1890 Institution Teaching, Research and Extension Capacity Building Grants (CBG) Program

Fiscal Year (FY) 2019 Request for Applications (RFA)

APPLICATION DEADLINE: April 18, 2019

ELIGIBILITY: See Part III, A of RFA



United States Department of Agriculture

National Institute of Food and Agriculture

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

1890 Institution Teaching, Research and Extension Capacity Building Grants (CBG) Program

INITIAL ANNOUNCEMENT

CATALOG OF FEDERAL DOMESTIC ASSISTANCE: This program is listed in the Assistance Listing under the Catalog of Federal Domestic Assistance number **10.216.**

DATES: Applications must be received by **5 p.m. Eastern Time** on April 18, 2019. Applications received after this deadline will normally not be considered for funding (see Part IV, C of this RFA). Comments regarding this request for applications (RFA) are requested within six (6) months from the issuance of this notice. Comments received after that date will be considered to the extent practicable.

STAKEHOLDER INPUT: We at the National Institute of Food and Agriculture (NIFA) seek your comments about this RFA. We will consider your comments when we develop the next RFA for the program, if applicable, and we'll use them to meet the requirements of section 103(c)(2) of the Agricultural Research, Extension, and Education Reform Act of 1998 (7 U.S.C. 7613(c)(2)). Submit your written stakeholder comments by the deadline set forth in the DATES portion of this notice via email to Policy@nifa.usda.gov. (This email address is only for receiving comments regarding this RFA and ***not*** for requesting information or forms.) In your comments, please state that you are responding to the 1890 Institution Teaching, Research and Extension Capacity Building Grants (CBG) Program RFA.

EXECUTIVE SUMMARY: NIFA requests applications for the CBG Program for fiscal year (FY) 2019 to strengthen research, teaching, and extension capacity needed to advance fundamental sciences, as well as translational research and development in support of agriculture; and to coordinate opportunities to build on these discoveries at the 1890 Land-Grant Institutions.

The anticipated amount available for grants in FY 2019 is approximately $18 million.

This RFA is being released prior to the passage of an appropriations act for FY 2019. Enactment of additional continuing resolutions or an appropriations act may affect the availability or level of funding for this program.

Eligible institutions may submit up to twelve Standard/Collaborative and three Professional Development applications per institution in FY 2019.

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

Table of Contents

PART I—FUNDING OPPORTUNITY DESCRIPTION 5
A. Legislative Authority 5
B. Purpose and Priorities 5
C. Program Area Description 5

PART II—AWARD INFORMATION 9
A. Available Funding 9
B. Types of Applications 9
C. Project and Grant Types 9
D. Responsible and Ethical Conduct of Research 17

PART III—ELIGIBILITY INFORMATION 18
A. Eligible Applicants 18
B. Cost Sharing or Matching 19

PART IV—APPLICATION AND SUBMISSION INFORMATION 20
A. Electronic Application Package 20
B. Content and Form of Application Submission 21
C. Submission Dates and Times 33
D. Funding Restrictions 34
E. Other Submission Requirements 34

PART V—APPLICATION REVIEW REQUIREMENTS 35
A. General 35
B. Evaluation Criteria 35
C. Conflicts of Interest and Confidentiality 38
D. Organizational Management Information 38
E. Application Disposition 38

PART VI—AWARD ADMINISTRATION 39
A. General 39
B. Award Notice 39
C. Administrative and National Policy Requirements 39
D. Expected Program Outputs and Reporting Requirements 39

PART VII—AGENCY CONTACTS 40

PART VIII—OTHER INFORMATION 41
A. Use of Funds; Changes 41
B. Confidential Aspects of Applications and Awards 41
C. Regulatory Information 42
D. Definitions 42
E. Materials Available on the Internet 44

Table of Tables

Table 1: Applications, Awards, and Project Duration (by Grant Type) 6
Table 2: Maximum Fund Allocation..... 6

PART I—FUNDING OPPORTUNITY DESCRIPTION

A. Legislative Authority

Authority for this program is contained in Section 1417 (b)(4) of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (NARETPA), as amended [7 U.S.C. 3152 (b)(4)] and pursuant to annual appropriations made available specifically for the 1890 Capacity Building Program. Section 7107 of the Food, Conservation, and Energy Act of 2008 (FCEA) (Pub. L. 110-246) amended the authority for the 1890 Capacity Building Program to allow for extension capacity building, as well as teaching and research.

See Part VIII, D. for definitions of "capacity building" and "food, agricultural, natural resources, and human (FANH) sciences."

B. Purpose and Priorities

CBG advances food, agriculture, natural resources and human sciences, including conventional and organic food production systems. The program directly aligns with 2018-2022 USDA Strategic Plan, 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.

CBG is designed specifically to build the institutional teaching, research and extension capacities of the eligible institutions through cooperative programs with Federal and non-Federal entities. The program is designed to achieve three major goals:

- To advance the cultural diversity of the FANH sciences scientific and professional workforce by attracting and educating more students from underrepresented groups;
- To strengthen linkages among the 1890 institutions, other colleges and universities, USDA, other federal agencies, and private industry; and
- To enhance and strengthen the quality of Teaching/Education, Research, and Extension programs at the 1890 institutions to more readily establish them as full partners in the U.S. FANH sciences higher education system.

C. Program Area Description

Key Information:

Program Codes – Research (EQ), Teaching (EP), Extension (EWE)
Program Code Name – 1890 Capacity Building Grants Program (CBG)
Code of Federal Domestic Assistance – 10.216
Requested Project Types –Research Project, Teaching/Education Project, Extension Project, and Integrated Project
Requested Grant Types – Professional Development Grant, Standard Grant, Collaborative Grant

Application Deadline – Thursday, April 18, 2019

A Letter of Intent is not required for this program.

***All applicants should consider this chart when preparing applications to the CBG program.**

Program Name: CBG Program Code: EQ, EP, EWE CFDA: 10.216

Table 1: Applications, Awards, and Project Duration (by Grant Type)

Grant Type	Maximum # of Applications Per Institution	Maximum # of Awards	Project Duration
Professional Development	3	1 award per faculty member	12 months (funds may be used for salary and benefits up to one year)
Standard	12 (in combination with Collaborative applications)	No limit, but institution cannot receive more than 10% of the available funds	Up to 36 months
Collaborative	12 (in combination with Standard applications)	No limit, but institution cannot receive more than 10% of the available funds	Up to 36 months

Table 2: Maximum Fund Allocation

Project Types (up and down) Grant Types (left to right)	Standard	Collaborative	Professional Development
Teaching/Education	$150,000	$300,000	$100,000
Research	$300,000	$500,000	$100,000
Extension	$250,000	$350,000	$100,000
Integrated	$600,000	$600,000	N/A

Additional Information:

- A single application must either be a Teaching/Education Project, a Research Project, an Extension Project, or an Integrated Project.
- Faculty may submit multiple Standard and/or Collaborative Grant applications, as well as one Professional Development application, but can only receive one award per this solicitation. Faculty will not receive more than one Professional Development award within a five-year period.

- Eligible institutions may submit up to 12 applications per institution in FY 2019 (Professional Development applications will not count against this maximum).
- Eligible institutions may submit up to three Professional Development applications per institution in FY 2019. Each application will support one faculty member from the applicant university. No more than $700,000 of the total amount of funding available will be awarded in support of Professional Development grants.
- Eligible institutions may receive Teaching/Education, Research, Extension and/or Integrated Project awards up to a maximum of 10% of the available CBG funds. Professional Development applications will not count against this maximum. The 10% maximum may be exceeded if sufficient meritorious applications are not received from other eligible institutions.

Social and Behavioral Sciences

CBG supports social and behavioral sciences and encourages projects that integrate them with related biological sciences. Incorporating social and behavioral sciences is important for addressing many of the challenges that face 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 healthy diets; and alleviating poverty by fostering economic opportunity.

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

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

Metrics

Applications must describe and assess the expected products, results, outcomes, and their potential impacts on strengthening FANH Teaching/Education, Research, and Extension in the United States.

Global Engagement

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

eXtension

NIFA encourages (but does not require) projects that develop content suitable for delivery through eXtension (https://extension.org/).

