Alaska Native-Serving and Native Hawaiian-Serving Education Competitive Grants Program (ANNH)

MODIFIED: Pages 1, 2, 4, 16 & 24 (3/22/2018)

2018 Request for Applications (RFA)

APPLICATION DEADLINE: ~~March 30, 2018~~ May 11, 2018

ELIGIBILITY: See Part III, A of RFA

USDA United States Department of Agriculture — National Institute of Food and Agriculture

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

ALASKA NATIVE-SERVING AND NATIVE HAWAIIAN-SERVING INSTITUTIONS EDUCATION COMPETITIVE GRANTS PROGRAM (ANNH)

INITIAL ANNOUNCEMENT

CATALOG OF FEDERAL DOMESTIC ASSISTANCE: This program is listed in the Catalog of Federal Domestic Assistance under 10.228.

DATES: Applications must be received by **5 p.m. Eastern Time** on ~~March 30~~ **May 11**, 2018. Applications received after this deadline will normally not be considered for funding (see Part IV, C of this RFA). Comments regarding this request for applications (RFA) are requested within six months from the issuance of this notice. Comments received after that date will be considered to the extent practicable.

STAKEHOLDER INPUT: We at the National Institute of Food and Agriculture (NIFA) seek your comments about this RFA. We will consider your comments when we develop the next RFA for the program, if applicable, and we'll use them to meet the requirements of section 103(c)(2) of the Agricultural Research, Extension, and Education Reform Act of 1998 (7 U.S.C. 7613(c)(2)). Submit your written stakeholder comments by the deadline set forth in the DATES portion of this notice via email to Policy@nifa.usda.gov. (This email address is only for receiving comments regarding this RFA and _not_ for requesting information or forms.) In your comments, please state that you are responding to the Alaska Native-Serving and Native Hawaiian-Serving Institutions Education Competitive Grants Program (ANNH) RFA.

EXECUTIVE SUMMARY: NIFA requests applications for the ANNH Competitive Grants Program for fiscal year (FY) 2018 to promote and strengthen the ability of Alaska Native-Serving Institutions and Native Hawaiian-Serving Institutions to carry out education, applied research, and extension community development programs. The anticipated amount available for grants in FY 2018 is approximately $3,000,000. This RFA is released prior to the passage of an appropriations act for FY 2018. Enactment of additional continuing resolutions or an appropriations act may affect the availability or level of funding for this program.

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

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PART I—FUNDING OPPORTUNITY DESCRIPTION

A. Legislative Authority

This program is administered under the provisions of section 759 of Public Law 106-78 (7 U.S.C. 3242) which was amended and re-designated as section 1419B of the National Agricultural Research, Extension, and Teaching Policy Act (NARETPA) of 1977 (7 U.S.C. 3156) by Section 7112 of the Food, Conservation, and Energy Act of 2008 (FCEA) (Pub. L. 110-246). As legislatively reauthorized by Section 7107 of the Agricultural Act of 2014 (H.R. 2642; Pub. L. 113-79), the purpose of this program continues to promote and strengthen the ability of eligible Alaska Native-Serving Institutions and Native Hawaiian-Serving Institutions to carry out education, applied research, and extension community development programs within a broadly defined area of the food, agricultural, natural resource and human (FANH) sciences.

B. Purpose and Priorities

The purpose of this program is to promote and strengthen the ability of Alaska Native-Serving Institutions and Native Hawaiian-Serving Institutions to carry out education, applied research, and related community development programs. NIFA intends this program to address educational needs, as determined by each institution, within a broadly defined area of FANH sciences.

The ANNH Program directly aligns with:

1. 2014-2018 USDA Strategic Plan, Strategic Goal #1 -- Assist Rural Communities to Create Prosperity so They Are Self-sustaining, Repopulating, and Economically Thriving
2. 2016 Research, Economics, and Education Action Plan, Strategic Goal #6 – Education and Science Literacy
3. 2014-2018 NIFA Strategic Plan, Strategic Goal #1 Science - Sub-goal 1.7 -- Ensure the development of human capital, communities, and a diverse workforce through research, education, extension, and engagement programs in food and agricultural sciences to support a sustainable agriculture system

C. Program Area Description

Key Information:
Program Code – RD
Program Code Name –
- Alaska Native-Serving and Native Hawaiian-Serving Education Grant Program (ANNH)
Code of Federal Domestic Assistance- 10.228
Requested Project Types –
- Education Projects
- Extension Projects
- Research Projects
- Integrated Research, Extension and Education Projects
Requested Grant Types – Standard and Collaborative Grants
Application Deadline – ~~March 30~~ **May 11**, 2018

Grant Duration	24-36 months
Number of Applications Per Lead Institution	One Standard and One Collaborative as Lead Institution
Award Limit per Institution	Two Grant Awards – One Standard - $150,000 to $450,000 and One Collaborative - $300,000 to $1,000,000
Total Funding per Institution	$1,450,000

NIFA is soliciting applications for the ANNH program that support -

1. Activities of collaborative membership of Alaska Native-Serving or Native Hawaiian-Serving Institutions to enhance educational equity for underrepresented students;

2. Strengthening institutional education capacities, including libraries, curriculum, faculty, scientific instrumentation, instruction delivery systems, and student recruitment and retention, in order to respond to identified State, regional, national, or international educational needs in the food and agriculture sciences;

3. Undergraduate and graduate students from underrepresented groups in order to prepare them for careers related to the FANH sciences and beginning with the mentoring of students from K-12, and continuing with the provision of financial support for students through their attainment of a doctoral degree; and

4. Cooperative initiatives between at least two or more Alaska Native-Serving or Native Hawaiian-Serving Institutions, which may work in cooperation with one or more other entities including units of State government and private sector organizations, to maximize the development and use of resources, such as faculty, facilities, and equipment, to improve FANH science education programs.

