



United States
Department of
Agriculture

National Institute
of Food
and Agriculture

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The NIFA logo, with the letters "NIFA" in a large, white, serif font, set against a background of stylized orange and yellow hills.

NIFA

REQUEST FOR APPLICATIONS

National Food and Agricultural Sciences Teaching, Extension, and Research Awards

FUNDING YEAR: Fiscal Year (FY) 2023

LETTER OF INTENT DEADLINE: Not Required

APPLICATION DEADLINE: May 24, 2023

ANTICIPATED PROGRAM FUNDING: \$500,000

AVERAGE INDIVIDUAL AWARD \$500,000 (one award)
RANGE:

FUNDING OPPORTUNITY NUMBER: USDA-NIFA-OP-009722

ASSISTANCE LISTING NUMBER: 10.500

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

Assistance Listing Number (ALN): The National Food and Agricultural Sciences Teaching, Extension, and Research Awards/TERA is listed in the Assistance Listings under number 10.500.

Table 1: Key Dates and Deadlines

Task Description	Deadline
Application:	5:00 P.M. Eastern, May 24, 2023 <i>[Refer to Part I, C of this RFA]</i>
Letter of Intent:	5:00 P.M. Eastern, May 3, 2023, Recommended not required
Applicants Comments:	Within six months from the issuance of this notice <i>(NIFA may not consider comments received after the sixth month)</i>

Advancing Diversity, Equity, Inclusion, and Accessibility (DEIA). The National Institute of Food and Agriculture (NIFA) recognizes research, education, and extension efforts will have the greatest impacts when programs are grounded in DEIA. NIFA is committed to enhancing diversity, equity, inclusion, and accessibility of programs and encourages individuals, institutions, and organizations from underserved communities to apply to funding opportunities as lead, co-lead, or subaward recipient(s), and to engage as leaders in the peer panel review process to support the development of strong networks and collaborations. NIFA encourages applications that engage diverse communities and have broad impacts through research, education, extension, and integrated activities to address current and future challenges.

Stakeholder Input. NIFA seeks comments on all request for applications (RFAs) so it can deliver programs efficiently, effectively, with integrity, and with a focus on customer service. NIFA considers comments to the extent possible when developing RFAs, and uses comments to help meet the requirements of [Section 103\(c\)\(2\) of the Agricultural Research, Extension, and Education Reform Act of 1998 \(7 U.S.C. 7613\(c\)\(2\)\)](#). Applicants may submit written comments to Policy@usda.gov (email is for comments only). Please use the following subject line: Response to the National Food and Agricultural Sciences Teaching, Extension, and Research Awards RFA.

EXECUTIVE SUMMARY

NIFA requests applications for the National Food and Agricultural Sciences Teaching, Extension, and Research Awards (TERA) for Fiscal Year (FY) 2023. The potential total funding for this award is \$500,000. The anticipated amount available for this cooperative agreement in FY 2023 is \$125,000. This cooperative agreement will be awarded on a continuation basis at \$125,000 each year for an additional three years based on satisfactory performance and the availability of funds.

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

TABLE OF CONTENTS

TABLE OF CONTENTS	4
TABLE OF TABLES.....	5
PART I. FUNDING OPPORTUNITY DESCRIPTION	6
A. Legislative Authority	6
B. Purpose and Priorities.....	6
C. Program Area Description.....	7
PART II. AWARD INFORMATION	10
A. Available Funding	10
B. Application Restrictions	10
C. Project and Grant Types	10
D. Ethical Conduct of Funded Projects.....	10
PART III. ELIGIBILITY INFORMATION.....	11
A. Eligibility Requirements.....	11
B. Cost Sharing or Matching.....	11
PART IV. APPLICATION AND SUBMISSION	12
A. Method of Application	12
B. Content and Form of the Application	12
C. Funding Restrictions	15
PART V. APPLICATION REVIEW REQUIREMENTS	15
A. NIFA's Evaluation Process.....	15
B. Evaluation Criteria	16
C. Organizational Management Information.....	17
D. Application Disposition	17
PART IV. AWARD ADMINISTRATION	
A. General.....	17
B. Administrative and National Policy Requirements.....	17
PART VII. OTHER INFORMATION	18
A. Use of Funds and Changes in Budget.....	18
B. Confidential Aspects of Applications and Awards.....	18
C. Regulatory Information.....	18
D. Limited English Proficiency	19
APPENDIX I: AGENCY CONTACT.....	20
APPENDIX II: GLOSSARY OF TERMS.....	21
APPENDIX III: DEFINITIONS	22