Priority Areas

NIFA, with stakeholder input, has identified a number of high priority areas. Applications must encourage regional or national program delivery in one of the following priority areas:

a. Human health, obesity as it relates to nutrition, and human sciences;
b. Bioenergy/biofuel and natural resources;
c. Food safety;
d. Water quality;
e. Global food security and agricultural biosecurity;
f. Rural communities for the 21st century (expanded opportunities for small businesses and small farms);
g. Sustainable agriculture;
h. Youth development;
i. Family and consumer sciences; and/or
j. Environmental sciences.

Other Areas in General Food & Agricultural Science

This priority area is for innovative applications in Teaching/Education, Research, or Extension in areas that address local, regional, or national issues in the FANH sciences not included in the priority areas listed above. Projects in this area may not fit any of the USDA or NIFA Strategic Goals, but address an emerging local, regional, or national issue.

PART II—AWARD INFORMATION

A. Available Funding

The anticipated amount available for CBG grants in FY 2019 is approximately $18 million.

This RFA is being released prior to the passage of an appropriations act for FY 2019. Enactment of additional continuing resolutions or an appropriations act may affect the availability or level of funding for this program.
There is no commitment by USDA to fund any particular application or to make a specific number of awards.

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

B. Types of Applications

NIFA will only accept the following proposals under this RFA:

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

Renewal application. This is a project application that requests additional funding for a project beyond the period that was approved in an original or amended award. Applications for renewed funding must contain the same information as required for new applications; they also must contain a Progress Report (see Project Narrative, Part IV). Renewal applications must be received by the relevant due dates, will be evaluated in competition with other pending applications in the area to which they are assigned, and will be reviewed according to the same evaluation criteria as new applications.

Resubmitted application. This is an application that had previously been submitted to the CBG Program but not funded. Project Directors (PDs) must respond to the previous review panel summary (see Response to Previous Review, Part IV). Resubmitted applications must be received by the relevant due dates, will be evaluated in competition with other pending applications in appropriate area to which they are assigned, and will be reviewed according to the same evaluation criteria as new applications.

C. Project and Grant Types

1. Project Types

NIFA is soliciting applications for CBG under the following project types:

- **Teaching/Education;**
- **Research;**
- **Extension; or**
- **Integrated (includes two or three of the above project types)**

See below for descriptions of Project Types and their applicable Need Areas.

Teaching/Education Projects

a. Project Type Description

A teaching or education project should develop human capital in order to help meet current and future national FANH sciences workplace needs. Examples of relevant activities under this project type include (but are not limited to) the following: formal classroom instruction, laboratory instruction, and practicum experience such as faculty development, student recruitment and services, curriculum development, instructional materials and equipment, and innovative teaching methodologies.

b. Need Areas for Teaching/Education Projects

Teaching/Education applications must demonstrate how the chosen Priority Area is addressed when selecting one of the following Teaching/Education Need Areas.

i. **Curricula Design and Materials Development**

This Need Area promotes developing new (or adapting existing) curricula and related materials to meet changes anticipated within the FANH sciences. Projects must be integrated and multidisciplinary, and possess learner-centered instruction which will demonstrate an improvement in teaching and student learning against core course objectives. Applicants are expected to demonstrate how the project 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 integrate and synthesize knowledge.

ii. **Faculty Preparation and Enhancement for Education**

This Need Area prepares academic faculty for sustainable change to address emerging student clientele (demographic composition, learning styles, digital applicability), improving teaching competency (subject matter expertise and pedagogy), or developing student recruitment and advising skills (career opportunities in emerging agricultural sciences fields). Training of targeted faculty recipient(s) must be intentional and relevant to the identified educational needs of the students, who will be the beneficiaries of such faculty development.

iii. **Instructional Delivery Systems**

This Need Area encourages the development and use of alternative methods of delivering instruction to enhance the quality, effectiveness, and cost efficiency of teaching programs. Examples of alternative methods of delivering instruction include, but are not limited to: using state-of the-art digital technology; faculty sharing, cross enrollments, joint degrees, teleconferencing; networking via satellite communications; e-learning and online instruction; or utilizing mobile classrooms/laboratories and individualized learning centers. Multi-institutional, regional, or national collaborations are encouraged. Emphasis should be on improving the art of teaching by faculty.

iv. **Scientific Instrumentation for Teaching**

This Need Area provides students with the necessary experience with suitable, up-to-date equipment to involve them in work central to understanding advances in the FANH sciences and to prepare them for work or further graduate/professional training. Additionally, this Need Area will support the acquisition of instructional laboratory and classroom equipment.

v. **Student Experiential Learning**

This Need Area encourages the development of new student learning opportunities where students are placed in team-oriented, problem-solving, decision-making situations in the context of real-world experiences. Experiential learning in laboratory research or other internships with business and industry, community organizations, Federal agencies, and other domains that provide knowledge and skills for graduate study will be given priority.

vi. **Student Recruitment and Retention**

This Need Area aims to enhance student recruitment and retention programs in order to strengthen the Nation's scientific and professional workforce. Recruitment and retention efforts should be summarized quantitatively (i.e., numbers of students recruited against those contacted) and qualitatively (i.e., lessons learned that improve future recruitment strategies).

Research Projects

a. Project Type Description

Single-function research projects support fundamental or applied research conducted by individual investigators, co-investigators within the same discipline, or multidisciplinary teams. The following must be considered when developing research applications:

1) Fundamental research means research that: (i) increases knowledge or understanding of the fundamental aspects of phenomena and has the potential for broad application and, (ii) has an effect on agriculture, food, nutrition, or the environment;

2) Applied research means research that includes expansion of the findings of fundamental research to uncover practical ways in which new knowledge can be advanced to benefit individuals and society; and/or

3) Multi-disciplinary projects are those in which investigators from two or more disciplines collaborate closely to address a common problem. These collaborations, where appropriate, may integrate the biological, physical, chemical, or social sciences.

b. Need Areas for Research Projects

Research applications must demonstrate how the chosen Priority Area is addressed when selecting one of the following Research Need Areas.

i. **Studies and Experimentation in Food, Agricultural, Natural Resources, and Human Sciences**

The purpose of this Need Area is to advance the body of knowledge in basic and applied natural and social sciences that comprise the FANH sciences. Projects addressing this Area are encouraged to focus on multidisciplinary and interdisciplinary research activities addressing critical issues rather than single discipline-specific research studies.

ii. **Centralized Research Support Systems**

The purpose of this Need Area is to establish centralized research support systems that:
(1) meet national needs or serve regions or 1890 institution clientele that cannot otherwise afford or does not have access to such support; or
(2) provide research support more economically, thereby freeing up resources for other research uses. You must demonstrate how your chosen Priority Area is addressed when selecting this Need Area.

Extension Projects

a. Project Type Description

Single-function Extension Projects conduct programs and activities that deliver science-based knowledge and informal educational programs to people, enabling them to make practical decisions. Program delivery may range from community-based to national audiences and use communication methods from face-to-face to electronic or combinations thereof. Extension Projects may also include related matters such as certification programs, in-service training, client recruitment and services, curriculum development, instructional

materials and equipment, and innovative instructional methodologies appropriate to informal educational programs. These projects must lead to measurable, documented changes in learning, actions, or conditions in an identified audience or stakeholder group. These projects must synthesize and incorporate a wide range of the latest relevant research results.

b. Need Areas for Extension Projects

Extension applications must demonstrate how the chosen Priority Area is addressed when selecting one of the following Extension Need Areas.

i. **Extension Program Development Support Systems**

The purpose of this Need Area is to increase the quality of extension education programs to clientele through training of Extension specialists, educators, para-professionals, technicians, and volunteers. The training may focus on professional development, leadership development, application of the Extension program development model, development of train-the-trainer models, volunteer development, volunteer delivery systems, etc. This Need Area will also include program accountability support systems which will translate into the delivery of more effective programs by enhancing the expertise and instruments available to effectively report impacts and evaluate Extension programs.

ii. **Extension Technology Upgrades**

The purpose of this Need Area is to provide funds to upgrade traditional equipment and instruments, establish mobile delivery systems (laboratories and food safety kitchens, etc.), and offer emerging delivery technologies (e.g., IT applications such as distance education, web conferencing, podcasting, and Facebook interfaces).

iii. **Extension Delivery/Methodology**

The purpose of this Need Area is to: develop effective methodologies, strategies, or delivery systems to enhance services to the underserved, including developing new or modifying existing curriculums; establish program centers, experiential learning programs, or after-school programs; and utilize research results for effective community-based programs.

iv. **Other Extension Initiatives**

The purpose of this Need Area is to support projects that may not fit the Need Areas above, but are creative initiatives designed to provide enhancement of the institutions' Extension capacity.