Applications for the ANNH program will include activities that:

1. Enhance educational equity for underrepresented students;
2. Strengthen institutional educational capacities;
3. Prepare students for careers related to the FANH sciences; and
4. Maximize the development and use of resources to improve FANH education programs.

Leadership Skills Development

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

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

Incorporation of Social Sciences and Enhancing Impacts

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

Metrics

The ANNH Grants Program requires all project directors to provide appropriate metrics and describe the expected products and results, outcomes, and their potential impact on strengthening the FAHN Sciences in education, research and extension. Metrics to assess products, outputs and outcomes are to be clearly delineated in the proposal.

eXtension

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

PART II—AWARD INFORMATION

A. Available Funding

The anticipated amount available for ANNH grants in FY 2018 is approximately $3,000,000. This RFA is released prior to the passage of an appropriations act for FY 2018. Enactment of additional continuing resolutions or an appropriations act may affect the availability or level of funding for this program.

The following information applies to both Standard and Collaborative Grants:

1. Grant Duration
   The project period may range from 24 to 36 months (two to three years). The project start date should not occur prior to August 2018.

2. Number and Size of Awards
   The number of grants awarded in FY 2018 will depend on the number of applications recommended for funding in response to this notice.

   Note that actual amounts awarded by NIFA under the ANNH Grants Program may differ from the amounts requested in the application submitted to the program, and that revised budgets and revised plans of work may be required by NIFA before an award is made.

3. Proposal Submission Limitations
   Each eligible, individual institution, independent branch campus, and branch institution of a State system may submit, or be a party to, a maximum of two applications for funding. An institution (or its fiscal agent) may submit one application as an individual institution and may be a party to one other application as part of a collaborative arrangement. Institutions may not apply as part of more than one collaborative arrangement.

4. Grant Limitations per Institution
   Each eligible, individual institution, independent branch campus, and branch institution of a State system may receive, or be a party to, a **maximum of two grant awards – one Standard Grant and one Collaborative Grant** – under the ANNH Grants Program. This ceiling including sub-grant awards made under a collaborative arrangement (i.e., an institution may participate as the lead institution or as a sub-grantee on a Collaborative Grant, and may receive one Standard Grant on its own). USDA may fund an institution simultaneously under both applications. Institutions that received a grant under this program in a prior year are still eligible to receive a grant this year.

5. Funding Limitations per Institution
   A maximum of two awards, one Standard and one Collaborative grant per lead institution, may be awarded in FY 2018. However, applicants must not exceed budget limits for Standard and Collaborative Grants

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

Applications may be submitted to the ANNH Program as one of the following types:

1. **New Application.** This is a project application that has not been previously submitted to the ANNH Grants 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.

2. **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). We must receive renewal applications by the relevant due dates. We will evaluate renewal applications in competition with other pending applications in the area to which they are assigned and review them according to the same evaluation criteria (Part V, B.) as new applications.

3. **Resubmitted Application.** This is an application that had previously been submitted to the ANNH Grants Program but not funded. Project Directors (PDs) must respond to the previous review peer panel summary (see Response to Previous Review, Part IV). We must receive resubmitted applications by the relevant due dates. We will evaluate resubmitted applications with other pending applications in the appropriate area to which they are assigned and review them according to the same evaluation criteria (Part V, B.) as new applications.

4. **Resubmitted Renewal Application**. This is a project application that requests additional funding for a project beyond the period that was approved in the original award. In addition, this is an application that had previously been submitted for renewal to the ANNH Grants Program but not funded. Therefore, PDs must provide a Progress Report (as required under the Project Narrative, Part IV) and must respond to the previous review's panel summary as required under Response to Previous Review, Part IV. We must receive resubmitted renewal applications by the relevant due dates. We will evaluate resubmitted renewal applications in competition with other pending applications in the areas to which they are assigned and review them according to the same evaluation criteria as new applications.

C. Project and Grant Types

1. Project Types

NIFA is soliciting applications for the ANNH Grants Program under the following project types (and Need Areas):

a. Education/Teaching Projects

Single-function Education/Teaching Projects conduct programs and activities that have formal classroom instruction, laboratory instruction, and practicum experience in the FANH sciences and may also support faculty development, student recruitment and services, curriculum development, instructional materials and equipment, and innovative teaching methodologies.

ANNH projects should focus on one or more of the Need Areas listed below. Please note that at least one of these Need Areas must be indicated on the Project Summary (See Part IV, B. 3).

Need Areas for FY 2018 are defined below:

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

    ii. Faculty Preparation and Enhancement for Teaching
To advance faculty development in the areas of teaching competency and leadership, subject matter expertise, or student recruitment and advising skills. Examples include:
      1. Obtaining experience with recent developments and new applications;
      2. Expanding competence in innovative technologies and instruction delivery;
      3. Developing new skills in a field of science or education including student advising skills; pursuing graduate-level study in a field related to the FANH sciences.
Each faculty recipient of support for developmental activities must be an "eligible participant;" please 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.

iii. Instructional Delivery Systems
To encourage the use of alternative methods of delivering instruction to enhance the quality, effectiveness, and cost efficiency of teaching programs. Examples include:
1. Incorporating alternative instructional methodologies that respond to differences in student learning styles;
2. Inter-institutional collaborations that deliver instruction in ways that maximize program quality and reduce unnecessary duplication;
3. Consideration and implementation of innovative instructional techniques, methodologies, and delivery systems in response to advances in knowledge and technology.