TABLE OF TABLES

Table 1: Key Dates and Deadlines.....	2
Table 2: Program Key Information.....	7
Table 3. Steps to Obtain Application Materials.....	12
Table 4: Help and Resources	12
Table 5: Key Application Instructions.....	13

PART I. FUNDING OPPORTUNITY DESCRIPTION

A. Legislative Authority

The National Food and Agricultural Sciences Teaching, Extension, and Research Awards (TERA) program is authorized in section [1417\(i\) of NARETPA \(7 U.S.C. 3152\(i\)\)](#) amended by [Section 7108 of P.L. 110-246](#). The Secretary of Agriculture has delegated the authority to administer the program to NIFA. This RFA describes the annual TERA that honors excellence in College or University Teaching, Extension and Research.

B. Purpose and Priorities

TERA, under assistance listing number 10.500, will recognize and promote excellence in teaching in the food and agricultural sciences within U.S. colleges and universities. For the purposes of this RFA, teaching is defined to include all aspects of developing human capital in order to help meet current and future national food, agricultural, natural resources, and human sciences (FANH) 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, and innovative teaching methodologies. It also includes activities that directly or indirectly contribute to student learning such as research, extension/outreach, and organizational arrangements needed for the proper functioning of the educational institution.

The 2023 National Food and Agricultural Sciences Teaching, Extension, and Research Awards (TERA) guidelines can be found at <https://nifa.usda.gov/program/national-awards-excellence-college-and-university-teaching-food-and-agricultural-sciences>. TERA is aligned with the following 2022-2026 USDA Strategic Plan:

1. Strategic Goal 6: Attract, Inspire, and Retain an Engaged and Motivated Workforce that's Proud to Represent USDA

This program addresses the national priority of developing competent human capital for employment in the food, agriculture, natural resources, and human (FANH) sciences. NIFA, subject to the availability of funds, will administer this TERA project. This cooperative agreement program also addresses the national priority of developing competent human capital for employment in the food, agriculture, natural resources, and human (FANH) sciences. USDA is designated as the lead federal agency that supports higher education in the FANH sciences. In this context, NIFA has a specific responsibility to initiate and support projects that strengthen higher education teaching programs in these areas.

Program Goals include:

- Annually recognize and honor a select group of college and university teachers who excel at teaching, research and extension.
- Help disseminate best practices in teaching through workshops, conferences, blogs, social media and other appropriate activities; and
- Increase the number and diversity of academic programs participating in TERA.

For a program informational webinar please visit the [NIFA calendar](#) for dates, event registration, and link. If you need a reasonable accommodation to participate in any of the informational webinars listed, please contact the event host listed no later than 10 days prior to the event.

Table 2: Program Key Information

Title	Description
Program Code:	TEACH
Program Code Name:	TEACH
ALN:	10.500
Project Type:	---
Grant Type:	Cooperative Agreement
Application Deadline	5:00 P.M. Eastern, May 24, 2023
Grant Duration:	4 years
Anticipated # of Awards:	1
Maximum Award Amount:	\$500,000 (\$125,000 per year)

C. Program Area Description

NIFA is soliciting Applications for the TERA program that aim to:

Recognize excellence in teaching, extension, and research in the FANH sciences at a college or university. The awarded administrator of this program will coordinate all required activities, including the solicitation of award nominations; publicizing the opportunities within the system; developing the evaluation criteria; assisting with the peer evaluation of applications; and ensuring national recognition for all award recipients selected through these independent procedures. At least one cash award will be made every fiscal year to a nominee selected.

Annually, NIFA will make awards to three categories of teachers:

Category 1 – Teachers who are primarily excellent in instruction; but also conduct significant research and/or extension activities and contribute to the academic environment at the University.

1. *Regional*: A teacher selected from any of the four regions, and who is deemed by the review panel to exhibit sustained and meritorious teaching, and who has maintained at least eight consecutive years' experience in higher education teaching, as defined in this section. While a sustained pattern of meritorious activity is expected, this award does not recognize teaching longevity so much as it recognizes the quality of recent achievements involving teaching philosophy, methodology, and self-assessment aimed at improvement.
2. *National*: A recipient selected from the pool of potential Regional award recipients, from any of the four regions, and who is deemed by the review panel to exhibit sustained, meritorious, and exceptional teaching.