Integrated Projects

a. Project Type Description

An Integrated Project includes at least two of the three functions of the agricultural knowledge system (i.e., research, teaching/education, and extension) within a project. The project must **name one of the project types (teaching/education, research or extension) as the Primary Project Type**. The primary project type is defined as the area which will receive most of the funding (up to two-thirds of the total funding). **There is no program code for the integrated application**. **Therefore, it is imperative that the applicants clearly identify the primary project type in their summary and select the appropriate program code for this area**.

The functions addressed in the project must be focused around a problem or issue and 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. Integrated applications must include individuals on the project team with significant expertise in each component of the project (research, teaching/education, and/or extension). Integrated applications may be submitted by a single eligible institution where the expertise for all areas (research, teaching/education, and/or extension) are within the Project Director's (PD) institution or multi-institutions where the expertise for one or two of the areas are from another institution(s).

For additional information on integrated programs, including tips for writing Integrated Project applications and an example of an integrated application, see https://nifa.usda.gov/resource/integrated-programs-application-information. You are also encouraged to contact the Program Contact to discuss the anticipated project parameters and outcomes to ensure the application content appropriately meets the requirements of an Integrated Project.

Discipline Codes

Eligible institutions may, within the Teaching/Education, Research, or Extension Project Need Areas identified for support, propose projects in any discipline(s) or subject matter area(s) of the FANH sciences noted below.

For Teaching/Education Proposals:

Code	Discipline
T1	Agribusiness Management & Marketing
T2	Agricultural Engineering
T3	Animal Sciences
T4	Aquaculture
T5	Entomology
T6	Environmental Science & Natural Resource Conservation
T7	Food Science/Technology
T8	General Agricultural Science
T9	Human Sciences
T10	Human Nutrition

T11 International Education
T12 Plant Sciences
T13 Related Biological Sciences
T14 Rural Development / Social Science
T15 Veterinary Science

For Research Proposals:

Code	Discipline
R1	Agribusiness Management & Marketing
R2	Agricultural Engineering
R3	Agricultural Social Sciences
R4	Animal Sciences
R5	Aquaculture
R6	Conservation and Renewable Natural Resources
R7	Entomology
R8	Environmental Sciences/Management
R9	Food Science/Technology
R10	Human Nutrition
R11	International Education/Research
R12	Plant Sciences
R13	Related Biological Sciences
R14	Soil Sciences
R15	Human Sciences

For Extension Proposals:

Code	Discipline
E1	4-H Youth Development
E2	Agriculture
E3	Leadership Development
E4	Natural Resources
E5	Family and Consumer Sciences
E6	Community and Economic Development
E7	International Extension

Applicants are to identify a **primary discipline code** and may identify one additional discipline code that categorizes the project application. At review, each application is evaluated by three peer reviewers. The discipline codes selected by the applicants are used to match reviewers' education and expertise to the applications.

2. Grant Types

The following is a list of available grant types under this RFA.

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. Standard Grants support targeted original scientific Teaching/Education, Research, Extension, or Integrated Projects. An eligible, individual institution, independent branch campus, or branch institution of a State system may submit a grant application for project activities to be undertaken principally on behalf of its own students or faculty, and to be managed primarily by its own personnel. The project is to be executed, without the requirement of sharing grant funds with other project partners (subaward budgets are not allowable). Applications for Standard Grants must address local or regional problems or opportunities in one of the listed Priority Areas (Part I, C.). The application must have the potential to encourage regional or national program delivery in one of the selected priority areas. A Project Director may receive only one new award as the lead individual in a Need Area that focuses on a single subject or discipline. **Funds do not** have to be equally divided among project years.

Collaborative Grant:

Collaborative Grants support projects with at least one additional partner or a multi-partner approach to enhance Teaching/Education, Research, and Extension programs. Collaborative Grants should build linkages to generate a critical mass of expertise, skill and technology to address programs related to the FANH sciences (applicants should address one of the listed Priority Areas (Part I, C.). Projects should be multidisciplinary and/or interdisciplinary and should address issues at the local, state, regional, and/or national level(s). Grants can reduce duplication of efforts and/or build capacity and should be organized and led by a strong project director with documented project management knowledge and skills to organize and carry out the initiative. Collaborative Grants are expected to be larger than Standard Grants (refer to Part I, C. for the maximum fund amounts). The partners must share grant funds (the applicant institution will transfer no more than 50% of the awarded funds to the other institutions participating in the project). A separate subaward budget is to be included in the application for each of the identified project partners. The award of grant funds through subawards is limited to the eligible applicant institutions and collaborating institutions.

Professional Development Grant:

Professional Development Grants are intended to provide an opportunity for individual faculty members (i.e., each award is to support one faculty member at the applicant university) to enhance the quality of their Teaching/Education, Research, and/or Extension work. Examples of projects addressing this area include, but are not limited to:

- Gaining experience with recent developments or innovative technology relevant to their professional responsibilities;
- Working under the guidance and direction of experts who have substantial expertise in an area related to project/career goals;
- Working with professionals or peers in government, industry, or colleges or universities to learn new applications and enhance networks within a field; and/or

- Expanding competence with new methods of information delivery related to Teaching/Education and Extension.

Professional Development applications that support Teaching/Education, Research, and/or Extension faculty, may include approaches such as:

- Sabbaticals;
- Mini-sabbaticals for short-term training;
- Faculty exchanges; and/or
- Continuing education.

The training must address critical U.S. FANH sciences issues at the local, state, regional, and national level(s). The application should align with the university's strategic plan for FANH sciences. Applications should also address FANH sciences priority areas identified in Part I, C.

Funds may be used for salary and benefits (up to one year), travel, supplies and training/course fees. **Funds will not be awarded** to support activities in fulfillment of degree requirements or travel to make presentations at conferences or meetings.

A Professional Development project must name one of the project types (Teaching/Education, Research, or Extension) as the Primary Project Type. It is imperative that the applicants clearly identify the primary area in their summary and select the appropriate program code for this area.

D. Responsible and Ethical Conduct of Research

In accordance with sections 2, 3, and 8 of 2 CFR Part 422, institutions that conduct USDA-funded extramural research must foster an atmosphere conducive to research integrity, bear primary responsibility for prevention and detection of research misconduct, and maintain and effectively communicate and train their staff regarding policies and procedures. In the event an application to NIFA results in an award, the Authorized Representative (AR) assures, through acceptance of the award that the institution will comply with the above requirements. Award recipients shall, upon request, make available to NIFA the policies, procedures, and documentation to support the conduct of the training.

For information about the Responsible and Ethical Conduct of Research, see https://nifa.usda.gov/responsible-and-ethical-conduct-research.

PART III—ELIGIBILITY INFORMATION

A. Eligible Applicants

Applications may only be submitted by eligible 1890 Land-Grant Institutions, including Tuskegee University, West Virginia State University, and Central State University (per Section 7129 of Pub. L. 113-79). The eligible institutions are:

Alabama A&M University
Alcorn State University
Central State University
Delaware State University
Florida A&M University
Fort Valley State University
Kentucky State University
Langston University
Lincoln University (MO)
North Carolina A&T State University
Prairie View A&M University
South Carolina State University
Southern University and A&M College
Tennessee State University
Tuskegee University
University of Arkansas-Pine Bluff
University of Maryland-Eastern Shore
Virginia State University
West Virginia State University

Faculty and students receiving support for **developmental activities or educational costs** must be an eligible participant (citizen or national of the United States as defined in Part VIII, E. – Definitions). Students must be enrolled at institutions that are eligible to receive CBG awards (see above paragraphs).

United States citizenship is not required of faculty that wishes to serve as a PD, co-PD, or key personnel on a Standard or Collaborative project. United States citizenship is required for faculty who serve as PDs on Professional Development projects.

Faculty may not serve as PD on more than two active CBG projects. If an applicant has two active projects, at least one project must be scheduled to expire by the end of the current fiscal year. Faculty may submit multiple Standard and/or Collaborative Grant applications as the lead PD to the CBG program in FY 2019. Additionally, there is no limit on the number of applications for which faculty may be listed as co-PD or key personnel. **NOTE: All key personnel must submit a current and pending support form. Key personnel may not commit more than 100% effort on concurrent projects.**

Collaborative and Integrated Project award recipients may subcontract, as deemed appropriate, to organizations not eligible to apply provided such organizations are necessary to conduct a successful project. The subcontract must advance capacity building at the 1890 institution in the area of the submitted application.