iv. Scientific Instrumentation for Teaching and Research
To provide students and faculty in science-oriented courses with suitable, up-to-date equipment in order to involve them in work central to scientific understanding and progress. Examples include:
1. Acquiring new, state-of-the-art instructional, laboratory, classroom, and research scientific equipment;
2. Upgrading existing equipment, or replacing non-functional or obsolete equipment.

v. Student Experiential Learning -
To further the development of student scientific and professional competencies through experiential learning programs that provide students with opportunities to solve complex problems in the context of real-world situations. Project focus may include:
1. Preparing future graduates to advance knowledge and technology, enhancing quality of life, conserve resources, and addressing community and economic development issues.
2. Enhancing student decision-making and communication skills, and improving real-life technological expertise.
3. Developing internships, practicum experiences, study abroad opportunities.
4. Participation with faculty on applied research and related community development projects.

vi. Student Recruitment, Retention, and Educational Equity
The purpose of this initiative is to enhance educational equity for underrepresented students, and strengthen student recruitment and retention programs in order to promote the future strength of the Nation's scientific, professional, and technical work force in the FANH sciences. Examples include:

1. Initiating new projects or supplementing current efforts to attract increased numbers of students from underrepresented groups to attend college;
2. Developing agricultural and science literacy programs at the high school level to attract students to college and careers in the FANH sciences;
3. Mentoring programs and other initiatives for student retention;
4. The provision of student financial support to attend college.

Each student recipient of monetary support for education costs or developmental purposes must be enrolled at an eligible institution and meet the requirement of an "eligible participant" please 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.

b. Extension Projects

Single-function Extension Projects shall deliver science-based knowledge and informal educational programs that lead to practical decision making. Program delivery may range from community-based to national audiences and use communication methods from face-to-face to electronic or a combination 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.

Extension Projects may address one or more of the following:

i. Support informal education to increase food and agricultural literacy in youth and adults;
ii. Promote science-based agricultural literacy by increasing understanding and use of food and agricultural science data, information, and programs;
iii. Build science-based capability to engage audiences and enable informed decision making;
iv. Develop new applications of instructional tools and curriculum structures that increase technical competency and ensure global competitiveness;
v. Offer non-formal learning programs that increase accessibility to new ideas and technologies that are appropriate for community development;
vi. Develop programs that increase public knowledge and citizen engagement leading to actions that protect or enhance the nation's food supply, agricultural productivity, environmental quality, community vitality, and/or public health and well-being.

These projects shall lead to measurable, documented changes in learning, actions, or conditions in an identified audience or stakeholder group. In addition, these

projects shall synthesize and incorporate a wide range of the latest relevant research results.

c. Research Projects

Single-function Research Projects support applied research conducted by individual investigators, or co-investigators within the same discipline, or multidisciplinary teams.

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.

Multi-disciplinary projects are those in which investigators from two or more disciplines collaborate to address a common problem. These collaborations, where appropriate, may integrate the various disciplines in the FANH sciences.

d. Integrated Research, Education and Extension Projects

An Integrated Project includes at least two of the three functions of the agricultural knowledge system (research, education, and extension) within a project. Some Integrated Project applications include all three components of the agricultural knowledge system. Applicants should consult the program area description beginning in Part I. C. of the RFA for their specific requirements of the program area to which they are applying.

The functions addressed in the project should be focused around the problem or issue and should be interwoven throughout the life of the project to complement and reinforce one another. While the functions can be interdependent and necessary for the success of the project, resource allocation between the functions need to be balanced.

Integrated Projects aim to resolve today's problems through the application of science-based knowledge and address needs identified by stakeholders. Integrated Projects clearly identify anticipated outcomes and have a plan for evaluating and documenting the success of the project. These projects should lead to measurable, documented changes in learning, actions, or conditions in an identified audience or stakeholder group.

Integrated Project applicants are encouraged to review https://nifa.usda.gov/resource/integrated-programs-application-information for additional information on integrated programs, including tips for writing Integrated Project applications and an example of an integrated application. Those interested in submitting Integrated Project applications are 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.

Integrated Project applications are required to include a Logic Model (2-Page limit). Failure to include this component may result in the application not being accepted by the program for evaluation.

2. Grant Types

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

a. **Standard Grant**: Supports targeted, original, scientific Education Projects. Applicants would be an eligible ANNH institution (two or 4-year independent branch campus, or branch institution of a State system) with project activities to be undertaken principally on behalf of and for the benefit of the lead applicant. Applicants may partner with other ANNH or non-ANNH without the requirement of sharing grant funds with other project partners.

b. **Collaborative Grant**: Supports projects with at least one additional partner or a multi-partner approach to enhance education programs. Collaborative Grants should build linkages to generate a critical mass of expertise, skill, and technology to address education/teaching programs related to the food, agricultural, and natural resources, and human sciences. These Grants shall reduce duplication of efforts and build capacity and shall be organized and led by a strong applicant with documented project management knowledge and skills to organize and carry out the initiative. The partners must share grant funds (see explanation of required funds distribution percentage among partners in the definition in Part VIII, D.). The amount of funds awarded to collaborative members as sub-grantees does NOT have to be the same for each sub-grantee. All collaborators shall have a substantive role in the collaboration that is reflected in the budget allocation to partners.

