewable natural resources.

iii. *Centralized Research Support Systems*. To innovate and establish centralized research support systems (including but not limited to technology-based information delivery systems, digital or physical storage and maintenance of data, and expert service centers) that meet national needs or serve regions of NLGCA institutions, or provide research support more economically, thereby freeing up resources for other research uses.

c. *Outreach/Extension.* Applications with an outreach/extension focus must address at least one of the Outreach/Extension Need Areas discussed in this subsection. Outreach/Extension projects generally focus on a primary, targeted, beneficiary consisting of individuals and communities outside of a formal, academic program setting. Applications may choose to develop studies that have relevancy and application within the communities that these institutions serve. Outreach/Extension Need Areas include the following:

i. *4-H, or Other, Similar Youth Development Activity.* To cultivate important life skills in youth that build character and assist them in making appropriate life and career choices. At-risk youth targeted in such projects must be encouraged to participate in academic retention and enrichment programs.

ii. *Food and Agricultural Sciences*. To improve research and educational programs that help individuals learn new ways to produce income through alternative enterprises; improve marketing strategies and management skills; and assist farmers, ranchers, and foresters to improve productivity through sound resource management strategies and marketing.

iii. *Leadership Development*. To train outreach/extension professionals and volunteers to deliver programs in agriculture, gardening, health and safety, family, and consumer issues; and to support Agriculture in the Classroom, 4-H youth development, or other similar programs that encourage greater involvement and leadership roles within the community.

iv. *Natural Resources*. To inform landowners and homeowners how to use natural resources wisely and to protect the environment with educational programs.

v. *Human, Family, and Consumer Sciences*. To help families become resilient and healthy by teaching nutrition, food preparation skills, positive childcare, parenting, family communication, financial management, and health care strategies.

vi. *Community and Economic Development*. To assist local governments, community, and non-profit organizations to investigate and create viable options for economic and community development.

vii. *Technology-based Information Delivery Systems*. To promote improvements in the delivery of benefits of food and agricultural sciences to producers and consumers, particularly those who are currently disproportionately low in receipt of such benefits.

d. *Integrated.* An Integrated Project includes at least two of the three functions of the agricultural knowledge system (i.e., education, research, and outreach/extension) within a project. The functions addressed in the project must be focused around a problem or issue and must be interwoven throughout the life of the project to complement and reinforce one another. The functions must be interdependent and necessary for the success of the project and no more than two-thirds of the project's budget may be focused on a single component.

For Integrated projects that include an Education component, note that routine use of graduate and postdoctoral students as personnel on research projects is not considered education for the purposes of this program. Only students actively engaged in the scholarship of research or outreach/extension projects are considered as education. Actively engaged students may contribute to presentations, articles, posters, and other expressions of scholarship that reflect their own work on the PD's project.

For Integrated projects that include an Outreach/Extension component, activities will synthesize and incorporate a wide range of relevant research results. However, research-related activities such as publication of papers or speaking at scientific meetings are not considered "Outreach/Extension" for the purpose of an Integrated Project.

2. Grant Types. Applicants must select the appropriate grant type.
   a. *Regular*. Applicants in this grant type may request up to $150,000. 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.

   b. *Planning Activity/Conference.* Applicants in this grant type may request up to $30,000 (total conference, not per year) to facilitate strategic planning session(s) required of faculty, industry, professional association, community leaders, or other necessary participants for the specific purpose of developing a formal plan leading to a subsequent submission of a collaborative grant. A Planning Activity/Conference grant application may not be submitted in the same year for which a collaborative grant application for the same project is also submitted.

   c. *Collaborative.* Collaborative grants support projects with at least one additional partner or a multi-partner approach Collaborative grants should build linkages to generate a critical mass of expertise, skill, and technology to address education/teaching programs related to the food and agricultural sciences. Grants can reduce duplication of efforts and/or build capacity and must be organized and led by a strong applicant with documented project management knowledge and skills to organize and carry out the initiative. The partners must share grant funds (see explanation of required funds distribution percentage among partners in the definition).