Failure to meet an eligibility criterion by the application deadline may result in the application being excluded from consideration or, even though an application may be reviewed, will preclude NIFA from making an award.

For those new to Federal financial assistance, a grants overview page is available on the NIFA website. This page includes information about free Grants 101 Training and other resources that are highly recommended for those seeking an understanding of Federal awards.

B. Cost Sharing or Matching

NIFA does not require matching support for this program and matching resources will not be factored into the review process as evaluation criteria.

PART IV—APPLICATION AND SUBMISSION INFORMATION

A. Electronic Application Package

Only electronic applications may be submitted via Grants.gov to NIFA in response to this RFA. We urge you to submit early to the Grants.gov system. For information about the pre-award phase of the grant lifecycle, see https://www.grants.gov/web/grants/learn-grants/grants-101/pre-award-phase.html.

New Users of Grants.gov

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

Steps to Obtain Application Package Materials

To receive application materials:

1. You must download and install a version of Adobe Reader compatible with Grants.gov to access, complete, and submit applications. For basic system requirements and download instructions, see https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html. Grants.gov has a test package that will help you determine whether your current version of Adobe Reader is compatible.

2. To obtain the application package from Grants.gov, go to https://www.grants.gov/web/grants/applicants/search-opportunity-package.html and enter the funding opportunity number where appropriate

   Funding Opportunity Number: USDA-NIFA-CBGP-006696.

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

   Contained within the application package is the "NIFA Grants.gov Application Guide." This guide contains an introduction and general Grants.gov instructions, information

about how to use a Grant Application Package in Grants.gov, and instructions on how to complete the application forms.

If you require assistance to access the application package (e.g., downloading or navigating Adobe forms) **or submitting the application,** refer to resources available on the Grants.gov website (https://www.grants.gov/web/grants/support.html). Grants.gov assistance is also available at:

Grants.gov customer support
800-518-4726 Toll-Free or 606-545-5035
Business Hours: 24 hours a day, 7 days a week. Closed on federal holidays.
Email: support@grants.gov

Grants.gov iPortal (see https://grants-portal.psc.gov/Welcome.aspx?pt=Grants):
Top 10 requested help topics (FAQs), Searchable knowledge base, self-service ticketing and ticket status, and live web chat (available 7 a.m. - 9 p.m. EST).
Have the following information available when contacting Grants.gov:

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

B. Content and Form of Application Submission

Electronic applications are to be prepared following Parts V and VI of the NIFA Grants.gov Application Guide. This guide is part of the corresponding application package (see Section A of this part). The following is **additional information** you need to prepare an application in response to this RFA. **If there is discrepancy between the two documents, the information contained in this RFA is overriding.**

Note the attachment requirements (e.g., PDF) in Part III, Section 3 of the guide. ANY PROPOSALS THAT ARE NON-COMPLIANT WITH THE REQUIREMENTS (e.g., content format, PDF file format, file name restrictions, and no password protected files) WILL BE AT RISK OF BEING EXCLUDED FROM NIFA REVIEW. Grants.gov does not check for NIFA required attachments or whether attachments are in PDF format; see Part III, Section 6.1 of the guide for how to check the manifest of submitted files. Partial applications will be excluded from NIFA review. We will accept subsequent submissions of an application until close of business on the closing date in the RFA (see Part V, 2.1 of the NIFA Grants.gov Application Guide for further information).

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

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

1. SF 424 R&R Cover Sheet
Information related to the questions on this form is dealt with in detail in Part V, 2 of the NIFA Grants.gov Application Guide. See Part V, Section 2.17 of the NIFA Grants.gov Application Guide for the required certifications and assurances (e.g., Prohibition Against Entities Requiring Certain Internal Confidentiality Agreements).

2. SF 424 R&R Project/Performance Site Location(s)
Detailed information related to the questions on this form is available in Part V, 3 of the NIFA Grants.gov Application Guide.

3. R&R Other Project Information Form
Detailed information related to the questions on this form is available in Part V, 4 of the NIFA Grants.gov Application Guide.

a. Field 7. Project Summary/Abstract.
The summary should also include the relevance of the project to the goals of the CBG program. An application that is submitted without the project summary will not be accepted for review. Applications will not be accepted for review if the project summary is not included or not in PDF format.

See Part V. 4.7 of NIFA Grants.gov Application Guide for further instructions and a link to a suggested template.

b. Field 8. Project Narrative.
NOTE: The Project Narrative must not exceed 20 pages of written text and up to 5 additional pages for figures and tables (for Standard and Collaborative grant applications). Figures and tables may come after the 20 pages of text, or be intertwined with the text (but they should not exceed 5 pages). We have established this maximum (25 pages) to ensure fair and equitable competition. The Project Narrative section for Professional Development applications may not exceed eight pages, including figures and tables. You are encouraged to include a **table of contents** in the project narrative, which **will not count toward the narrative's page limitation.** After converting the narrative to PDF format and making the necessary adjustments, you should verify that you have not exceeded the applicable page limit. Project narratives that exceed the page limit requirement will not be accepted for review.

Response to Previous Review (if applicable)
This requirement only applies to Resubmitted Applications or Resubmitted Renewal Applications as described in Part II, C. 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, B., 3., b., above). The one-page "Response to Previous Review" does not count against the 25-page limit of the Project Narrative.

The **Cover Page (first page of the narrative)** should include the information below, and will not count towards the page limit of the Project Narrative.

1) Project Type (see Part II, C.)

2) Grant Type (see Part II, C.)
3) Need Area addressed (see Part II, C.)
4) Program Code (see Part 1, C.)
    a. For integrated project applications, **the program code for the primary component** must be listed. For example, if the primary component of an integrated project is research, then the applicant must indicate "EQ" as the program code.
5) Primary CBG Priority Area (see Part I, C.)
6) Discipline Code (see Part II, C.)

Prepare the application using standard size (8 1/2" x 11") page, one-inch margins, no type smaller than 12 point font, and 1.5 line spacing. Use an easily readable font face (e.g., Arial, Times New Roman). The formatting and quality of the presentation of the whole application are a part of the evaluation criteria (see Part V, B). Information may not be appended to an application to circumvent page limitations prescribed for the Project Narrative. Extraneous materials will not be used during the peer review process. **In new applications, the cover page should come before the table of contents. In resubmitted applications, please use this order: 1) response to previous review, 2) cover page, 3) table of contents.**

The logic model is required for Integrated Project applications, and recommended for Teaching/Education, Research, and Extension Project applications. The logic model planning process is a tool that should be used to develop your project before writing your proposal. It should detail the activities, outputs, and outcomes of the proposed project. Two additional pages are allowed to be used solely for logic model information. The logic model does not count towards the page limit of the narrative, and it should be placed directly after the 25-page narrative section in the application. More information and resources related to the logic model planning process are provided at https://nifa.usda.gov/resource/logic-model-planning-process**.**

Applicants must address all components of the Evaluation Criteria in their Project Narrative (see Part V, B).

Standard and Collaborative Grant Applications

To facilitate application review and evaluation, the applicant must include the following headings in the Project Narrative (A. through D.), followed by the applicant's response for each numbered item under A. through D. below.

A. Potential for Building and Strengthening Capacity and Advancing the Quality of Teaching/Education, Research, or Extension

1. **Significance of the Problem and Opportunity**
   Clearly state the specific instructional, research, or extension problem or opportunity to be addressed and the connection(s) with the institutional goals or strategic plan or Plan of Work.

2. **Project Justification**
   Summarize the body of knowledge justifying the need for the proposed project using graphical and tabulated format when possible. Discuss how the project will be of value at the state, regional, national, or international level(s). Describe any ongoing or recently completed significant activities related to the proposed project for which previous funding was received under this program or other funding programs (including projects supported under the NIFA 1890 Facilities Grants Program and 1890 Formula Programs).

3. **Impact on Building and Strengthening Capacity**
   Describe the institution's capability to perform the project and the degree to which the project will strengthen its teaching/education, research, or extension capacity. Include a description of baseline information/preliminary data. Additionally, include the project's potential for adoption by other institutions.