D. Responsible and Ethical Conduct of Research

While the Responsible and Ethical Conduct of Research (RCR) policy is required for research projects, it includes ethical conduct expected of all projects, including education and extension. RCR topics that apply to all projects include plagiarism, reporting misconduct, data and research integration, and ensuring the quality, accuracy, and transparency of scientific information used to support decision making. Since ethical conduct is applicable to all projects, it is imperative that all applicants have a full understanding of, and adhere to the RCR. For information about the Responsible and Ethical Conduct of Research, see http://nifa.usda.gov/responsible-and-ethical-conduct-research.

PART III—ELIGIBILITY INFORMATION

A. Eligible Applicants

For the purpose of the ANNH Grants Program, an eligible institution means an individual public or private, nonprofit Alaska Native-Serving and Native Hawaiian-Serving Institutions of higher education that meet the definitions of Alaska-Serving Institutions or Native Hawaiian-Serving Institution established in Title III, Part A of the Higher Education Act of 1965, as amended (20 U.S.C. 1059d.). Applicants not meeting an eligibility criterion by the due date may result in the application being excluded from consideration or, even though an application may be reviewed, will preclude NIFA from making an award.

1. **Branch Institutions of a State System**
   For the purpose of this program, the individual branches of a State university system or public system of higher education that are separately accredited as degree granting institutions are treated as separate, individual institutions, eligible to apply for and receive awards, provided that they otherwise satisfy the definition of Alaska Native-Serving Institution or Native Hawaiian- Serving Institution as specified above.

2. **Independent Branch Campuses**
   Independent branch campuses of individual institutions may apply for and receive grant awards under this program, provided that they otherwise satisfy the definition of Alaska Native-Serving Institution or Native Hawaiian-Serving Institution as specified above. An "independent branch campus" means a unit of a 2-year or 4-year institution of higher education that is geographically apart from the main campus, is permanent in nature, offers courses for credit and programs leading to an associate or bachelor's degree, and is autonomous to the extent that it has its own faculty and administrative or supervisory organization and its own budgetary and hiring authority.

3. **Collaborative Arrangements**
   Two or more eligible, individual institutions, independent branch campuses, or branch institutions of a State system may form a collaboration to carry out education, applied research, and extension programs in the FANH sciences. In addition to the individual eligible institutions (or independent branch campuses, etc.), such a collaboration also may include units of State government and private sector entities.

An existing collaboration consisting of at least two or more eligible, individual institutions, independent branch campuses, or branch institutions of a State system, which demonstrates its ability to carry out allowed activities and its commitment to the goals of the ANNH Grants Program, also may apply for and receive a Collaborative Grant.

Certification of Eligibility
At the time of application, each primary applicant will be required to demonstrate or certify that it is an eligible institution under the ANNH Grants Program. If the applicant is a new or existing collaborative project, each member of the collaborative must demonstrate or certify

that they are an eligible individual institution, independent branch campus, or a branch institution of a State system.

If an institution has received a "Designation as an Eligible Institution" letter for FY 2018 funding under the Title III, Part A, Alaska Native-Serving Institutions Program or the Native Hawaiian-Serving Institutions Program from the U.S. Department of Education, the institution must submit a copy of the letter along with its application to satisfy the demonstration of eligibility requirement.

If an institution currently has a Title III, Part A. grant from the U.S. Department of Education that does not end prior to September 30, 2018, the institution must submit a copy of the "Notice of Award" letter for that grant along with its application to satisfy the demonstration of eligibility requirement. Otherwise, an institution must submit a letter, signed by the institution's Authorized Representative, (AR) certifying that it meets the requirements of an Alaska Native-Serving Institution or Native Hawaiian-Serving Institution as defined in paragraph 1 above. The AR must certify that:

1. The institution, or parent institution in the case of an independent branch campus, is legally authorized by the State in which it is located to provide an educational program for which it awards an associate or bachelor's degree, or that it is a junior or community college.
2. The institution, or parent institution in the case of an independent branch campus, is accredited by a nationally recognized accrediting agency or association determined by the Secretary of Education to be a reliable authority as to the quality of training offered, or making reasonable progress toward such accreditation;
3. At least 50 percent of enrolled degree students are receiving need-based assistance under Title IV of the Higher Education Act, or that a substantial percentage of students are receiving Pell Grants in comparison with the percentage of students receiving Pell Grants at all similar institutions (institution of higher education, or junior or community college);
4. Unless waived by the Secretary of Education, the average educational and general expenditures per full-time equivalent undergraduate student are low in comparison with the average educational and general expenditures per full-time equivalent student at institutions that offer similar instruction; and
5. For an Alaska Native-Serving Institution, at the time of application, it has an enrollment of undergraduate students that is at least 20 percent Alaska Native students (where the term "Alaska Native" has the meaning given the term in Section 7306 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 7546); or
6. For a Native Hawaiian-Serving Institution, at the time of application, it has an enrollment of undergraduate students that is at least 10 percent Native Hawaiian students (where the term "Native Hawaiian" has the meaning given the term in section 7207 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 7517).

Eligibility documentation must be submitted with the application.

~~In FY 2018, the Secretary will make competitive grant awards to individual eligible institutions or collaborative membership of eligible institutions in Alaska and in Hawaii with funds awarded equally to each of the states of Alaska and Hawaii.~~

Fiscal Agent (not required):
If an applicant uses a fiscal agent, a letter must be included in the application stating that in the event the application results in an award, the award funds will be administered through a fiscal agent organization on their behalf. This agent must be identified in the letter from the applicant and the letter must be countersigned by an authorized representative of the fiscal agent organization. The letter should include the fiscal agent's point of contact, address, telephone number, fax number and e-mail address. This letter is to be included as an attachment to Field 12, Other Attachments (Part IV.B.3.c.). In the event an application is recommended for funding, NIFA will request that both the applicant or institution/organization and the fiscal agent organization submit complete management information (see Part V, D.).