Category 2 – Teachers who are new to the teaching profession and have less than seven years of teaching experience.

1. *New Teacher*: A teacher selected from any of the four regions, who has demonstrated a commitment to a career in teaching and is deemed by the review panel to exhibit meritorious teaching, but who has no more than seven consecutive years of experience in

higher education teaching, this does not include teaching assistant or instructor/lecturer positions.

Category 3 – Teachers who are not required to conduct research and/or extension/outreach but comparatively have a higher teaching load.

1. *Teaching and Student Engagement* – A teacher selected from any of the four regions who has more than seven years of experience in higher education teaching and is deemed by the review panel to exhibit meritorious teaching and significant levels of student engagement in formal and non-formal settings. Individuals in this category are those whose appointments are at least 75 percent focused on teaching.

For the purposes of this program, the four regions of the United States are defined as follows:

1. Northeast (CT, DE, ME, MD, MA, NH, NJ, NY, PA, RI, VT, WV, DC)
2. North Central (IL, IN, IA, KS, MI, MN, MO, NE, ND, OH, SD, WI)
3. Southern (AL, AR, FL, GA, KY, LA, MS, NC, OK, SC, TN, TX, VA, PR, USVI)
4. Western (AK, AZ, CA, CO, HI, ID, MT, NV, NM, OR, UT, WA, WY, and any Insular Area Institution designated as a college or university within: Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, the Federated States of Micronesia, the Republic of the Marshall Islands, and the Republic of Palau.

Cooperative Agreement Recipient Responsibilities

Under guidance from NIFA, the recipient of this Specific Cooperative Agreement will perform the following program activities:

1. Broadly publicize the annual call for nominations process through various methods to increase visibility of the awards program among eligible institutions within the educational community.
2. Administer logistics for an annual award recipient selection panel meeting. Select and contract with a suitable meeting location and administer all travel expenses directly with panel members or coordinate a virtual meeting if necessary.
3. Work with the Association of Public and Land-Grant Universities (APLU) to provide logistical support for an annual, national awards ceremony to recognize award recipients and assist with other awards ceremony logistics.
4. As directed annually by NIFA, include award recipient background materials in the national award ceremony agenda and awards brochure. Also provide awards, nametags, and other necessary materials for the ceremony at the annual APLU meeting, where awardees are honored.
5. Work with APLU to organize and support annual, regional teaching improvement workshops, conferences, blogs, and other activities to disseminate teaching best practices. Ensure recent award recipients are invited and provided funds to attend each of the regional teaching improvement workshops to showcase and promote innovative teaching practices throughout the food and agricultural community. Submit teaching improvement

content (speeches, materials, and activities, etc.) obtained from these regional workshops to the Food and Agricultural Education Information System (FAEIS) and to NIFA staff who maintain the TERA website. This material may include content from the award recipients, as well as from other appropriate participants or sources, in order to disseminate best practices in teaching throughout the food and agricultural sciences academic system.

6. Work with NIFA's Division of Community and Education program staff to promote other, agreed-upon activities that improve teaching practices throughout the FANH sciences academic system. This can include the identification of best practices in teaching; collaboration with NIFA and APS in organizing and supporting events and activities to disseminate the selected best teaching practices around the nation.
7. Acquire plaques or other actual awards presented to each Award recipient.

Under the guidance of NIFA, and as a participant to this Specific Cooperative Agreement, the Association of Public and Land-Grant Universities (APLU) will perform the following activities:

1. Select and appoint a representative of the Academic Program Section (APS) of APLU as the Panel Manager for the Panel responsible for screening the TERA nominees and identifying the award winners.
2. Select a Panel and assign the nominations for review at a panel meeting that APS co-hosts, in consultation with the recipient of this cooperative agreement.
3. Select and recognize the award recipients at the APLU Winter Meetings, in consultation with NIFA and the recipient of this Cooperative Agreement.
4. Organize and support events and activities to disseminate the selected best teaching practices around the nation, in collaboration with NIFA and the recipient of this Cooperative Agreement.

Cooperative Agreement NIFA Responsibilities

NIFA will perform the following program activities:

1. Draft and publish the annual call for nominations for the TERA and share it with APLU.
2. Assist on the dissemination of Teaching Awards applications.
3. Accept nominations for the TERA, screen for eligibility and share it with NIFA to send to APLU.
4. Serve as the host for the annual award recipient selection panel meeting. Select, with grantee, the meeting location. Along with the Panel Manager, help select the Teaching Award Recipients.
5. Participate at the annual APLU Winter Meetings and help recognize the teaching award winners

PART II. AWARD INFORMATION

A. Available Funding

The anticipated amount available for TERA in FY 2023, FY2024, FY2025, and FY2026 is \$125,000 per year, for a total of \$500,000. A maximum of one application may be submitted per eligible institution. USDA is not committed to fund any particular application or to make a specific number of awards.

