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NIFA

REQUEST FOR APPLICATIONS

Resident Instruction Grants for Institutions of Higher Education in Insular Areas

Agriculture and Food Science Facilities and Equipment Program for Insular Areas

FUNDING YEAR:	Fiscal Year (FY) 2024 and 2025
APPLICATION DEADLINE:	2024: February 28, 2024 2025: February 13, 2025
ANTICIPATED FUNDING:	$1,542,521
FUNDING OPPORTUNITY NUMBER:	USDA-NIFA-RIGP-010335
ASSISTANCE LISTING NUMBER:	10.308
LETTER OF INTENT DEADLINE:	Not Required

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

Assistance Listing Number (ALN): The Resident Instruction Grants Program for Institutions of Higher Education in Insular Areas is listed in the Assistance Listings under number 10.308.

Table 1: Key Dates and Deadlines

Task Description	Deadline
Application:	2024: February 28, 2024 (5:00 P.M. Eastern Time) 2025: February 13, 2025 (5:00 P.M. Eastern Time)
Letter of Intent:	Not Required
Applicants Comments:	Within six months from the issuance of this notice (*NIFA may not consider comments received after the sixth month*)

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 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 Resident Instruction Grants Program for Institutions of Higher Education in Insular Areas (RIIA) and the Agriculture and Food Sciences Facilities and Equipment (AGFEI) RFA.

EXECUTIVE SUMMARY

This RFA is being released prior to the passage of a full appropriations act for FY 2024. Enactment of a continuing resolution, appropriations act, or other authorizing legislation may affect the availability or level of funding for this program.

NIFA requests applications for the Resident Instruction Grants Program for Institutions of Higher Education in Insular Areas (RIIA) and the Agriculture and Food Sciences Facilities and Equipment (AGFEI) for land-grant colleges and universities in the Insular Areas for fiscal year 2024 to strengthen the capacity to carry out resident instruction, curriculum, and teaching programs in the food and agricultural sciences as well as to upgrade agriculture and food science facilities, and equipment necessary to conduct tropical and subtropical agricultural research. The anticipated amount available for grants in FY 2024 is approximately $1,542,521.

This notice identifies the objectives for Resident Instruction Grants Program for Institutions of Higher Education in Insular Areas (RIIA) and the Agriculture and Food Sciences Facilities and Equipment (AGFEI) projects, deadlines, funding information, eligibility criteria for projects and applicants, and application forms and associated instructions.

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PART I. FUNDING OPPORTUNITY DESCRIPTION

A.   Legislative Authority

This Funding Opportunity covers both the Resident Instruction Grants for Institutions of Higher Education in Insular Areas (RIIA) and the Agriculture and Food Sciences Facilities and Equipment (AGFEI) program. The RIIA program is authorized under 7 U.S.C 3363. The AGFEI program is authorized under 7 U.S.C. 3222b-2.

B.   Purpose and Priorities

The purpose of the RIIA and AGFEI programs, under the A.L. 10.308, is to promote and strengthen the ability of eligible institutions in the Insular Areas to carry out education within the food and agricultural sciences.

The RIIA and AGFEI programs are aligned with the following USDA Strategic Plan FY 2022-2026 goals:
1. **Strategic Goal 5:** Expand Opportunities for Economic Development and Improve Quality of Life in Rural and Tribal Communities.

The RIIA and AGFEI programs are aligned with the following USDA Science and Research Strategy, 2023–2026 priorities:
2. **Priority 1:** Accelerating Innovative Technologies and Practices
3. **Priority 2:** Driving Climate-Smart Solutions
4. **Priority 3:** Bolstering Nutrition Security and Health
5. **Priority 4:** Cultivating Resilient Ecosystems
6. **Priority 5:** Translating Research into Action

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

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.