      i. *Joint Grants (Applicant + One or more partners).* Applicants may request up to $300,000 (total, not per year) for a Joint Project Proposal. In a joint grant, the applicant executes the project with assistance from at least one additional partner. The partner(s) must share grant funds (see explanation of required funds distribution percentage among partners in the definition of a Joint Grant Proposal in Appendix III).

      ii. *Large-scale Comprehensive Initiatives (LCI) (Applicant + two or more partners).* Applicants may request up to $750,000 (total, not per year) for a large-comprehensive initiative (LCI) Project Proposal. In an LCI Grant, the applicant executes the project with assistance from at least two additional partners. Additional partners must share grant funds (see explanation of required funds distribution percentage among partners in the definition of a LCI Grant Proposal in Appendix III). An LCI project differs from a Joint Project Proposal in project scope and impact. LCI Project Proposals must support a multi- partner approach to solving a major state or regional challenge facing the agricultural sciences at the postsecondary level. LCI Project Proposals are characterized by multiple partners (each providing a specific expertise) organized and led by a strong

applicant with documented project management ability to organize and carry out the initiative.

Note: LCI Projects must include both the Research & Related Budget and the Research & Related Subaward Budget Attachment Forms. The forms must clearly identify the total grant funding anticipated for the applicant and each partner to demonstrate the required sharing percentage. All expenditures for the applicant and all partners must be further itemized in the Budget Justification.

LCI Project Proposal funds do not have to be divided equally among project years, nor do they need to be divided equally among project partners. LCI projects must include a statement on expected impacts of the project as well as an Evaluation Plan to measure success.

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 NLGCA must meet all the requirements discussed in this RFA. Applications may only be submitted by a Non-Land Grant College of Agriculture (NLGCAs) certified as such by the NIFA at the time of application. A current list of NLGCA's certified by NIFA can be found at the NLGCA List Resource webpage. Award recipients may subaward to organizations not eligible to apply to this grants program, providing such organizations are necessary for the conduct of the project. All institutions certified as NLGCA prior to December 21, 2018 must reapply for certification and meet the new criteria for NLGCA certification contained in the Federal Register Notice.

In order for an institution to qualify as a NLGCA, it must be a public college or university offering a baccalaureate or higher degree in the study of agricultural sciences, forestry, or both, which is any of the 32 specified Areas of Study: Agricultural and domestic animal services; Agricultural and extension education services; Agricultural and food products processing; Agricultural business and management; Agricultural communication or agricultural journalism; Agricultural economics; Agricultural engineering; Agricultural mechanization; Agricultural production operations; Agricultural public services; Agriculture; Animal sciences; Applied horticulture or horticulture operations; Aquaculture; Equestrian/Equine Studies; Floriculture or floristry operations and management; Food science; Forest sciences and biology; Forestry; Greenhouse operations and management; International agriculture; Natural resource economics; Natural resources management and policy; Natural resources or conservation; Ornamental horticulture; Plant nursery operations and management; Plant sciences; Range science and management; Soil sciences; Turf and turfgrass management; Urban forestry; and Wood science and wood products or pulp or paper technology. If you are not sure if you are eligible to request NLGCA designation, you can look at the NLGCA Eligibility Flow Chart.

In addition, Section 7102 of the Agriculture Improvement Act of 2018 removed the opt-in, opt-out language that had previously required Hispanic Serving Agricultural Colleges and Universities (HSACU) and McIntire-Stennis Colleges and Universities to relinquish that status if they wanted to pursue NLGCA designation. There are no longer any such limitations.

To request that NIFA provide certification of NLGCA status, an Authorized Representative must go to the Non-Land-Grant University designation webpage and submit a NLGCA Certification Memo indicating the institution meets the NLGCA qualifications. Within 30 days of submission, NIFA will provide the administrative point of contact specified on the request, with a certification of NLGCA designation or a response indicating why the request for certification is being denied.

For the purposes of this program, the individual branches of a college or university that are separately accredited as degree-granting institutions as indicated per the Official List of Certified Non-Land Grant Colleges of Agriculture, are treated as separate institutions, and are therefore eligible to apply for NLGCA Program awards. Separate branches or campuses of a college or university that are not individually accredited as degree-granting institutions are not treated as separate institutions and are therefore not eligible to submit an application. Accreditation must be conferred by an agency or association recognized by the Secretary of the U.S. Department of Education.