4. **Continuation Plans**
   Describe the likelihood of, or specific plans for, continuation or expansion of the project beyond the period of USDA support. Applicants must indicate if eventual self-support is built into the project and if plans are being made to institutionalize the program if it is successful.

5. **Innovation**
   Describe the creative approach to 1) improving the quality of food, agricultural, natural resources, and human sciences, 2) the approach to solving a scientific problem or advancing a field of science that address objective(s) that are of high importance at the 1890 institution, and 3) the potential results in institutional capacity building.

6. **Multidisciplinary and/or Problem-based Focus**
   Indicate 1) how the teaching/education project is relevant to multiple disciplines in the food, agricultural, natural resources, and human sciences, or with other academic curricula and 2) how the research or extension project is multidisciplinary and interdisciplinary, and/or involves integrated (teaching/education, research and extension) activities. Identify the field of science and the objective(s) that are of high importance and will be addressed at your institution. If partners are included, provide a concise plan on how they will be managed and coordinated. Clearly identify potential results in 1890 institutional capacity building. Furthermore, discuss whether the project may be adapted by, or serve as a model for other institutions.

7. **Products and Results**
   Explain, including metrics, the expected products, and results, outputs, and their potential impact on strengthening food, agricultural, natural resources, and human sciences education, research and extension in the United States. Metrics to assess products and outputs are to be clearly delineated in the proposal. Describe the economic, environmental, or social gains resulting from the project outcomes (see Definitions, 'Outcomes' in Part VIII, E.). If the application has collaborator(s), include a clear

identification of the role of the collaborator(s), and the expected outcomes for the 1890 institution (see Part IV, B., c., Field 12 – Other Attachments).

8. **Institutional Commitment**
   Explain the institutional resources (administrative, facilities, equipment, and/or materials) that are available to carry out the project. Include the potential for academic, research or extension enhancement at the institution.

B. Overall Approach, Cooperative Linkages and Quality of the Proposal

1. **Proposed Approach and Cooperative Linkages**
   Cite and discuss the specific project objectives to be accomplished. For Collaborative Grant and Integrated Project proposals, identify the individual(s) responsible to accomplish each objective.

2. **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. Clearly identify and describe the metrics for evaluating successful project management. Describe the way in which resources and personnel will be used to conduct the project. Discuss extent to which students from the 1890 institutions will be involved in the teaching/education, research, or extension project. Identify roles and responsibilities for key project personnel.

3. **Timetable**
   Provide a timetable for conducting the project. Identify all important project milestones and dates as they relate to project start-up, execution, evaluation, dissemination, and closeout. Identify limitations that may impact the timetable and provide strategies to avoid or compensate for the limitations. For Collaborative Grant applications, include the responsibilities of all partners in the project timetable.

4. **Evaluation Plan**
   Program evaluation is a systematic method for collecting, analyzing, and using information to answer basic questions about proposed initiatives to build or strengthen capacity of the institution in a particular area in the FANH sciences. Provide a methodology and implementation plan for evaluating the accomplishment of stated objectives, results, and measurable outcomes during the project. Clearly identify the performance measure(s) by which the project's success will be assessed. In the evaluation plan, indicate the criteria and corresponding weight of each to be used in the evaluation process. Describe any data to be collected and analyzed, and explain the methodology that will be used to determine the extent to which the needs underlying the project are met. Indicate how the evaluation will determine whether and to what degree the project had an impact on teaching/education, research, and extension capacity. Identify those personnel who will be responsible for assessing project results and administering the project evaluation and reporting process and include a description of their expertise or credentials. The evaluation plan is a crucial component of the application. The following

outline may be used as a guide when developing an evaluation plan to monitor institutional capacity building/strengthening:

a) Section I: A description of the evaluation framework which specifies what you want to evaluate, what questions are to be addressed in the evaluation, and the timeframe for conducting the evaluation.
b) Section II: A description of the program implementation objectives.
c) Section III: A description of the program outcome objectives, performance measures, and impact.
d) Section IV: Procedures for managing and monitoring the evaluation and reporting.

5. **Dissemination Plan**
   Document how project accomplishments (products, results, and impacts, etc.) will be disseminated to the broadest extent throughout the academic or scientific community and to policy makers and the public. Discuss the institution's commitment to disseminate project results and products. Identify target audiences and explain methods of communication.

6. **Partnership and Collaborative Efforts**
   Explain how the project will maximize partnership and collaborative efforts to strengthen food, agricultural, natural resources, and human sciences across teaching/education, research and extension (e.g., involvement of faculty in related disciplines at the same institution, Collaborative Grant applications with other educational institutions, or expand cooperative activities with business or industry at the 1890 institution). As appropriate, clearly describe the collaborative management plan to ensure successful outcomes towards project goals.

7. **Potential Pitfalls, Limitations, and Alternatives (if applicable)**
   Identify and explain any potential challenges that might impede progress during the duration of the project. Additionally, describe any potential strategies or alternatives that might be implemented to address such challenges. **This section is optional for all applications and therefore, it will not count against the applicant during the evaluation process.**

C. Roles and Project Responsibility of Key Personnel

1. **Number and Qualifications of Project Personnel**
   The application must clearly explain the adequacy of the number and qualifications of key persons who will develop and carry out the project.

2. **Capacity of Personnel to carry out the Project**
   Qualified and sufficient personnel are critical for meeting the capacity building objective of a project. Proposals must clearly identify the role of all key personnel, responsibilities and outcomes for each member, and describe the management plan to assure successful project outcomes.

D. Budget and Cost-Effectiveness

1. **Budget (including Justification)**
   In summary form, explain how the total budget adequately supports the project. Details about the budget (as it pertains to the Evaluation Criteria in Part V., B.) should be included in the R&R Budget (see Part V, 7 of the NIFA Grants.gov Application Guide).

2. **Cost Effectiveness**
   In summary form, explain 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. Details about the cost-effectiveness of the budget (as it pertains to the Evaluation Criteria in Part V., B.) should be included in the R&R Budget (see Part V, 7 of the NIFA Grants.gov Application Guide).

Professional Development Applications

To facilitate application review and evaluation, the applicant must include the following headings in the Project Narrative (A. through D.), followed by the applicant's response for each item below.

A. Merit of the Proposed Activities as a Means of Enhancing the Capabilities and Competitiveness of the Applicant
Describe the merit of the proposed activities and how they will provide professional development for the applicant. Explain the relevant methods that will be involved with the project. Describe the collaborators that will be involved and their respective role with the project, and ensure that they are directly linked to the proposed objectives and activities. Identify all products, outputs, outcomes, and overall impact of the project and ensure that they are appropriately linked to the project's objectives and activities.

B. Merit of Applicant's Experience and Appropriateness of Proposed Activities
Describe the applicant's previous experience and background, including (but not limited to) the following: 1) relevant professional development experience that provided appropriate knowledge, 2) expertise in a FANH science discipline, and 3) relevant experience in teaching/education, research, and/or extension. Describe the proposal's proposed objectives and activities. Include a realistic timetable that will ensure successful completion of the project.

Potential Pitfalls, Limitations, and Alternatives (if applicable)
Identify and explain any potential challenges that might impede progress during the duration of the project. Additionally, describe any potential strategies or alternatives that might be implemented to address such challenges. **This section is optional for all applications and therefore, it will not count against the applicant during the evaluation process.**

C. Relevance to 1890 Institution and U.S. Agriculture

Describe the relevance of the project/training to the food, agriculture, and natural resources strategic plan at the institution. Additionally, explain the relevance of the project/training to long-range improvements in the sustainability of U.S. agriculture, the environment, human health and well-being, and rural communities.

D. Appropriateness and Cost-effectiveness of the Proposed Budget

In summary form, explain how the total budget adequately supports the project, and the necessity and reasonableness of costs to carry out project activities and achieve project objectives. Details about the budget and its cost-effectiveness (as it pertains to the Evaluation Criteria in Part V., B.) should be included in the R&R Budget (see Part V, 7 of the NIFA Grants.gov Application Guide).

c. Field 12. Add Other Attachments

See Part V. Section 4.12 of the NIFA Grants.gov Application Guide (Field 12 on the form) for instructions for this field.

The following attachments must be included in your CBG application:

1. **Accomplishment report of previously funded projects (if applicable)**. Project Directors with an active or previously received 1890 capacity building grant award must submit a one page accomplishment report (one report per project). The report must include impacts and outcomes of the funded project and briefly describe how the new proposal is related to the outcomes from the previous award. A copy of the REEport report must be included in the Appendix.