Please note that the collaboration may designate fiscal agents for the members of the collaborative membership and allocate funds among the collaborative membership members.

Examples of fiscal agent arrangements include, but are not limited to, the following scenarios:

1. A State university system or a public system of higher education may apply on behalf of an eligible, individual institution, independent branch campus, or branch institution in the State. In such cases, the State system will act as fiscal agent for the eligible institution under a Standard Grant award to advance the purposes of the ANNH Grants Program.
2. A research foundation or other, similar foundation established and maintained by an eligible, individual institution to facilitate the application and management of externally funded grant awards may apply on behalf of its eligible, parent institution. In such cases, the foundation will act as fiscal agent for the eligible, individual institution under a Standard Grant award to advance the purposes of the ANNH Grants Program.
3. A State university system or a public system of higher education may apply on behalf of two or more eligible, individual institutions, independent branch campuses, or branch institutions in its State under a Collaborative Grant arrangement. In such cases, the State system will act as fiscal agent for the eligible institutions under a Collaborative Grant award to advance the purposes of the ANNH Grants Program.
4. A research foundation, or other similar foundation, established and maintained by an eligible, individual institution to facilitate the application and management of externally-funded grant awards, may apply on behalf of its parent institution and at least one additional eligible, individual institution, independent branch campus, or branch institution of a State system under a collaborative arrangement. In such cases, the foundation will act as fiscal agent for the eligible institutions under a Collaborative Grant award to advance the purposes of the ANNH Grants Program.

Award recipients may subcontract to organizations not eligible to apply provided such organizations are necessary for the conduct of the project. An applicant's failure to meet an eligibility criterion by the time of an application deadline will result in the application being

excluded from consideration or, even though an application may be reviewed, will preclude NIFA from making an award.

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 http://www.grants.gov/web/grants/learn-grants/grants-101/pre-award-phase.html.

New Users of Grants.gov

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

Steps to Obtain Application Package Materials

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

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

   Funding Opportunity Number: USDA-NIFA-AHSI-006489

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

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

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

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

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

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

> > a) Funding Opportunity Number (FON)
> > b) Name of agency you are applying to
> > c) 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. <u>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</u>. 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:

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

1. **SF 424 R&R Cover Sheet**
   Information related to the questions on this form is dealt with in detail in Part V, 2 of the NIFA Grants.gov Application Guide. See Part V, Section 2.18 of the NIFA Grants.gov Application Guide for the required certifications and assurances (e.g., Prohibition Against Entities Requiring Certain Internal Confidentiality Agreements).

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

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

   a) **Field 7. Project Summary/Abstract.**
      The summary description shall not exceed 250 words and must include the relevance of the project to the goals of the ANNH Program. 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. Applications will not be accepted for review if the project narrative is not included or not in PDF format.**
      The Project Narrative **shall not exceed 18 pages of written text** and up to **five** additional pages for figures and tables. Formatting shall be **one inch margins, no smaller than 12-point font (Times New Roman or Arial), and double spacing**. We have established this maximum 23 pages to ensure fair and equitable competition. Project narratives that exceed this page limit requirement will not be accepted for review.

      Introduction: Include a clear statement of the long-term goal(s) and supporting objectives of the proposed activities. Summarize the body of knowledge or other past activities that substantiate the need for the proposed project. Describe ongoing or recently completed significant activities that relate to the proposed project including the work of key project personnel. Include preliminary data/information on the following, when applicable:

      i. Estimates of the magnitude of the issues and relevance to ongoing state-federal food and agricultural research, education and extension programs.
      ii. The relevance and role of stakeholders in the problem identification, planning, implementation, and evaluation as appropriate.
      iii. Reasons for performing the work at the proposing institution.

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

<u>Methods</u>: Explicitly state the procedures or methodology you will apply to the proposed effort. This section should include but not necessarily be limited to, descriptions of:

   i.   Proposed project activities, listed sequentially;
   ii.   Techniques to be employed in this project, including their feasibility and rationale;
  iii.   Expected Results;
  iv.   How extension and education activities will be evaluated;
   v.   How data will be analyzed or interpreted;
  vi.   Plans to communicate results to stakeholders and the public;
 vii.   Difficulties that might be encountered; and
viii.   Limitations to proposed procedures.

Project Timetable: The proposal shall outline all important phases as a function of time, year to year, for the entire project.

Evaluation Plan: All projects must have an Evaluation Plan that includes both a strategy for monitoring the project as it evolves (to provide feedback to guide these efforts), as well as a strategy for evaluating the effectiveness of the project. Grantees are encouraged to obtain an independent evaluator to secure appropriate documentation of the project outcomes and impacts. As a guide, up to 10% of the grant funds may be used to support this purpose

Plan of Work for Collaborative Projects:
In addition to the Project Narrative, a plan of work is required to be submitted for Collaborative Grant applications. A plan of work is a detailed, step-by-step description of how the applicant intends to accomplish the project's objectives (See definition in Part VIII, D.). Applicants should consider the following in developing a plan of work:

   i.   The lead institution must submit a plan of work, limited to 10 pages of written text with double line spacing. Applicants may include up to 5 additional pages for figures and tables.

   ii.   Each member-institution that will receive funds as a sub-grantee must submit a plan of work, limited to 5 pages of written text with double line spacing. Up to 5 additional pages for figures and tables are allowed for each Collaborative member-institution that will receive funds.