NLGCA applicants may submit (as the lead applicant) any number of applications in response to this RFA; however, your institution will be limited to a maximum of two grant awards as the lead (applicant) institution. Your institution may participate in any number of NLGCA-funded projects as a partner institution in any given year. However, a Project Director is limited to one funded project, for which they are the lead Project Director in the FY competition.

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 Grants Overview provides highly recommended information about grants and other resources to help understand the Federal awards process.

Duplicate or Multiple Submissions – duplicate or multiple submissions of the same application are not allowed to different programs. Duplicate or substantially similar applications that are submitted concurrently for review by more than one program will be excluded from consideration. For those new to Federal financial assistance, NIFA's Grants Overview provides highly recommended information about grants and other resources to help understand the Federal awards process.

B. Cost Sharing or Matching

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

Table 3. Steps to Obtain Application Materials

Steps	Action
Step One: Register	*New Users* to Grants.gov must register early with Grants.gov prior to submitting an application (Register Here).
Step Two: Download Adobe	Download and Install Adobe Reader (see Adobe Software Compatibility for basic system requirements)
Step Three: Find Application	Using this funding opportunity number USDA-NIFA-NLGCA-008581, search for application here: Opportunity Package.
Step Four: Assess Readiness	Contact an AR prior to starting an application to assess the organization's readiness to submit an electronic application.

Table 4: Help and Resources

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

B. Content and Form of the Application

The Application Guide is part of the corresponding application package for this RFA. The RFA overrides the Application Guide if there is a discrepancy between the two documents. NIFA will accept subsequent submissions to an application until the application deadline. However, applicants that do not meet the application requirements, to include partial applications, risk being excluded from NIFA's review. NIFA will assign a proposal number to all applications that meet the requirements of this RFA. Applicants must refer to the proposal number when corresponding with NIFA. **Table 5** outlines other key instructions for applicants.

Table 5: Key Application Instructions

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

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

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

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

1. Field 7. Project Summary (PS)/Abstract. The 250-word PS must show how the project goals align with the project goals of the NLGCA and should indicate project type (research, education, extension or integrated) and the relevant need area. The summary should also include one or two codes from the following list of discipline codes (if your project includes an international component you must include I as one of the codes). See **Part V § 4.7** of the Application Guide for instructions and suggested templates.

Table 6: Academic Codes and Disciplines

Code	Discipline
A	Animal Sciences
B	Related Biological Sciences (includes General/Basic Biotechnology, Biochemistry, and Microbiology)
C	Conservation and Renewable Natural Resources (includes Forestry)
D	Soil Sciences
E	Agricultural/Biological Engineering
F	Food Science/Technology and Manufacturing
G	General Food, agricultural and human sciences (includes multidisciplinary projects)
H	Human Sciences/Family and Consumer Sciences (excludes Human Nutrition)

I	International Education/Research (enhancement of U.S. programs)
J	Entomology – Animal
L	Environmental Sciences/Management
M	Agribusiness (includes Management, Marketing, and Agricultural Economics)
N	Human Nutrition
O	Other (Describe only if not listed above)
P	Plant Sciences and Horticulture
Q	Aquaculture
S	Agricultural Social Sciences (includes Agricultural Education, Agricultural Communications, and Rural Sociology)
T	Entomology – Plant
V	Veterinary Medicine/Science
W	Water Science

Field 8. Project Narrative (PN). The PN must not exceed a total page limit of 25 pages. The total page limit will include *double spaced* pages of written text, figures, and tables (the font size for tables should be no smaller than 11points, Times New Roman). Tables could be single-spaced. The page limits outlined here ensure fair and equitable competition. Appendices to the PN are allowed if they are directly germane to the proposed project. Do not add appendices to circumvent the page limit. The PN must include all the following:

a. Introduction; Include a clear statement of the long-term goal(s) and supporting objectives of the proposed activities. Summarize the body of knowledge or other past activities that substantiate the need for the proposed project. Describe ongoing or recently completed significant activities that relate to the proposed project including the work of key project personnel. Include preliminary data/information pertinent to the proposed project. In addition, this section is to include in-depth information on the following, when applicable:
    i. Estimates of the magnitude of the issues and the relevance to stakeholders and ongoing state-federal food and agricultural research, education, and extension programs.
    ii. Reasons for performing the work at the proposing institution; and
    iii. If international activities are included in this application, you must describe the indicators you will use to assess proposed international activities (e.g., partnerships, exchanges, travel); see Part I. B.