The [Automated Standard Application for Payments](#), operated by the Department of Treasury, Bureau of Fiscal Service, is the designated payment system for awards resulting from this RFA.

B. Application Restrictions

NIFA will evaluate applications using the criteria described in [Part V](#) of this RFA. Application for FY 2023 is limited to the following application type:

1. *New application*: New applications will be evaluated using the criteria described in [Part V](#) of this RFA and are subject to the due dates herein (see [Appendix III](#) for definition).

C. Project and Grant Types

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

1. Project Types. Applicants must propose standard projects.
2. Grant Types. This request is for applications for a cooperative agreement.

D. Ethical Conduct of Funded Projects

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

PART III. ELIGIBILITY INFORMATION

A. Eligibility Requirements

Applicants for the National Food and Agricultural Sciences Teaching, Extension, and Research Awards (TERA) program must meet all the requirements discussed in this RFA. Failure to meet the eligibility criteria by the application deadline may result in exclusion from consideration or, preclude NIFA from making an award. For those new to Federal financial assistance, NIFA's [Grants Overview](#) provides highly recommended information about grants and other resources to help understand the Federal awards process.

Applications may only be submitted by colleges and universities having a demonstrable capacity to carry out the teaching of food and agricultural science.

Duplicate or Multiple Submissions – duplicate or multiple submissions is not allowed. NIFA will disqualify both applications if an applicant submits duplicate or multiple submissions. For those new to Federal financial assistance, NIFA's [Grants Overview](#) provides highly recommended information about grants and other resources to help understand the Federal awards process.

B. Cost Sharing or Matching

No Match Required – The TERA has NO matching requirement. NIFA will not factor matching resources into the review process as an evaluation criterion.

PART IV. APPLICATION AND SUBMISSION

A. Method of Application

Applicants must apply to this RFA electronically; no other method or response is accepted. The electronic application for this RFA and additional resources are available on [Grants.gov](https://www.grants.gov) and [Grants 101](#). **Table 3** provides instructions on how to obtain an electronic application. **Part III** of the [NIFA Grants Application Guide](#) contains detailed information regarding the [Grants.gov](https://www.grants.gov) registration process. [The NIFA Grants Application Guide](#) is contained in the specific funding opportunity package or a sample of the guide can be found [here](#). When applying for a NIFA award, it is important to reference the version of the guide that is included in the specific funding opportunity application package.

Table 3. Steps to Obtain Application Materials

Steps	Action
Step One: Register	<i>New Users</i> to Grants.gov must register early with Grants.gov prior to submitting an application (Register Here).
Step Two: Download Adobe	Download and Install Adobe Reader (see Adobe Software Compatibility for basic system requirements).
Step Three: Find Application	Using this funding opportunity number USDA-NIFA-OP-009722, search for application here: Opportunity Package .
Step Four: Assess Readiness	Contact an AR prior to starting an application to assess the organization's readiness to submit an electronic application.

Table 4: Help and Resources

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

B. Content and Form of the Application

The [NIFA Grants Application Guide](#) is part of the corresponding application package for this RFA. The RFA overrides the [NIFA Grants Application Guide](#) if there is a discrepancy between the two documents. NIFA will accept subsequent submissions to an application until the application deadline. However, applicants that do not meet the application requirements, to include partial applications, risk being excluded from NIFA's review. NIFA will assign a

proposal number to all applications that meet the requirements of this RFA. Applicants must refer to the proposal number when corresponding with NIFA. **Table 5** outlines other key instructions for applicants.