The plan of work does not count against the page limit of the Project Narrative (18 pages of written text and up to 5 additional pages for figures and tables).

c) Field 12. Add Other Attachments

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

<u>Resubmitted</u> applications must also include the following information in their application package:

i.   Response to Previous Review (if applicable)
This requirement only applies to Resubmitted Applications or Resubmitted Renewal Applications as described in Part II, B. The Project Narrative <u>attachment</u> 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 [20] page Project Narrative, as required (see Part IV, C. 3. b., above). The one-page "Response to Previous Review" does not count against the 18-page limit of the Project Narrative.

The application should be checked for the following required items that might be overlooked (this is not an exclusive list):

- o **Logic Model (required for collaborative applications)**
- o **CVs, Current and Pending, Conflict of Interest Forms of all PDs and Co-PDs**
- o **Certification of eligibility letter**
- o **Tax and Felony Form**
- o **Expected Outcomes**

ii.   Expected Outcomes – PDF Attachment
Title the attachment "Expected Outcomes" in the document header and save file as "ExpectedOutcomes." Please use a format, similar to what is provided below, to submit expected outcomes and attach it as the last page of the application. This data will be requested when a grant is recommended for an award. A fillable version of this document can be also found at -
https://nifa.usda.gov/resource/recommended-format-submitting-expected-impacts

Recommended Format for Submitting Expected Outcomes

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

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

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

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

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

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

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

   Budgets for each project year do NOT have to be the same from year to year; however, detailed budget information (budget and budget narrative) must be submitted for each year of the proposed project along with a cumulative budget. In the case of a Collaborative Grant application, yearly budgets and budget narratives must be supplied for each institution in accordance with the instructions.

   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.

   a) **Field 2. Program to which you are applying.** Enter the program code name (i.e., enter "Alaska Native-Serving and Native Hawaiian-Serving Institutions") and the program code (i.e., enter "**RD**"). Note that accurate entry of the program code is very important for proper and timely processing of an application.

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

C. Submission Dates and Times

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

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

Applications must be received by Grants.gov by **5 p.m. Eastern Time on** ~~March 30~~ **May 11, 2018.** Applications received after this deadline will normally not be considered for funding.

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

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

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

D. Funding Restrictions

Section 713 of the Consolidated Appropriations Act, 2016 (Pub. L. 114-113) 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 2017 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.

You may not use grant funds awarded under this authority to renovate or refurbish research, education, or extension space; purchase or install fixed equipment in such a space; or to plan, repair, rehabilitate, acquire, or construct buildings or facilities.

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 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 1.9 in the document entitled "NIFA Grants.gov Application Guide."

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

Applications should include elements of a logic model detailing the activities, outputs, and outcomes of the proposed project. This information may be provided as a narrative or formatted into a logic model chart. The logic model planning process is a tool that should be used in

developing projects before writing the proposal. Two additional pages are allowed for this information. More information and resources related to the logic model planning process are provided at https://nifa.usda.gov/resource/integrated-programs-logic-model-planning-process

Project Director's Meeting
During the tenure of a grant, Project Director's (PD)s must attend at least one National PD meeting. The purpose of the meeting will be to discuss project and grant management, opportunities for collaborative efforts, future directions for education reform, and opportunities to enhance dissemination of exemplary end products/results of the projects. Reasonable travel expenses to attend this meeting may be included in the application's budget under travel expenses.

PART V—APPLICATION REVIEW REQUIREMENTS

A. General

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

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

1. Level of relevant formal scientific, technical education, or extension experience of the individual, as well as the extent to which an individual is engaged in relevant research, education, or extension activities;
2. Expertise from various areas of specialization within relevant scientific, education, or extension fields;
3. Experts (e.g., producers, range or forest managers/operators, and consumers) who can assess relevance of the applications to targeted audiences and to program needs;
4. Experts from a variety of organizational types (e.g., colleges, universities, industry, state and federal agencies, and private profit and non-profit organizations) and geographic locations;
5. Maintain a balanced composition with regard to ethnicity and gender representation.
6. 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 ANNH will recommend that your project be approved for support from currently available funds or be declined due to insufficient funds or unfavorable review.

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

We will send copies of reviews, _not_ including the identity of reviewers, and a summary of the panel comments to the PD after the review process has been completed.

B. Evaluation Criteria

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

1. Potential for Advancing Education and/or Applied Research – 30 Points
To assess the likelihood that the project will have an impact upon and advance the quality of the FANH sciences education, applied research, and extension by strengthening institutional capacities to meet clearly delineated needs. Elements considered include institutional long-range goals, identification of the problem or opportunity to be addressed, justification for the

project, the degree to which it builds institutional capacity, innovation of the project, potential to advance educational equity, has multidisciplinary focus, and adds to the current knowledge in the area.

2. Potential to Expand Program Outreach – 5 Points
Additional points may be earned for projects that demonstrate outreach to new populations or new partner institutions. This criterion relates to enhancing educational equity for under-represented students and reaching ANNH populations less served. Elements considered include the identification of new partnerships or populations, and justification to why this is an asset to the project goals.

3. Proposed Approach – 30 Points
This criterion relates to the soundness of the proposed approach including objectives, methodology, plan of operation, timetable, expected products and results (including measurable outcomes), evaluation plans, dissemination plans, and partnerships and collaborative efforts.

Emphasis is placed on the quality, innovation, and creativity of educational and/or research support provided to the applicant institution through its partnerships and collaborative initiatives.

4. Key Personnel – 20 Points
This criterion relates to the adequacy of the number and qualifications/expertise of the key persons who will carry out the project.

5. Budget and Cost-Effectiveness – 15 Points
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 activities on targeted areas.