2. **Progress Report (if applicable)**. This requirement only applies to the Renewal applications or Resubmitted Renewal applications (see Part II, C.). These applications must include a progress report within the applicable page limitation of the Project Narrative.

3. **Collaborative Arrangement Letter(s)**. If it is necessary to enter into formal consulting or collaborative arrangements with others, such arrangements should be fully explained and justified in the project narrative (Partnership and Collaborative Efforts, Part IV, B.). If the consultant(s) or collaborator(s) are known at the time of the application, a vitae or resume should be provided. In addition, letters of support should be provided that describe the services that will be performed. You are required to provide additional information on consultants and collaborators in the budget portion of the application, including the rate of pay, letters of commitment, and curriculum vitae. Provide evidence (via letters from the parties involved in the partnership or collaborative arrangement) that indicates the roles, responsibilities, and anticipated outcomes from each member of the partnership. Partnership and Collaborative Letters must be signed by the Authorized Representatives (ARs). Letters should be submitted in PDF, and there is no page limit. If the application has a USDA collaborator(s), documentation of USDA – 1890 Institution collaboration must be provided in the application. The collaboration should advance capacity building at the 1890 institution in the area of the submitted application. Provide

a letter (PDF format) from the USDA cooperating office that is **signed by the USDA Unit Director (supervisor of the USDA collaborating staff person) and the USDA collaborator (i.e., staff person who will work on the project)** that clearly identifies the role and expected outputs and outcomes of their participation. Identify the person(s) at each agency or office who will serve as liaison or technical (scientists, educator, etc.) contact for the project and provide their phone number and email address. **Due to potential conflicts of interest, NIFA collaborators are NOT permitted.**

For Professional Development Applications (e.g., sabbaticals and faculty exchanges): Provide documentation that arrangements have been made with a relevant expert(s) to serve as host, including:

- A letter from the home institution detailing the particular arrangements at the home institution with respect to salary, date, and duration of the professional development experience;
- A letter from the host or training institution indicating willingness to serve in this capacity and a description of the host's contribution to the proposed activities, both scientifically and with regard to use of facilities and equipment; and
- A statement signed by the Department Head or equivalent official at the host institution indicating a commitment to provide Teaching/Education, Research, and/or Extension related space and facilities for the period of the applicant's presence.

4. **Institution/School/Department Goals and Objectives**. Include an institutional letter indicating that the application is within the strategic plan of the institution in FANH sciences. The letter must describe which school or department at your institution would potentially benefit from funds to build or strengthen capacity. The letter must be developed on official university letterhead and signed by the Dean, Agricultural Research Director, or Extension Administrator (limit to one page, PDF format). **The institutional letter is required for all grant applications. Applications that do not include the institutional letter will not be accepted for review.**

5. **Expected Outcomes – PDF Attachment.** Title the attachment "Expected Outcomes" in the document header and save file as "Expected Outcomes." Please use a format, similar to what is provided in **Figure 1** below, to submit expected outcomes and attach it as the last page of the application. A fillable version of this document can be found at: https://nifa.usda.gov/resource/recommended-format-submitting-expected-impacts

Figure 1*:* Expected Outcome Template

Primary Project Function: (Choose one)		
EDUCATION: ☐	**EXTENSION :** ☐	**RESEARCH:** ☐
DATA FOR MSI PROGRAMS: 1890s, HSI, 1994s, ANNH, Insular		
Expected outcomes during entire grant period		**Expected Number**
1. Number of farmers/community members to be served, for example, provided with training and/or new information regarding markets, technology, production practices, etc.		
2. Number of products to be developed for the education and training of students through grant funds during the project period		
2-A. curricula, academic programs		
2-B. recruitment/retention programs		
2-C. teaching or educational materials, distance education capability, experiential learning opportunities		
3. Number of faculty supported by this grant for professional development during the grant period: participation in sabbaticals, workshops, conferences, etc.		
4. Number of students who will indirectly benefit from the products produced from the grant during the grant period (i.e., using the curriculum/instrumentation, enrolled in the program, recruited or retained but not paid by the grant using scholarships, fellowships and assistantships).		
5. Number of male students to be directly supported by this grant (i.e., scholarships, fellowships, assistantships, internships included as a cost in your project budget) for undergraduate or post-graduate education		
6. Number of underrepresented[1] male students to be supported during the grant period (Provide the best estimate based on past experience)		
7. Number of female students to be directly supported by this grant (i.e., scholarships, fellowships, assistantships, internships included as a cost in your project budget) for undergraduate or post-graduate education		
8. Number of underrepresented[1] female students to be supported during the grant period (Provide the best estimate based on past experience)		
9. Number of students supported by this grant (i.e., scholarships, fellowships, assistantships) who are pursuing their degree		
9-A. Two year or other certificates		
9-B. Undergraduate or other 4 year degrees		
9-C. Master's degree		
9-D. Ph.D. degree		
9-E. Postdoctoral training		
10. Number of students who will be supported by this grant on an internship or other experiential learning opportunity		
10-A. Domestic experiences, with a government or non-governmental organization that is not affiliated with your university		

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

Primary Project Function: (Choose one)	
10-B. International experiences, including study abroad, educational travel longer than a month, etc.	

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

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

Detailed information related to the questions on this form is available in Part V, 5 of the NIFA Grants.gov Application Guide. This section of the guide includes instructions about senior/key person profile requirements, and details about the biographical sketch and the current and pending support, including a link to a suggested template for the current and pending support.

The biographical sketch for Key Personnel must be submitted as an attached PDF file. **Each vita may not exceed two pages (excluding publications listing)**. For **each of the Key Personnel,** a biographical sketch must be attached as a PDF file.

a. ***Project Role Field*** – Complete appropriately.

- ***Professional Development Applications*** – Select "PD/PI" for the Professional Development applicant. Select "Other" for the corresponding host expert(s)/mentor(s) (if applicable), and any other personnel whose qualification merit consideration in the evaluation of the application.

b. ***Biographical Sketch –*** Title the attachment as 'Biographical Sketch' in the document header and save file as 'Biographical Sketch'.

- ***Professional Development Applications*** – A biographical sketch must be submitted for the Professional Development applicant, the host expert(s)/mentor(s) (if applicable), and any other personnel whose qualifications merit consideration in the evaluation of the application.

c. ***Current and Pending Support –*** Title the attachment as 'Current and Pending Support' in the document header and save file as 'CurrentPendingSupport'.

Note: Even if no other funding is currently reported under the "Active" section of this attachment, you must still list information for this grant application under the 'Pending' section for each senior/key person identified above. Total time commitment (Current and Pending) cannot exceed 100% at any given time. The time commitment for this project should not be less than the time for which salary compensation is requested. Further, all projects must include time commitments.

- ***Professional Development Applications*** –Include Current and Pending Support forms for the Professional Development applicant and the host expert(s)/mentor(s) (if applicable).

5. R&R Personal Data – As noted in Part V, 6 of the NIFA Grants.gov Application Guide, the submission of this information is voluntary and is not a precondition of award. Part V.6 also notes the importance and use of the information.

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

The Budget Justification should be no more than five pages and must be attached as PDF file to the R&R Budget Form-Section F-K.

The Budget Justification must contain two parts and **must be labeled as subheadings:**

• **Budget Justification, (including cost details)** of budget line-items, and
• **Cost-effectiveness** of overall budget

An application will not be accepted for review if this document is not included or not in PDF format (no exceptions).

Refer to the table (Part I, C.) for the maximum fund allocation for each grant type/project type. **Applications with a budget request that exceeds the cap will be excluded from review.**

The justification should discuss how the budget specifically supports the proposed project activities and explain how budget line-items such as professional or technical staff time, salary, travel, equipment, etc. are necessary and reasonable to achieve project objectives. All expenditures for the applicant and each collaborator must be itemized and justified to indicate relevant capacity building at the 1890 institution(s). A justification is required for all travel related to the proposed project. **All costs must be fully explained and justified.**

Reasonable travel expenses to attend the Project Directors' Meeting and/or other relevant meetings may be included in the application's budget under travel expenses.

Cost-effectiveness: Illustrate how the project maximizes the use of limited resources, optimizes educational value for the dollar, achieves economies of scale, or leverages additional funds.