C.   Program Area Description

Applications are solicited in the following program areas:
1. Resident Instruction Grants for Institutions of Higher Education in Insular Areas (RIIA)
2. Agriculture and Food Sciences Facilities and Equipment (AGFEI)

   1. Resident Instruction Grants for Institutions of Higher Education in Insular Areas (RIIA)

Table 2: Resident Instruction Grants for Institutions of Higher Education in Insular Areas Key Information

Title	Description
Program Code:	AA-Q
Program Code Name:	Resident Instruction Grants for Institutions of Higher Education in Insular Areas
ALN:	10.308
Project Type:	Education/Teaching Projects
Grant Type:	Planning Activity and Standard Grants
Application Deadline	February 14, 2024
Grant Duration:	a. 24-36 months for Planning Activity Grants b. 36-48 months for a Standard Grant
Number of Applications Per Lead Institution:	a. 2 for Planning Activity Grants b. 3 for Standard Grants
Maximum Award Amount:	a. $30,000 for Planning Activity Grants b. $200,000 for Standard Grants

RIIA Project Priorities:

The RIIA program seeks to:
1. Strengthen institutional educational capacities, including libraries, curriculum, faculty, scientific instrumentation, instruction delivery systems, and student recruitment and retention, to respond to identified State, regional, national, or international education needs in the food and agricultural sciences.
2. Attract and support undergraduate and graduate students to educate them in identified areas of national need in the food and agricultural sciences.
3. Facilitate cooperative initiatives between two or more insular area eligible institutions, or between those institutions and units of State Government or organizations in the private sector, to maximize the development and use of resources such as faculty, facilities, and equipment to improve food and agricultural sciences teaching programs.
4. Conduct undergraduate scholarship programs to assist in meeting national needs for training food and agricultural scientists.

RIIA activities also support the creation, adaptation of learning materials and teaching strategies to operationalize what we know about how students learn.

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

Leadership Skills Development. The development of leadership skills, knowledge, and qualities are necessary to prepare students for agricultural and related careers in the private sector, government, and academia. RIIA education/teaching applications must demonstrably incorporate a leadership development component to equip students with technical and leadership abilities upon graduation. Specific activities may include:
   a. Developing practical applications to increase understanding of leadership roles, including critical thinking, problem solving, and communication skills; ethics and professionalism.
   b. Connecting the academic classroom experience with daily leadership roles and organizational activities.

    c.   Working in team-based environments and projects to develop and build leadership and interpersonal skills.

    d.   Providing opportunities for mentoring and shadowing.

    e.   Organizing leadership academies, workshops, trainings, etc.

Traditional ecological knowledge and native language preservation are considered acceptable topics of education for projects funded by this RFA.

Applications for the RIIA program must do the following:

1. Improve formal postsecondary agricultural sciences education/instruction to ensure a competent and qualified workforce to serve the food and agricultural sciences and meet current and future national food and agricultural science needs.

2. Improve the economic health and viability of rural communities through the development of degree programs emphasizing new and emerging employment opportunities in food and agricultural sciences.

3. Increase the number and diversity of students who will pursue and complete a 2 or 4-year post-secondary education in the food and agricultural sciences, or Science Technology Engineering and Mathematics (STEM) disciplines.

Expected Products and Results. The RIIA program requires all project directors to provide appropriate metrics and describe the expected products and results, outcomes, and their potential impact on strengthening food, agricultural, natural resources and human sciences education, research and extension in the United States. Metrics to assess products, outputs and outcomes are to be clearly delineated in the proposal.

Incorporation of Social Sciences and Enhancing Impacts. The RIIA program supports social and behavioral science disciplines. RIIA projects that integrate social and behavioral sciences to provide experiential learning opportunities for students in applied research, and related community development education 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.

2. Agriculture and Food Sciences Facilities and Equipment (AGFEI)

Table 3: Agriculture and Food Sciences Facilities and Equipment Key Information

Title	Description
Program Code:	AA-Q
Program Code Name:	Agriculture and Food Sciences Facilities and Equipment
ALN:	10.308
Project Type:	Facilities/Equipment Projects
Grant Type:	Standard Grants
Application Deadline	February 14, 2024
Grant Duration:	36-48 months
Number of Applications Per Lead Institution:	2
Maximum Award Amount:	$200,000

Agriculture and Food Sciences Facilities and Equipment (AGFEI) Program Priorities:

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

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.

PART II. AWARD INFORMATION

### A.	Available Funding

This RFA is being released prior to the passage of a full appropriations act for FY 2024. Enactment of additional continuing resolutions or a full appropriations act may affect the availability or level of funding for this program. The amount available for Resident Instruction Grants for Institutions of Higher Education in Insular Areas (RIIA) and Agriculture and Food Sciences Facilities and Equipment (AGFEI) grants in FY 2024 is approximately $1,542,521. In FY 2025, we anticipate $1,542,521 being available for awards.