Table 5: Key Application Instructions

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

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

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

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

1. **Field 7. Project Summary (PS)/Abstract.** The PS must show how the project goals align with the project goals of the TERA. See **Part V** of the [NIFA Grants Application Guide](#) for instructions and suggested templates.
2. **Field 8. Project Narrative (PN).** The Project Narrative shall not exceed seven (7) 1.5 spaces pages of written text and up four (4) 1.5 spaces additional pages for figures and tables (the font size for tables should be no smaller than 11 points, Times New Roman). Appendices to the PN are allowed if they are directly germane to the proposed project. Do not add appendices to circumvent the page limit. The PN must include all the following:

- a. *Introduction*
- b. *Potential for Advancing the Quality of Education: Goals Accomplishment*
 - i. Process for identifying and honoring a select group of college and university teachers who excel at teaching. Discuss how your institution will assist in identifying and honoring a select group of university teachers, as explained in Part I C. Clearly explain the roles of the Institution, the APLU and NIFA.
 - ii. Process for disseminating the best practices in teaching. Explain how the best teaching practices utilized by the honorees will be shared with a larger number of teachers and in turn, will benefit a large number of students. Explain the innovative approaches that can be used to derive long-term benefits.
 - iii. Process for increasing the number and diversity of academic programs participating in TERA. List and explain the process that will be used to increase the number and diversity of applications to the TERA program.
- c. *Capacity to Conduct the TERA Program Successfully*
Interest and commitment of the institution for advancing education in the state and in the nation. Explain other education related events/programs the institution conducted and how it is related to advancing FANH disciplines. Discuss the institution's experience in developing and sustaining such cooperative linkages.
- d. *Organizational capacity to administer a grant program of this nature.*
Discuss the capacity of this institution to support the logistics needed for implementing the TERA program. i.e., travel for panelists, planning for events, communication, etc.

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

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

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

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

1. *Match* – NIFA does not require matching support for this program and matching resources will not be factored into the review process as evaluation criteria.
2. *Indirect costs (IDC)* –See [Part IV, C](#) of this RFA for funding restrictions. IDC is *not* authorized for this RFA.

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

1. **Field 2**. Program to which the applicant is applying. Enter the program name (*TERA*) and the program code (*TEACH*). Accurate entry is critical.
2. **Field 8**. Conflict of Interest List. See **Part V** of the [NIFA Grants Application Guide](#).

C. Funding Restrictions

No Indirect Cost (IDC). IDC is *not* authorized for this RFA.

PART V. APPLICATION REVIEW REQUIREMENTS

A. NIFA's Evaluation Process

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

Scientific Peer Review Process:

NIFA selects reviewers for the review panel based upon their training and experience in relevant scientific, extension, or education fields, taking into account the following factors:

1. The level of relevant formal scientific, technical education, or extension experience of the individual, as well as the extent to which an individual is engaged in relevant research, education, or extension activities.
2. The need to include experts from various areas of specialization within relevant scientific, education, or extension fields.
3. The need to include other experts (e.g., producers, range or forest managers/operators, researchers, public health practitioners, educators, consumers, and commercial reviews) who can assess relevance of the applications to targeted audiences and to program needs.
4. The need to include experts from a variety of organizational types (e.g., colleges, universities, industry, state and Federal agencies, and private profit and non-profit organizations) and geographic locations.
5. The need to maintain a balanced composition with regard to race, ethnicity, gender representation, and an equitable age distribution.
6. The need to include reviewers who can judge the effective usefulness of each application to producers and the general public.

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

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

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

Conflicts of interest. NIFA takes extreme care to prevent any actual or perceived conflicts of interest that may influence the review or evaluation (see [NIFA Peer Review Process for Competitive Grant Applications](#)).

B. Evaluation Criteria

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

1. Potential for Advancing Quality of Education: Goals Accomplishment

Innovativeness of the proposed approaches, ability to attract a large number and diversity of applicants, and the quality of benefits to teachers participating in proposed activities.

2. Potential for Advancing Quality of Education: Institutional Capacity to conduct the program successfully

What is the institution's capability to perform the project? Elements include the institution's commitment to the project, and the adequacy of institutional resources (administrative, facilities, equipment, and/or materials) available to carry out the project. Both past experience and future potential will be evaluated.

3. Cooperative Linkages

Examine the soundness of the proposed approach to build cooperative linkages with the Academic Program Section of APLU and other educational institutions, including but not limited to land-grants, non-land grants, other minority serving institutions, etc., including plan of operation, timetable, expected products and results, evaluation, and dissemination plans.

4. Key Personnel

This criterion relates to the adequacy of the number and qualifications of key persons who will develop and carry out the project, and the qualifications of project personnel who will provide for the assessment of project results and impacts and dissemination of these findings.

5. Budget and Cost-Effectiveness

Assess the extent to which the total budget adequately supports the project and is cost effective. Elements considered include the 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, and focuses expertise and activity on high-priority activities for education.