SF 424 (R&R) Subaward Budget Attachment (Only required if submitting a Collaborative Grant application)
Collaborative Grant applications must include separate subaward budgets (R&R Subaward Budget Attachment Form), budget justifications, and letters of support for each of the identified project partners which are **signed by the Authorized Representatives (ARs) of the collaborating organizations.**

For further information and instructions regarding indirect costs, refer to Part V, section 7.9 of the NIFA Grants.gov Application Guide. For indirect cost funding restrictions, refer to Part IV, D. of this RFA.

7. Supplemental Information Form

Detailed information related to the questions on this form is available in Part VI, 1 of the NIFA Grants.gov Application Guide.

- **Field 2. Program to which you are applying.** Enter the program code name and the program code that corresponds with your project (see Part I, C.):

- **Field 7**. Key Words. Applicants should enter the most relevant words to describe the proposed project. In addition, applicants should include keywords that clearly designate which of the Priority Areas, Need Areas, and Discipline(s) are addressed in the application.

- Note that accurate entry of the program code and key words are very important for proper and timely processing of an application.

Field 8. Conflict of Interest List**. See Part VI, 1.8 of the NIFA Grants.gov Application Guide for further instructions and a link to a suggested template.**

8. Representations Regarding Felony Conviction and Tax Delinquent Status for Corporate Applicants

This is a required form for corporate applicants. See Part VI, 2 of the NIFA Grants.gov Application Guide for a description of the term, "corporation," and detailed information related to the questions on this form.

C. Submission Dates and Times

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

Instructions for submitting an application are included in Part IV, Section 1.5 of the NIFA Grants.gov Application Guide.

Applications must be received by Grants.gov by **5 p.m. Eastern Time** on April 18, 2019**.** Applications received after this deadline will normally not be considered for funding.

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

We send email correspondence to the AR regarding the status of submitted applications. We strongly encourage you to provide accurate email addresses, where designated, on the SF-424 R&R Application for Federal Assistance.

If the AR has not received correspondence **from NIFA** regarding a submitted application within 30 days of the established deadline, contact the Agency Contact identified in Part VII of the RFA and request the proposal number assigned to the application. **Failure to do so may result in the application not being considered for funding by the peer review panel. Once the application has been assigned a proposal number, you should cite this number on all future correspondence.**

D. Funding Restrictions

Section 713 of the Consolidated Appropriations Act, 2018 (Pub. L. 115-141) limits indirect costs to 30 percent of the total federal funds provided (or 42.857 percent of total direct costs) under each award. Similar language may be included in the FY 2019 appropriation, therefore, when preparing budgets, you should limit your request for the recovery of indirect costs to the lesser of your institution's official negotiated indirect cost rate or the equivalent of 30 percent of total Federal funds awarded. See Part V section 7.9 of the NIFA Grants.gov Application Guide for further indirect cost information.

The use of grant funds to plan, acquire, or construct a building or facility is not allowed under this program. With prior approval, and in accordance with the cost principles set forth in 2 CFR part 200, some grant funds may be used for minor alterations, renovations, or repairs deemed necessary to retrofit existing teaching/education or research spaces in order to carry out a funded project. However, requests to use grant funds for such purposes must demonstrate that the work is essential to achieving the major purpose of the project. Grant funds may not be used for endowment investing.

E. Other Submission Requirements

You should follow the submission requirements noted in Part IV, Section 1.5 in the document entitled "NIFA Grants.gov Application Guide."

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

PART V—APPLICATION REVIEW REQUIREMENTS

A. General

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

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

- 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;
- the need to include experts from various areas of specialization within relevant scientific, education, or extension fields;
- the need to include other experts (e.g., producers, range or forest managers/operators, and consumers) who can assess relevance of the applications to targeted audiences and to program needs;
- 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;
- the need to maintain a balanced composition with regard to minority and female representation and an equitable age distribution; and
- 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 be approved for support from currently available funds or be declined due to insufficient funds or unfavorable review.

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

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

B. Evaluation Criteria

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

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

We will use the evaluation criteria below to review applications submitted in response to this RFA:

Standard and Collaborative Grant Applications:

Each application will be evaluated by three peer reviewers. We will use the evaluation criteria below (which are listed in priority order of importance) to review **Standard** and **Collaborative** applications submitted in response to this RFA:

1. Potential for Building and Strengthening Capacity and Advancing the Quality of Teaching/Education, Research or Extension.

This criterion is used to assess the likelihood that the project will have an impact on and advance the quality of the FANH sciences by strengthening institutional capacities to meet clearly delineated needs in the 1890 institutional objectives of high importance, or the strategic goals or the Plan of Work. Elements considered include institutional goals in the FANH sciences, NIFA/USDA's Strategic Goals and/or Objectives, identification of a problem or opportunity to be addressed as one of the Priority Areas, justification for the project, innovation, advancing educational equity, multidisciplinary and/or problem-based focus, and potential for adoption by other institutions, the institution's capability to perform the project and the degree to which the project will strengthen its Teaching/Education, Research, or Extension 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, research or extension enhancement, and plans for project continuation or expansion beyond the period of USDA support.

2. Overall Approach, Cooperative Linkages and Quality of the Proposal.

This criterion relates to the soundness of the proposed approach including: objectives that show a clear connection to the institutional goals or strategic plan or Plan of Work; methodology; plan of operation, and timetable that describes limitations and strategies to avoid or compensate for identified limitations.

For collaborative grant proposals: a timetable that includes the responsibilities of all partners in the project timetable; expected products and results; an evaluation plan that includes performance measures to assess project success; and dissemination plans.

For Teaching/Education, Research, Extension, and Integrated proposals: emphasis is placed on the identified core competencies that students and/or clients will attain through new knowledge, the quality of educational, research, and/or extension support provided to the applicant institution through its partnerships and collaborative initiatives, and on the potential cooperative linkages likely to evolve as a result of this project clearly identifying the key personnel responsibilities for products, outputs, outcomes, and potential impacts. Metrics to assess products, outputs, and outcomes are to be clearly delineated in the proposal to include clear identification of the role of

the partners and the outcomes for the 1890 institution. Participation of a USDA agency cooperator(s) is optional; however, if the application included USDA cooperator(s), their role must be clearly identified.

Overall quality of the proposal relates to the degree to which the proposal complies with the application guidelines. The proposal is enhanced by its adherence to instructions (cover page, table of contents, organization, pagination, margin, font size, the specified page limitation, appendices, etc.); accuracy of forms; clarity of budget justification; well-prepared vitae for all key personnel associated with the project; and presentation. Also assessed is how effectively ideas are presented, clearly articulated, and thoroughly explained, as well as the inclusion of all required forms.

3. Personnel Resources.

This criterion relates to the adequacy of the number and qualifications of key personnel who will develop and carry out the project, and the qualifications of project personnel who will manage the successful attainment of the proposed outcomes, provide for the assessment of project results and impacts and dissemination of these findings. Proposals must clearly identify the role of all key personnel, responsibilities and outcomes for each member, and describe the management plan to assure successful project outcomes. Qualified and sufficient personnel are critical for meeting the capacity building objective of a project.

4. Budget and Cost-Effectiveness.

This criterion relates to the extent to which the total budget adequately supports the project and is cost effective. Elements considered include the necessity and reasonableness of costs to carry out project activities and achieve project objectives; the appropriateness of budget allocations between the applicant and any collaborating institution(s); the adequacy of time committed to the project by key project personnel; and the degree to which the project maximizes the use of limited resources, optimizes educational value for the dollar, achieves economies of scale, leverages additional funds, and focuses expertise and activity on high-priority Teaching/Education, Research, or Extension Need Areas based on the 1890 institutional objectives or strategic plan or Plan of Work.

Professional Development Applications:

We will use the evaluation criteria below (which are listed in priority order of importance) to review **Professional Development** applications submitted in response to this RFA:

1. Merit of the Proposed Activities as a Means of Enhancing the Capabilities and Competitiveness of the Applicant.

- Relevant methods
- Appropriate collaborators; and
- Clear objectives and targeted outcomes.

2. Merit of Applicant's Experience and Appropriateness of Proposed Activities.

- Applicant's previous experience and background;
- Appropriateness of the proposed activities/training for the goals proposed; and
- Realistic timetable for completion.

3. Relevance to 1890 Institution and U.S. Agriculture.

- Relevance of the project/training to the food, agriculture, and natural resources strategic plan at the applicant's institution; and
- Relevance of the project/training to long-range improvements in the sustainability of U.S. agriculture, the environment, human health and well-being, and rural communities.