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. Applications for FY 2024 are limited to the following application types:
  a. *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).
  b. *Resubmitted application*: Resubmitted applications must include the response to the previous review panel summary and are subject to the same criteria and due dates herein. Resubmitted applicants must enter the NIFA-assigned proposal number of the previously submitted application in the *Federal Field (Field 4)* on the application form (see Appendix III for definition).

### C.	Project and Grant Types

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

Resident Instruction Grants for Institutions of Higher Education in Insular Areas (RIIA)
  c. **Project Type**

  The RIIA program will only accept one project type: Education/Teaching. For the purposes of this RFA, an education or teaching activity is defined as formal classroom instruction, laboratory instruction, and practicum experience in the food and agricultural sciences supporting faculty development, student recruitment and services, curriculum development, instructional materials and equipment, and innovative teaching methodologies.

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

  Education or Teaching Projects need areas for FY 2024 are:

  a. **Curricula Design, Materials Development, and Library Resources.** Promote the development of courses of study and degree programs, new and improved curricula, and instructional materials and technology. Promote the acquisition of

library resources including books and journals relating to the food and agricultural sciences; and stimulate the use of new approaches to the study of traditional subjects, including traditional ecological knowledge, new research on teaching and learning theory, and new applications of knowledge.

b. **Faculty Preparation and Enhancement for Teaching.** Advance faculty development in the areas of teaching competency and leadership, subject matter expertise, or student recruitment and advising skills. Examples include: obtaining experience with recent developments and new applications; expanding competence in innovative technologies and new methods of instruction delivery; developing new skills in a field of science or education including student advising skills; or pursuing graduate-level study in a field related to the food and agricultural 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.

c. **Instruction 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 incorporating alternative instructional methodologies that respond to differences in student learning styles; inter-institutional collaborations that deliver instruction in ways that maximize program quality and reduce unnecessary duplication; and consideration and implementation of innovative instructional techniques, methodologies, and delivery systems in response to advances in knowledge and technology.

d. **Scientific Instrumentation for Teaching and Research.** To provide students and faculty in science-oriented courses with suitable, up-to-date equipment to involve them in work central to scientific understanding and progress. Examples include acquiring new state-of-the-art instructional, laboratory, classroom, and research scientific equipment, upgrading existing equipment, or replacing obsolete equipment.

e. **Student Experiential Learning.** To develop scientific and professional competencies that provide students with opportunities to solve complex problems in the context of real-world situations. Examples include preparing future graduates to advance knowledge and technology; enhancing quality of life; conserving resources; and addressing community and economic development issues. Activities include internships, practicum experiences, study abroad opportunities, and participation with faculty on applied research and related community development projects.

f. **Student Recruitment, Retention, and Educational Equity.** To enhance educational equity for under-represented students and strengthen student recruitment and retention programs in the food and agricultural sciences. Examples include initiating new projects or supplementing current efforts to attract increased numbers of students from under-represented groups to enroll in food and agricultural degree programs; mentoring programs and other initiatives for student retention; and the provision of student financial support to attend college.

g. **Additional Concerns.** The use of students for only routine office, laboratory or fieldwork is not considered education for the purposes of this program. To

consider a program as education related, students must be actively engaged in the scholarship of research activities.

d. **Grant Types**. Applicants must select the appropriate planning activity or standard grant.

Planning Activity. Planning Activity Grants support scientific meetings that bring together educators to identify education/teaching needs, update information, or advance an area of education/teaching. Support for a limited number of meetings covering subject matter encompassed by this solicitation will be considered for partial or, if modest, total support. Individual planning activity grants must not exceed $30,000 for up to 36 months and are not renewable. Indirect costs are not permitted on Planning Activity grant awards.

Standard Grant. This is an award instrument by which NIFA agrees to support a specified level of effort for a predetermined project period without the announced intention of providing additional support at a future date.

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

Grants awards may differ from the amounts requested in the application, and NIFA requires revised budgets and revised plans of work before making an award.

The standard project period may range from 36 to 48 months.

Agriculture and Food Sciences Facilities and Equipment (AGFEI)

1. **Project Type**

   The AGFEI program will only accept one project type: Facilities and Equipment. The Facilities and Equipment Projects will focus on the acquisition, repair and remodeling of facilities, laboratories, and other capital facilities (including fixtures and equipment) necessary to conduct activities in tropical and subtropical agricultural research, including pest and disease research.

2. **Grant Type**

   Standard Grant. This is an award instrument by which NIFA agrees to support a specified level of effort for a predetermined project period without the announced intention of providing additional support at a future date.