b. Objectives: All applications must include a statement(s) of specific aims of the proposed effort in clear, concise, complete, and logically arranged terms.

c. Methods: explicitly state the procedures or methodology you will apply to the proposed effort. This section is to include, but not necessarily be limited to, descriptions of:
    i. Stakeholder involvement in problem identification, planning, implementation, and evaluation.
    ii. Proposed project activities listed sequentially.
    iii. Techniques to be employed in this project, including their feasibility and rationale.
    iv. Expected results.

v. How extension and education activities will be evaluated.
vi. How data will be analyzed or interpreted.
vii. Plans to communicate results to stakeholders and the public.
viii. Pitfalls that might be encountered; and
ix. Limitations to proposed procedures

d. Project Timetable: The proposal outline is to include all important phases as a function of time, year by year, for the entire project, including periods beyond the grant funding period.

e. Evaluation Plan: All projects, with the exception of planning grants, must have an evaluation plan as part of the Project Narrative (see Part IV, B). The evaluation plan must include 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 effectiveness of the project in achieving its goals and for identifying positive and negative findings when the project is completed.

The project budget must contain funding to either hire an outside project evaluator, or to present convincing evidence that an appropriate evaluator is already on staff and available to provide assistance with assessment and evaluation throughout the life of the project. As a guide, up to 10 percent of grant funds may be used to support this purpose.

The evaluation results will be reported both annually and in the final performance report (Part VI.). In addition to other measures that are project specific, the evaluation must include:

i. Student/faculty or other stakeholder learning and engagement.
ii. The number of students/faculty or other stakeholders impacted by the project as a result of the proposed activities, either directly (through stipends, experiential learning opportunities, workshops, teaching experiences, etc.) or indirectly (through taking a developed course or program or participating in a recruitment or retention program).
iii. A summation of who benefited the most (and the least) from the project
iv. An explanation of what revisions, improvements, or enhancements you would make, funding permitting, to increase the value of this project in the future; and
v. Ideas about how to make projects like yours more cost-effective.

f. Logic Model: Applications must include a logic model detailing the activities, outputs, and outcomes of the proposed project. This information should be formatted into a logic model chart. The logic model planning process is a tool that should be used in developing projects before writing the proposal. Up to two additional pages are allowed for this information. More information and resources related to the logic model planning process are provided at Logic model Planning Process.

g. Response to Previous Review (if Applicable); This requirement only applies to Resubmitted Applications or Resubmitted Renewal 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 **25** page Project Narrative, as required (see Part IV). The one-page "Response to Previous Review" does not count against the **25** page limit of the Project Narrative.

2. Field 12, Add Other Attachments. See **Part V § 4.12** of the Application Guide. ***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 on the NIFA expected impacts forms resource page.

Figure 1: Expected Outcomes

Primary Project Function: (Choose one)		
EDUCATION: ☐	EXTENSION : ☐	RESEARCH: ☐

DATA FOR HEC, SPECA, NLGCA, WAMS, PD-STEP	
Expected outcomes during entire grant period	**Expected Number**
1. Number of products to be developed through grant funds during the grant period (i.e., curricula, academic programs, recruitment/retention programs, materials, experiential learning opportunities)	
2. Number of faculty supported by this grant for professional development during the grant period: participation in sabbaticals, workshops, conferences, etc.	
3. 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).	

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

Biographical Sketch - The following are additional instructions of information to include:

1. Author identifier (ORCID) of the researcher if available.
2. Digital Object Identifier (DOI) of all publications where possible.

You may also include a list of data publications or published data products relevant to the proposed project, following recommended data citation format.