4. Appropriateness and Cost-effectiveness of the Proposed Budget.

- Budget, including justification; and
- Cost effectiveness.

C. Conflicts of Interest and Confidentiality

During the peer evaluation process, we take extreme care to prevent any actual or perceived conflicts of interest that may impact review or evaluation. See https://www.nifa.usda.gov/business/competitive_peer_review.html for further information about conflicts of interest and confidentiality as related to the peer review process.

D. Organizational Management Information

Specific management information relating to an applicant shall be submitted one-time, with updates on an as-needed basis. This requirement is part of the responsibility determined prior to the award of a grant identified under this RFA, if such information has not been provided previously under this or another NIFA program. We will provide you copies of forms recommended for use in fulfilling these requirements as part of the pre-award process. Although an applicant may be eligible based on its status as one of these entities, there are factors that may exclude an applicant from receiving federal financial and nonfinancial assistance and benefits under this program (e.g., debarment or suspension of an individual involved or a determination that an applicant is not responsible based on submitted organizational management information).

E. Application Disposition

An application may be withdrawn at any time before a final funding decision is made regarding the application. Each application that is not selected for funding, including those that are withdrawn, will be retained by NIFA for a period of three years.

PART VI—AWARD ADMINISTRATION

A. General

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

B. Award Notice

The award document will provide pertinent instructions and information including, at a minimum, the information described in 2 CFR 200.210.

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

C. Administrative and National Policy Requirements

Several federal statutes and regulations apply to grant applications considered for review and to project grants awarded under this program. These may include, but are not limited to, the ones listed on the NIFA web page – https://nifa.usda.gov/federal-regulations.

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

Responsible and Ethical Conduct of Research

Refer to Part II, D for more information.

D. Expected Program Outputs and Reporting Requirements

The output and reporting requirements are included in the award terms and conditions (see https://www.nifa.usda.gov/business/awards/awardterms.html for information about NIFA award terms). If there are any program or award-specific award terms, they will be identified in the award.

PART VII—AGENCY CONTACTS

Applicants and other interested parties are encouraged to contact:

Programmatic Contact –

Antonio McLaren, Ed.D.
National Program Leader
Division of Community and Education
Location: 4435 Waterfront Centre
800 9th Street, SW
Washington, DC 20024
Phone: (202) 720 - 0742
Fax: (202) 720 - 9366
Email: antonio.a.mclaren@nifa.usda.gov

Administrative/Business Contact –

Rochelle McCrea
Team Leader, Team I Branch II
Location: 2152 Waterfront Centre
800 9th Street, SW
Washington, DC 20024
Phone: (202) 401 - 2880
Fax: (202) 401 - 6271
Email: rmccrea@nifa.usda.gov

PART VIII—OTHER INFORMATION

A. Use of Funds; Changes

1. Delegation of Fiscal Responsibility

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

2. Changes in Budget or Project Plans

In accordance with 2 CFR 200.308, awardees must request prior approval from NIFA for the following program or budget-related reasons:

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

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

(iii) The disengagement from the project for more than three (3) months, or a 25 percent reduction in time devoted to the project, by the approved project director or principal investigator.

(iv) The inclusion, unless waived by the federal awarding agency, of costs that require prior approval in accordance with 2 CFR 200 Subpart E—Cost Principles of this part or 45 CFR Part 75 Appendix IX, "Principles for Determining Costs Applicable to Research and Development under Awards and Contracts with Hospitals," or 48 CFR Part 31, "Contract Cost Principles and Procedures," as applicable.

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

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

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

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

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

B. Confidential Aspects of Applications and Awards

When an application results in an award, it becomes a part of the record of NIFA transactions, available to the public upon specific request. Information that the Secretary of Agriculture determines to be of a confidential, privileged, or proprietary nature will be held in confidence to the extent permitted by law. Therefore, any information that the applicant wishes to have considered as confidential, privileged, or proprietary should be clearly marked within the

application. We will retain for three (3) years a copy of an application that does not result in an award. Such an application will be released only with the consent of the applicant or to the extent required by law. An application may be withdrawn at any time prior to the final action thereon.

C. Regulatory Information

This program is not subject to the provisions of Executive Order 12372, which requires intergovernmental consultation with state and local officials.

Under the provisions of the Paperwork Reduction Act of 1995 (44 U.S.C. Chapter 35), the collection of information requirements contained in this notice have been approved under OMB Document No. 0524-0039.

D. Definitions

Refer to 7 CFR 3430, Competitive and Noncompetitive Non-formula Financial Assistance Programs--General Award Administrative Provisions, for applicable definitions for this NIFA grant program.

In addition, the following definitions apply specifically to this RFA:

Capacity Building means enhancing and strengthening the quality and depth of an institution's research, academic and/or extension 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, extension delivery systems, organizational structures and reward systems for attracting and retaining first-rate research faculty or students at the graduate and post-doctorate levels.

Eligible participant means, for purposes of the Program Need Areas "Faculty Preparation and Enhancement for Teaching" and "Student Recruitment and Retention", an individual who is a citizen or national of the United States as defined in this section.

Extension application means an application that addresses one or more of the Extension Need Areas or specific subject matter/emphasis areas identified in the annual Request for Applications.

Extension capacity means the quality and depth of an institution's Extension infrastructure as evidenced by its: curriculum, instructional delivery systems, Extension faculty, volunteer and other program support systems, use of technology in program delivery, library resources and service to underserved populations.

Food, agricultural, natural resources, and human sciences means basic, applied, and developmental research, extension, and teaching/education activities in the food and fiber, agricultural, renewable natural resources, forestry, and physical and social sciences, in the broadest sense of these terms, including but not limited to, activities relating to the production, processing, marketing, distribution, conservation, utilization, consumption, research, and development of food and agriculturally related products and services, and inclusive of programs in agriculture, natural resources, aquaculture, forestry, veterinary medicine, family and consumer sciences (previously known as home economics), rural human ecology, rural economic, community, or business development, and closely allied disciplines.

Outcomes means specific, measurable project results and benefits that indicate the project's plan of operation has been achieved. Measurable outcomes include:

> a) Results are intended or unintended consequences of the project, e.g., "...additional course materials now available online to reinforce student learning during non-classroom hours";
> b) Products may be actual items or services acquired with funds, e.g., "…mechanisms and content to transition existing course(s) or elements of course(s) for Web-based access" or "created new and innovative prevention and intervention initiatives"; and
> c) Impacts are a measure of the results by comparing what might have happened in the absence of the funded project.

Plan of Operation means a detailed, step-by-step description of how the applicant intends to accomplish the project's outcomes. At a minimum, the plan should include a timetable indicating how outcomes are achieved, a description of resources to be used or acquired, and the responsibilities expected of all project personnel.

Research application means an application that addresses one or more of the Research Need Areas or specific subject matter/emphasis areas identified in the annual Request for Applications.

Research capacity means the quality and depth of an institution's research infrastructure as evidenced by its: faculty expertise in the natural or social sciences, scientific and technical resources, research environment, library resources, and organizational structures and reward systems for attracting and retaining first-rate research faculty or students at the graduate and post-doctorate levels.

Teaching means formal classroom instruction, laboratory instruction, and practicum experience in the FANH sciences and matters related 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.

Teaching/Education application (also see Teaching/Education Need Area) means an application that addresses one or more of the Teaching/Education Need Areas or specific subject matter/emphasis areas identified in the annual Request for Applications and addressed by the applicant's proposal.

Teaching capacity means the quality and depth of an institution's academic programs infrastructure.

Teaching/Education Need Area (also see Teaching/Education application) means the specific area(s) of educational focus identified in the annual Request for Applications and addressed by the applicant's proposal.

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

USDA agency cooperator means any agency or office of the Department which has reviewed and endorsed an applicant's request for support, and indicates a willingness to make available non-monetary resources or technical assistance throughout the life of a project to ensure the accomplishment of the objectives of a grant awarded under this program.

E. Materials Available on the Internet

CBG program information is available on the NIFA web site at https://nifa.usda.gov/funding-opportunity/1890-institution-teaching-research-and-extension-capacity-building-grants-cbg.

Additionally, you may visit https://nifa.usda.gov/program/1890-land-grant-institutions-programs to review stakeholder input, CBG Program data, and other application and program resources.