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

   Grants awards may differ from the amounts requested in the application, and NIFA

requires revised budgets and revised plans of work before making an award. The standard project period may range from 36 to 48 months.

Application Submission and Award Limitations
An eligible institution may submit no more than three applications to RIIA or two applications to AGFEI. All applicants must meet the eligibility criteria as described in Part III of this RFA.

Eligible applicants may receive up to two awards for the RIIA program and two awards for the AGFEI program, but no more than three awards total.

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

B.   Eligibility Requirements
Applicants for the Resident Instruction Grants for Institutions of Higher Education in Insular Areas (RIIA) and Agriculture and Food Sciences Facilities and Equipment (AGFEI) programs 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.

   a. **Individual Institutions**
      i. For the purposes of the **RIIA program**, an eligible institution is an institution of higher education, as defined in section 101(a) of the Higher Education Act of 1995 (20 U.S.C. 1001(a)); is located at an Insular Area; and has a demonstrable capacity to carry out teaching and extension programs in the food and agricultural sciences. All public or non-profit 2-year and 4-year accredited institutions of higher education that offer certificate/degree programs in the food and agricultural sciences are eligible.
      ii. For the purposes of the **AGFEI program**, only individual land-grant colleges and universities, and other institutions that have secured land-grant status through Federal legislation, and which are located at Insular Areas are eligible for awards under this RFA as individual applicants.

         The eight Insular Areas are:
            i. American Samoa
            ii. The Commonwealth of the Northern Mariana Islands
            iii. The Commonwealth of Puerto Rico
            iv. The Federated States of Micronesia
            v. Guam
            vi. The Republic of the Marshall Islands
            vii. The Republic of Palau
            viii. The United States Virgin Islands

   b. **Branch Institutions of a Territory University System**. For the purposes of the RIIA and AGFEI programs, the individual branches of a territory university system that are separately accredited as degree-granting institutions are treated as separate, individual institutions eligible to apply for and receive awards, provided they otherwise satisfy the definition of "eligible institution" as specified above.
   c. **Independent Branch Campuses**. Independent branch campuses of individual institutions may apply for and receive grant awards under this program, provided that they otherwise satisfy the definition of "eligible institution" as specified above.
   d. **Certification of Eligibility**. At the time of application, each primary applicant will be required to demonstrate or certify that it is an eligible institution as defined by this RFA. A non-Land Grant institution must submit a letter signed by the institution's Authorized Representative (AR) certifying that it meets the requirements of an "eligible institution" as defined above. The AR must also certify the institution, or parent institution in the case of an independent branch campus.
      i. Admits as regular students only persons having a certificate of graduation from a school providing secondary education, or the recognized equivalent of such a

certificate.

    ii.   Is legally authorized by the Territory in which it is located to provide a program of education beyond secondary education.

    iii.   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.

    iv.   Is a public or other nonprofit institution; and is accredited by a nationally recognized accrediting agency or association, or if not so accredited, is an institution that has been granted pre-accreditation status by such an agency or association that has been recognized by the Secretary for the granting of pre-accreditation status, and the Secretary has determined that there is satisfactory assurance that the institution will meet the accreditation standards of such an agency or association within a reasonable time.

Eligibility documentation should be submitted as part of the applicant's Project Narrative. See Part IV, B of this RFA.

Duplicate or Multiple Submissions – duplicate or multiple submissions are 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.

C.   Cost Sharing or Matching
No Match Required – The RIIA and AGFEI programs have **NO** matching requirement. NIFA will not factor matching resources into the review process as an evaluation criterion.

PART IV. APPLICATION AND SUBMISSION

A.   Method of Application

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

Table 4 : Steps to Obtain Application Materials

Steps	Action
Step One: Register	New Users to Grants.gov must register early with Grants.gov prior to submitting an application (Register Here).
Step Two: Download Adobe	Download and Install Adobe Reader (see Adobe Software Compatibility for basic system requirements)
Step Three: Find Application	Using this funding opportunity number **USDA-NIFA-RIGP-010335**, 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 5 : 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. 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 6** outlines other key instructions for applicants.