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

R&R Budget. See **Part V § 7** of the Application Guide.
During the tenure of a grant, PDs must attend at least one National Project Director's meeting in Kansas City, Missouri, or any other announced location, if organized. 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 enhance dissemination of exemplary

end products/results of the projects. Reasonable travel expenses to attend this meeting must be included in the application's budget under travel expenses.

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

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

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

1. Field 2. Program to which the applicant is applying. Enter the program name Capacity Building Grants for Non-Land Grant Colleges of Agriculture and the program code NLGCA. Accurate entry is critical.
2. Field 8. Conflict of Interest List. See **Part VI § 1.8** of the Application Guide.

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

C. Funding Restrictions

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

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

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

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

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

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

PART V. APPLICATION REVIEW REQUIREMENTS

A. NIFA's Evaluation Process

NIFA 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 RFA. 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., producers, range or forest managers/operators, and consumers) who can assess the relevance of the applications to targeted audiences and 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 equitable age distribution; and
6. the need to include reviewers who can judge the practical 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) before to recommending any project for funding.

After the review process has been completed, NIFA sends copies of reviews, *not* including the reviewers' identity, 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 to evaluate this RFA. The criteria below are not equal in merit but are listed in descending order of importance. Applications are evaluated primarily for potential for advancing the quality of Education, Research, or Outreach/Extension for the Institution, followed by the subsequent four criteria:

1. *Potential for Advancing the Quality of Education, Research or Outreach/Extension.* This criterion is used to assess the likelihood that the project will have an impact upon and advance the quality of food and agricultural sciences education, research, or outreach/extension 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 multidisciplinary and/or problem- based focus, global engagement initiatives, and potential for adoption by other institutions and contribution to current body of knowledge in areas addressed. The proposed project must also show how it will contribute to the legislatively authorized purpose of this program. Potential project impacts must be stated.
2. *Proposed Approach and Cooperative Linkages (if applicable).* This criterion evaluates the soundness of the proposed approach including objectives, methodology, plan of operation, timetable, expected products and results, project evaluation, and dissemination plans. The project evaluation plan will be reviewed to determine the appropriateness of the methodologies to be used in assessing the accomplishment of stated products, results, and measurable outcomes from the project. The proposed approach will be evaluated based on the soundness of the research concepts and educational principles, which may be documented through background literature or actual institutional data. Emphasis is placed on the quality of education, research or outreach/extension support provided to the applicant institution/organization through its partnerships and collaborative initiatives, and on the potential cooperative linkages likely to evolve as a result of this project. The application will also be reviewed to assess the effectiveness in addressing any perceived pitfalls and alternative strategies or approaches.
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, research, or outreach/extension capacity. Elements considered 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. Level of institutional data provided to show the institution’s ability to support the proposed project.
4. *Key Personnel.* This criterion relates to the adequacy of the number, qualifications and expertise of key persons who will develop and carry out the project, and the qualifications of project personnel who will provide for the assessment of project results and impacts and the dissemination of these findings.
5. *Budget and Cost-Effectiveness.* This criterion relates to the extent to which the total budget adequately supports the project and is cost effective. Elements considered include

the necessity and reasonableness of costs to carry out project activities and achieve project objectives; the appropriateness of budget allocations between the applicant and any collaborating institution(s); the adequacy of time committed to the project by key project personnel; and the degree to which the project maximizes the use of limited resources, optimizes value for the dollar, achieves economies of scale, leverages additional funds, and focuses expertise and activity on high-priority education, research or outreach/extension.

C. Organizational Management Information

Applicants must submit specific management information relating to an applicant prior to an award and update the information as needed. Applicants may only have to update their information if they had previously provided the information under this or another NIFA program. NIFA provides the requisite forms during the pre-award process. Although an applicant may be eligible for award under this program, there are factors that may exclude an applicant from receiving federal financial and nonfinancial assistance and benefits under this program (e.g., debarment or suspension of an individual, or a determination that an applicant is not responsible).