Evaluation criteria cannot be yes/no but instead provide reviewers with the criteria to rate one proposal over another. For example, "A clear statement of long-term goals and supporting objectives to support the TERA is included" is close to a yes, no question versus "The extent to which a clear statement of long-term goals and supporting objectives to support the TERA is included."

C. Organizational Management Information

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

D. Application Disposition

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

PART VI. AWARD ADMINISTRATION

A. General

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

Award Notice. The award document will provide pertinent instructions and information as described in [2 CFR 200.211](#) (see [NIFA's Terms and Conditions](#)).

B. Administrative and National Policy Requirements

Several federal statutes and regulations apply to grant applications and the projects outlined in this RFA (some are listed here: [Federal Regulations](#)). Unless specifically noted by statute or award-specific requirements, [NIFA Federal Assistance Policy Guide](#) applies to all NIFA awards.

PART VII. OTHER INFORMATION

A. Use of Funds and Changes in Budget

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

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

1. Change in the scope or the objective of the project or program without prior written approval (even if there is no associated budget revision requiring).
2. Change in a key person specified in the application or the federal award.
3. Disengagement from the project for more than three months, or a 25 percent reduction in time devoted to the project.
4. Inclusion of costs that require prior approval in accordance with [2 CFR 200 Subpart E \(Cost Principles\)](#), or [45 CFR Part 75 Appendix IX, \(Principles for Determining Costs Applicable to Research and Development under Awards and Contracts with Hospitals\)](#), or [48 CFR](#), unless waived by the federal awarding agency,
5. [48 CFR Part 31, Contract Cost Principles and Procedures](#);
6. Transfer of funds budgeted for participant support costs to other categories of expense ([2 CFR 200.456 Participant support costs](#));
7. Sub-awarding, transferring or contracting out of any work under a federal award, including fixed amount sub-awards (see [2 CFR 200.333, Fixed Amount Sub-awards](#)), unless described in the application and funded in the approved federal awards. This provision does not apply to the acquisition of supplies, material, equipment, or general support services.
8. Changes in the approved cost-sharing or matching provided by the non-federal entity; and
9. The need for additional federal funds to complete the project.

B. Confidential Aspects of Applications and Awards

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

C. Regulatory Information

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

D. Limited English Proficiency

NIFA offers language access services, such as interpretation and translation of vital information, free of charge. If you need interpretation or translation services, please visit [NIFA Language Access Services](#) or contact Lois Tuttle, Equal Opportunity Specialist, at Lois.Tuttle@usda.gov or (443) 386-9488.

APPENDIX I: AGENCY CONTACT

Program Contacts

Irma Lawrence

Ilawrence@usda.gov

202-531-0633

For administrative questions related to:

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

U.S. Postal Mailing Address:

National Institute of Food and Agriculture

U.S. Department of Agriculture

P.O. Box 419205, MS 10000

Kansas City, MO 64141-6205

Courier/Package Delivery Address:

National Institute of Food and Agriculture

United States Department of Agriculture

2312 East Bannister Road, MS 10000

Kansas City, MO 64141-3061

APPENDIX II: GLOSSARY OF TERMS

Glossary of Terms

Academic Program Section - APS

Advancing Diversity, Equity, Inclusion, and Accessibility – DEIA

Agricultural Research, Extension, and Education Reform Act of 1998 – AREERA

Assistance Listing Number – ALN

Association of Public and Land-Grant Universities - APLU

Authorized Representative – AR

Food and Agricultural Education Information System - FAEIS

Fiscal Year – FY

Food, agricultural, natural resources, and human sciences – FANH

Legislative mandated Indirect Cost - IDC

National Food and Agricultural Sciences Teaching, Extension, and Research Awards -TERA

National Institute of Food and Agriculture – NIFA

Project Director – PD

Project Narrative - PN

Request for Application – RFA

Research, Education, and Economics – REE

United States Department of Agriculture – USDA

APPENDIX III: DEFINITIONS

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

Definitions

Continuation Award:

An award instrument by which NIFA agrees to support a specified level of effort for a predetermined period of time with a statement of intention to provide additional support at a future date, provided that performance has been satisfactory, appropriations are available for this purpose, and continued support would be in the best interest of the federal government and the public.

Matching:

The process through which a grant recipient match awarded USDA funds with cash and in-kind contributions on a dollar-for-dollar basis. The matching funds must derive from non-Federal sources.

New Application:

An application not previously submitted to a program.