Table 6 : 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 not exceed 250 words and must show how the project goals align with the project goals of the RIIA and AGFEI programs. See **Part V** of the NIFA Grants Application Guide for instructions and suggested templates.
2. **Field 8**. **Project Narrative (PN)**. The PN must not exceed 17 *one and a half* (1.5) spaced pages, including all figures and tables. Font size for written text must be no smaller than 12 points, Times New Roman. Font size for figures and tables must be no smaller than 11 points, Times New Roman and can be single-spaced. The page limits outlined here ensure fair and equitable competition. Appendices to the PN are allowed if they are directly germane to the proposed project. Do not add appendices to circumvent the page limit. Applications will not be accepted for review if the project narrative is not included, exceeds 17 *one-and-a-half* (1.5) spaced pages, or is not in PDF format.
   a. **Potential for Advancing the Quality of Education; Significance of the Problem**
      i. Identification of Educational Problem and Project Impact. Briefly state the following: (1) the specific instructional problem/challenge (or opportunity) to be addressed; (2) the anticipated project audience; and (3) the project's target objectives (what change in education is proposed?) and its anticipated, overall impact on improving the quality of food and agricultural sciences education.

ii.　Project Justification. Summarize the body of knowledge justifying the need for the proposed project. Discuss how the project's Educational Need Area (Part II, B of this RFA will be of value at the State, regional, national, or international level(s), and where applicable, how it will improve the food and agricultural science capabilities of students. Describe any previously funded projects, ongoing or recently completed, that are related to the proposed project.

iii.　Institutional Long-range Goals. Explain how the project will help satisfy the institution/organization's high-priority objectives, or how the project is linked to and supported by the institution/organization's strategic plan.

iv.　Innovation. Describe the proposal's creative approach to improving the quality of food and agricultural sciences education, solving an educational problem, or promoting programs that advance equal opportunity for all students. Using either actual experiences or literature background information, show why this approach was chosen.

v.　Multidisciplinary and/or Problem-based Focus. Indicate how the project is relevant to multiple disciplines in food and agricultural sciences education and how the project will enhance students' understanding of complex agricultural systems. Also, discuss whether the project may be adapted by, or serve as a model for other institutions.

b.　**Proposed Approach and Cooperative Linkages**

i.　Plan of Operation and Methodology. Describe procedures for accomplishing the objectives of the project. Describe plans for management of the project to ensure its proper and efficient administration. Describe the way in which resources and personnel will be used to conduct the project.

ii.　Timetable. Identify all important project milestones (performance targets that indicate when project goals will be met) and dates as they relate to project start-up, execution, evaluation, dissemination, and closeout.

iii.　Products, Results, and Measurable Outputs. Outline the expected products, results, measurable outputs, and their outcome (impact) on strengthening food and agricultural sciences education. This is optional for Planning Activity grant applications.

iv.　Note: Make sure to differentiate among the three terms: (1) "Products" may be actual items or services acquired with funds, e.g., "…developed three, new Web-based courses"; (2) "Results" are accomplishments related to the products, e.g., "...additional course materials now available online to reinforce student learning during non-classroom hours"; and (3) "Impacts" are the benefits to your audience. Impacts are the consequences of your project and the most critical elements in your Evaluation Plan. They are a measure of the results by comparison to what might have happened in the absence of the funded project, e.g., "…an observed, overall increase in student learning based upon 8% higher average test scores of those students who both attended class and used the supplemental, Web-based course materials".

v.　Evaluation Plan. All RIIA projects must have an Evaluation Plan that includes both a strategy for monitoring the project as it evolves (to provide feedback to guide these efforts), as well as a strategy for evaluating the effectiveness of the project. Grantees are encouraged to obtain an

independent evaluator to secure appropriate documentation of the project's outcomes and impacts. This is not required for AGFEI grants.

    vi. Dissemination Plans. All RIIA Standard grants must document how project accomplishments (products, results and impacts…etc.) will be published or otherwise disseminated to the broadest extent throughout the academic community. This may include educational journals or other professional discipline publications, and presentations at regional or international conferences and workshops, including the RIIA Project Directors' Meeting. Discuss the institution/organization's commitment to disseminate project results and products and the potential for institutionalization. Identify target audiences and explain methods of communication. This is optional for Planning Activity grant applications and not required for AGFEI projects.

    vii. Partnerships and Collaborative Efforts. Explain how the project will maximize partnership and collaborative efforts to strengthen food and agricultural sciences education (e.g., involvement of faculty in related disciplines at the same institution, or cooperative activities with business or industry). Provide evidence, via letters from the parties involved in the partnership or collaborative arrangement.