D. Application Disposition

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

PART VI. AWARD ADMINISTRATION

A. General

Within the limit of funds authorized, the NIFA awarding official will make grants to responsible and eligible applicants whose applications are judged most meritorious under the procedures set forth in this RFA. The date specified by the NIFA awarding official as the effective date of the grant must be no later than September 30 of the federal fiscal year in which the project is approved for support and funds are appropriated for such purpose, unless otherwise permitted by law. The project need not be initiated on the grant effective date, but as soon thereafter as practical so that project goals may be attained within the funded project period. All funds granted by NIFA under this RFA may be used only for the purpose for which they are granted in accordance with the approved application and budget, regulations, terms and conditions of the award, applicable federal cost principles, USDA assistance regulations, and NIFA General Awards Administration Provisions, 7 CFR Part 3430, subparts A through E.

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

C. Expected Program Outputs and Reporting Requirements

The output and reporting requirements are included in the award terms and conditions. (see terms and conditions for information about NIFA award terms). If there are any program or award-specific award terms, they will be identified in the award.

Project Directors Meeting: If organized by the program, the Project Director (PD) will be required to attend one PD meeting during the performance period of the award. Reasonable travel expenses must be included as part of the project budget.

PART VII. OTHER INFORMATION

A. Use of Funds and Changes in Budget

Delegation of fiscal responsibility. Unless the terms and conditions of the award state otherwise, awardees may not in whole or in part delegate or transfer to another person, institution, or organization the responsibility for use or expenditure of award funds.

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

1. Change in the scope or the objective of the project or program without prior written approval (even if there is no associated budget revision requiring).
2. Change in a key person specified in the application or the federal award.
3. Disengagement from the project for more than three months, or a 25 percent reduction in time devoted to the project.
4. Inclusion of costs that require prior approval in accordance with 2 CFR 200 Subpart E (Cost Principles), or 45 CFR Part 75 Appendix IX, (Principles for Determining Costs Applicable to Research and Development under Awards and Contracts with Hospitals), or 48 CFR, unless waived by the federal awarding agency,
5. 48 CFR Part 31, Contract Cost Principles and Procedures;
6. Transfer of funds budgeted for participant support costs to other categories of expense (2 CFR 200.456 Participant support costs);
7. 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.
8. Changes in the approved cost-sharing or matching provided by the non-federal entity; and
9. The need for additional federal funds to complete the project.

B. Confidential Aspects of Applications and Awards

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

C. Regulatory Information

This program is not subject to the provisions of Executive Order 12372, which requires intergovernmental consultation with state and local officials. Under the provisions of the Paperwork Reduction Act of 1995 (44 U.S.C. Chapter 35), the collection of information requirements contained in this notice have been approved under OMB Document No. 0524-0039.

APPENDIX I: AGENCY CONTACTS

Program Contacts

Name	Email	Telephone
Peter Motavalli	Peter.Motavalli@usda.gov	(816) 708-8744
Donna Hiatt	Donna.Hiatt@usda.gov	(816) 702-9678

Administrative Contact

Name	Email	Telephone
Awards Management Division (AMD)	SM.AMDAdministrativeContacts@usda.gov	N/A

For administrative questions related to;

- Grants.gov, see Part IV of this RFA
- Other RFA or application questions, please email grantapplicationquestions@usda.gov
- Awards under this RFA, please email 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
United States Department of Agriculture
2312 East Bannister Road, MS 10000

APPENDIX II: GLOSSARY OF TERMS

Name	Acronyms
Authorized Organizational Representative	AOR
Authorized Representative	AR
Agricultural Research, Extension, and Education Reform Act of 1998	AREERA
Catalog of Federal Domestic Assistance	CFDA
Data Management Plan	DMP
Digital Object Identifier	DOI
Hispanic Serving Agricultural Colleges and Universities	HSACU
Large-Comprehensive Initiative	LCI
National Agricultural Research, Extension, and Teaching Policy Act of 1977	NARETPA
National Institute of Food and Agriculture	NIFA
Project Director	PD
Principal Investigator	PI
Request for Application	RFA
Research, Education, and Economics	REE
Science, Technology, Engineering, and Math	STEM
United States Department of Agriculture	USDA