C. Conflicts of Interest and Confidentiality

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

D. Organizational Management Information

Specific management information relating to an applicant shall be submitted one-time, with updates on an as-needed basis. This requirement is part of the responsibility determined prior to

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

E. Application Disposition

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

PART VI—AWARD ADMINISTRATION

A. General

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

B. Award Notice

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

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

C. Administrative and National Policy Requirements

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

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

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

D. Expected Program Outputs and Reporting Requirements

The output and reporting requirements are included in the award terms and conditions (see http://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 CONTACT

Applicants and other interested parties are encouraged to contact:

Programmatic Contact –

Joyce Parker, Ph.D.
Title: National Program Leader
Unit: Division of Community and Education, Institute of Youth, Family, and Community
Location: 4405 Waterfront Centre, 800 9th St., SW, Washington, DC 20024
Phone: (202) 401-4512
Email: joyce.parker@nifa.usda.gov

Administrative/Business Contact –

Bruce Mertz
Title: Team Leader
Unit: Office of Grants and Financial Management
Location: 2174 Waterfront Centre, 800 9th St., SW, Washington, DC 20024
Phone: (202) 401-5062
Fax: (202) 401-6271
Email: bmertz@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:

a) Change in the scope or the objective of the project or program (even if there is no associated budget revision requiring prior written approval).
b) Change in a key person specified in the application or the federal award.
c) The disengagement from the project for more than three months, or a 25 percent reduction in time devoted to the project, by the approved project director or principal investigator.
d) 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.
e) The transfer of funds budgeted for participant support costs as defined in §200.75 Participant support costs to other categories of expense.
f) 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.
g) Changes in the approved cost-sharing or matching provided by the non-federal entity.
h) The need arises for additional federal funds to complete the project.

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

B. Confidential Aspects of Applications and Awards

When an application results in an award, it becomes a part of the record of NIFA transactions, available to the public upon specific request. Information that the Secretary of Agriculture

determines to be of a confidential, privileged, or proprietary nature will be held in confidence to the extent permitted by law. Therefore, any information that the applicant wishes to have considered as confidential, privileged, or proprietary should be clearly marked within the application. We will retain for three years a copy of an application that does not result in an award. Such an application will be released only with the consent of the applicant or to the extent required by law. An application may be withdrawn at any time prior to the final action thereon.

C. Regulatory Information

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

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

D. Definitions

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

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

Alaska Native means a citizen of the United States who is a person of one-fourth degree or more Alaska Indian, Eskimo, or Aleut blood, or combination thereof. It also includes any citizen of the United States who is regarded as an Alaska Native by the Native village or Native group and whose father or mother is (or, if deceased, was) regarded as Native by any village or group.

Alaska Native-Serving Institution or Native Hawaiian-Serving Institution means an institution of higher education where:

1. The institution, or parent institution in the case of an independent branch campus, is legally authorized by the State in which it is located to provide an educational program for which it awards an associate's or bachelor's degree, or where it is a junior or community college;
2. The institution, or parent institution in the case of an independent branch campus, is accredited by a nationally recognized accrediting agency or association determined by the Secretary of Education to be a reliable authority as to the quality of training offered, or making reasonable progress toward such accreditation;
3. At least 50 percent of enrolled degree students are receiving need-based assistance under Title IV of the Higher Education Act, or where a substantial percentage of students are receiving Pell Grants in comparison with the percentage of students receiving Pell Grants at all similar institutions (institution of higher education, or junior or community college);
4. Unless waived by the Secretary of Education, the average educational and general expenditures per full-time equivalent undergraduate student are low in comparison with

the average educational and general expenditures per full-time equivalent student at institutions that offer similar instruction; and

5. For an Alaska Native-Serving Institution, at the time of application, it has an enrollment of undergraduate students that is at least 20 percent Alaska Native students (where the term "Alaska Native" has the meaning given the term in this solicitation as described below, or in section 7306 of the Elementary and Secondary Education Act of 1965 [20 U.S.C. 7546]); or

6. For a Native Hawaiian-Serving Institution, at the time of application, it has an enrollment of undergraduate students that is at least 10 percent Native Hawaiian students (where the term "Native Hawaiian" has the meaning given the term in this solicitation as described below, or in section 7207 of the Elementary and Secondary Education Act of 1965 [20 U.S.C. 7517]).

Collaborative Grant means a project with at least one additional partner or a multi-partner approach to enhance education/teaching programs. Collaborative Grants should build linkages to generate a critical mass of expertise, skill, and technology to address education/teaching programs related to the food, agricultural, and natural resources, and human sciences. Grants can reduce duplication of efforts and/or build capacity and should be organized and led by a strong applicant with documented project management knowledge and skills to organize and carry out the initiative. Collaborative Grants are expected to be larger than Standard Grants and should not exceed $3 million. For the ANNH Grants Program, a Collaborative Grant application means an application for a project: (1) which will involve a consortium of at least two or more Alaska Native-Serving or Native Hawaiian-Serving Institutions, which may work in cooperation with one or more other entities including units of State government and private sector organizations; and (2) where the applicant institution and each cooperating entity receiving grant funds will assume a significant role in the conduct of the proposed project. To demonstrate substantial involvement with the project, the applicant institution submitting an application must retain at least 30 percent but not more than 70 percent of the awarded funds, and no eligible ANNH institution receiving funds as a sub-grantee may receive less than 10 percent of awarded funds. Only the Collaborative Grant members receiving funds as eligible sub-grantees must meet the definition of an Alaska Native-Serving or Native Hawaiian-Serving Institution as specified in this section; other institution(s) participating in a Collaborative Grant project application under subcontracts are not required to meet the definition of an Alaska Native-Serving or Native Hawaiian-Serving Institution.