APPENDIX III: DEFINITIONS

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

Terms	Definitions
Building and Facility	Are synonymous terms, each meaning a physical structure consisting of foundation and substructure, superstructure, interior construction, and necessary mechanical, electrical, safety, and specialized systems to make the structure functional.
Capacity Building	Enhancing and strengthening the quality and depth of an institution's research and academic programs as evidenced by its: faculty expertise, scientific and technical resources, research environment, curriculum, student experiential learning opportunities, scientific instrumentation, library resources, academic standing and racial, ethnic, or gender diversity of its faculty and student body, faculty and student recruitment and retention programs, and organizational structures and reward systems for attracting and retaining first-rate research and teaching faculty or students.
Eligible Institution	A NLGCA institution (non-land-grant college of agriculture), as defined in this Section below.
Eligible Participant	(2) *Awards to individuals.* Unless otherwise specified, only United States citizens, non-citizen nationals of the United States, and lawful permanent residents of the United States are eligible to apply for and receive NIFA awards.7 CFR 3430.16.
Fixed Equipment	Any piece of property which, when installed in a facility for continuing use in connection with the facility, is considered a permanent part of the facility and cannot be reasonably removed without affecting the structural integrity of the facility, including its utility or ventilation systems. To be considered as fixed equipment, the item must be capitalized in the grantee's records as part of the facility to which it is attached. Further, if the facility were to be sold or otherwise disposed of, such equipment would be sold or otherwise disposed of as part of the facility. Examples include, but are not limited to, elevators, boilers, and furnaces; plumbing, electrical, heating-ventilating-air conditioning (HVAC), and refrigeration systems; and specialized items such as cage washers, laboratory casework, some growth chambers, and certain other large, specialized equipment meeting this definition.
Joint Grant	An application for a project: (1) which will involve the applicant institution working in cooperation with one or more other entities not legally affiliated with the applicant institution, including other schools, colleges, universities, community colleges, junior colleges, units of State government, private sector organizations, or a consortium of institutions; and (2) where the applicant institution and each cooperating entity will assume a significant role in the conduct of the proposed project. To demonstrate a substantial involvement with the project, the applicant institution/organization submitting a joint project proposal must retain at

	least 30 percent, but not more than 70 percent of the awarded funds and no cooperating entity may receive less than 10 percent of awarded funds. Only the applicant institution must meet the definition of an eligible institution/organization as specified in this RFA; other entities participating in a joint project proposal are not required to meet the definition of an eligible institution/organization.
Large-scale, Comprehensive Initiative (LCI) Grant	An application for a project: (1) which will involve the applicant institution/organization working in cooperation with two or more other entities not legally affiliated with the applicant institution, including other schools, colleges, universities, community colleges, junior colleges, units of State government, private sector organizations, or a consortium of institutions; and (2) where the applicant institution and each cooperating entity will assume a significant role in the conduct of the proposed project. To demonstrate a substantial involvement with the project, the applicant institution/organization submitting a LCI proposal must retain at least 30 percent, but not more than 70 percent of the awarded funds and no cooperating entity may receive less than 10 percent of awarded funds. Only the applicant institution must meet the definition of an eligible institution as specified in this RFA; other entities participating in a joint project proposal are not required to meet the definition of an eligible institution. LCI Project Proposals must support a multi-partner approach to solving a major state or regional challenge in agricultural sciences education at the postsecondary level. LCI Project Proposals are characterized by multiple partners (each providing a specific expertise) organized and led by a strong applicant with documented project management ability to organize and carry out the initiative.
Matching	The process through which a grant recipient match awarded USDA funds with cash and in-kind contributions on a dollar-for-dollar basis. The matching funds must derive from non-Federal sources.
New Application	An application not previously submitted to a program.
Regular Grant	A proposal for a project: (1) where the applicant institution will be the sole entity involved in the execution of the project; or (2) which will involve the applicant institution and one or more other entities, but where the involvement of the other entity or entities does not meet the requirements for a joint project proposal as defined in this section.
Resubmitted Application	A project application that was previously submitted to a program, but the application was not funded.
Teaching and Education	From 7 USC 3103 (20), means formal classroom instruction, laboratory instruction, and practicum experience in the food and agricultural sciences and matters relating thereto (such as faculty development, student recruitment and services, curriculum development, instructional materials and equipment, and innovative teaching methodologies) conducted by colleges and universities offering baccalaureate or higher degrees.