Cooperative initiative means an initiative that involves at least two or more Alaska Native-Serving or Native Hawaiian-Serving Institutions that are working in cooperation with one or more other entities including units of State government and private sector organizations, to maximize the development and use of resources, such as faculty, facilities, and equipment, to improve food and agricultural sciences teaching programs. In this initiative, institutions have entered into a cooperative arrangement for the purpose of carrying out a common objective that is alignment with the goals of the ANNH Grants Program.

Educational and general expenditures means the total amount expended by an institution for instruction, research, public service, academic support (including library expenditures), student services, institutional support, scholarships and fellowships, operation and maintenance

expenditures for the physical plant, and any mandatory transfers that the institution is required to pay by law.

Eligible institution means individual public or private, nonprofit Alaska Native-serving and Native Hawaiian-serving institutions as defined in this section. Institutions of higher education that meet the definitions of Alaska Native-Serving Institution or Native Hawaiian-Serving Institution established in Title III, Part A of the Higher Education Act of 1965, as amended (20 U.S.C. section 1059d.) are eligible institutions under this program. The term eligible institution also applies to any branch of any institution of higher education that by itself satisfies the requirements contained in the definition of an Alaska-Native-serving or Native Hawaiian-serving institution, including:

1. The individual branches of a State university system or public system of higher education that are separately accredited as degree granting institutions, provided that they otherwise satisfy the definition of Alaska Native-Serving Institution or Native Hawaiian-Serving Institution;
2. Independent branch campuses of individual institutions, provided that they otherwise satisfy the definition of Alaska Native-Serving Institution or Native Hawaiian-Serving Institution as specified above; or
3. A consortium of two or more eligible, individual institutions.

Eligible participant means an individual who is a citizen or national of the U.S. as defined in 7 CFR 3430.

Enrollment of needy students means an enrollment at an institution with respect to which:

1. At least 50 percent of the degree students so enrolled are receiving need-based assistance under title IV of the Higher Education Act of 1965 (20 U.S.C. 1001 et seq.) in the second fiscal year preceding the fiscal year for which the determination is made (other than loans for which an interest subsidy is paid); or
2. A substantial percentage of the students so enrolled are receiving Federal Pell Grants in the second fiscal year preceding the fiscal year for which determination is made, compared to the percentage of students receiving Federal Pell Grants at all such institutions in the second fiscal year preceding the fiscal year for which the determination is made.

Full-time equivalent students means the sum of the number of students enrolled full time at an institution, plus the full-time equivalent of the number of students enrolled part time (determined on the basis of the quotient of the sum of the credit hours of all part-time students divided by 12) at such institution.

Independent branch campus means a unit of a 2-year or 4-year institution of higher education that is geographically apart from the main campus, is permanent in nature, offers courses for credit and programs leading to an associate or bachelor's degree, and is autonomous to the extent that it has its own faculty and administrative or supervisory organization and its own budgetary and hiring authority.

<u>Institution of higher education</u> means an educational institution in any State that:

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

<u>Junior or community college</u> means an institution of higher education that:

1. Admits as standard students persons who are beyond the age of compulsory school attendance in the State in which the institution is located and who have the ability to benefit from the training offered by the institution;
2. Does not provide an educational program for which the institution awards a bachelor's degree (or an equivalent degree); and
3. Provides an educational program of not less than 2 years in duration that is acceptable for full credit toward such a degree; or offers a 2-year program in engineering, mathematics, or the physical or biological sciences, designed to prepare a student to work as a technician or at the semiprofessional level in engineering, scientific, or other technological fields requiring the understanding and application of basic engineering, scientific, or mathematical principles of knowledge.

<u>Low-income individual</u> means an individual from a family whose taxable income for the preceding year did not exceed 150 percent of an amount equal to the poverty level determined by using criteria of poverty established by the Bureau of the Census.

<u>Native Hawaiian</u> means any individual who is a citizen of the United States; and is a descendant of the aboriginal people, who prior to 1778, occupied and exercised sovereignty in the area that now comprises the State of Hawaii, as evidenced by genealogical records, Kapuna (elders) or Kama'aina (long-term community residents) verification, or certified birth records.

<u>Need Area</u> means the specific area(s) of educational, applied research, or community development activities identified in the solicitation for applications and addressed by the applicant's application. Need Areas are derived from statutory language authorizing the grants program and specific Need Areas are targeted for funding support in the solicitation for applications.

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

1. Results that are intended or unintended consequences of the project, e.g., "...additional course materials now available online to reinforce student learning during non-classroom hours";
2. Products that 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
3. Impacts that are a measure of the results by comparing what might have happened in the absence of the funded project.

Partnership means that all partners have a substantial involvement in the project throughout the life of the project. If a partnership between multiple entities is proposed, the proposal should clearly identify the following:

1. A narrative of each entity's clearly established role in the project;
2. How each entity involved as a partner on the project will contribute to execution of project objectives, determination of experimental design, development of the project work plan and time table, and submission of collaborative, timely reports; and
3. A comprehensive project budget that reflects each entity's financial or in-kind contribution to the total project budget costs.

Plan of work means a detailed, step-by-step description of how the applicant intends to accomplish the project's objectives. At a minimum, the Plan of Work should include a time line of major activities to be undertaken, descriptions of protocols and procedures to be followed, an explanation of how resources will be acquired and used, and an outline of the qualifications and responsibilities of all key project personnel.

E. Materials Available on the Internet

ANNH Grants Program information will be made available on the NIFA website at https://nifa.usda.gov/program/alaska-native-serving-and-native-hawaiian-serving-institutions-education-competitive-grants.