c. **Institutional Capability and Capacity Building**

    i. Institutional/Organizational Commitment and Capability. Demonstrate that the program administration is committed to this project and has the capability to ensure its completion.

    ii. Institutional/Organizational Resources. Document the necessary institutional/organizational resources (administrative, facilities, equipment, and/or materials), and other appropriate resources, that will be made available to the project. Demonstrate how these resources, when combined with the support requested from USDA, will be adequate to carry out the activities of the project.

    iii. Academic Enhancement. Document how this project will improve and strengthen teaching at the institution (including any partner institutions/organizations). Include how any project performance target(s) identified above (2.b., Timetable) will be incorporated into academic instruction at the institution. Discuss how the benefits to be derived from the project will transcend the applicant institution/organization or the grant period.

    iv. Continuation Plans. Discuss the likelihood of, or specific plans for, continuation or expansion of the project beyond the period of USDA support. Describe how the institution's/organization's long-range budget or academic plan provides for the realistic continuation or expansion of the initiative undertaken by this project after the grant period ends. Explain the plans for eventual self-support built into the project, and the plans to institutionalize the program if it is successful. Describe any indications of other continuing non- Federal support. Provide details of the expected outcomes, and the targeted audience that would benefit from the continuation of this project. This is optional for RIIA Planning Activity grant applications.

d. **Key Personnel**. Discuss the adequacy and specific attributes and project responsibilities of each key person associated with the project. Also include the

background and qualifications of those personnel who will be responsible for assessing project results and administering the project evaluation and reporting process.

    e. **Budget and Cost-effectiveness**

        i. Budget. In addition to the separate, required budget forms and budget justification, discuss how the budget specifically supports the proposed project activities. Explain how such budget items as professional or technical staff time and salary, travel, equipment, etc., are necessary and reasonable to achieve project objectives. If travel is part of your budget, virtual or hybrid meetings may be considered based on local and national pandemic conditions. Justify that all funds requested from USDA are allocated adequately between the applicant and any collaborating institution/organization(s) and will be appropriate to carry out the activities of the project. If the application addresses more than one Educational Need Area (see Part II, B of this RFA) you must include estimates of the proportion of the funds requested from USDA that will support each respective area.

        ii. Cost-effectiveness. Justify the project's cost-effectiveness. Show how the project maximizes the use of limited resources, optimizes educational value for the dollar, achieves economies of scale, or leverages additional funds. For example, discuss how the project has the potential to generate a critical mass of expertise and activity focused on a need area.

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

    a. Mentoring Plan (MP) for RIIA projects. A MP describing peer mentoring, layered mentoring, or similar mentoring activities is required for this RFA if professional development for faculty, students, or other community participants is included in grant activities. If various education levels of students or scholars are represented in the application, the MP must address how mentoring will be different and targeted to the specific education level (youth, Undergraduate, Graduate, Postgraduate, etc.), as appropriate. The MP should incorporate:

        i. the roles and responsibilities of the Project Director and Co-Project Directors in managing the mentoring process;

        ii. training for and/or credentials of individuals who will serve as mentors (i.e., mentor training). Mentors may be experienced mentors from academia, industry, or government, or student peers at various levels who are expected to provide guidance, cultural support, and sense of community with the activities and facilitate the amplification of program-specific perspectives and accomplishments of the mentees;

        iii. a description of mentoring activities and how these activities are incorporated into the overall project timeline;

        iv. a description of processes to ensure reasonable accommodations for program participants with disabilities or challenges with accessing program activities. Scholarship programs should include plans to accommodate scholarship recipients who find it necessary to interrupt their program of study because of health, personal, or other reasonable non-academic and non-disciplinary cause(s).

    The MP has a 2-Page Limit that does not count against the project narrative page limit. Title the attachment as 'Mentoring Plan' and save file as 'MentoringPlan'.

b. **Response to Previous Review – PDF Attachment. 1 Page Limit.** Title the attachment as 'Response to Previous Review' in the document header <u>and</u> save file as 'ResponsetoPreviousReview'. This requirement only applies to Resubmitted Applications as described under Part II, B of this RFA "Types of Applications". PDs must respond to the previous review panel summary on **no more than one page**. This page does not count towards the Project Narrative page limit.

c. **Expected Outcomes – PDF Attachment. For RIIA projects,** 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 PDF version of this document can be also found at [Format for Submitting Expected Outcomes](). This is not required for AGFEI projects.

Figure 1: Expected Outcomes

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.

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. Indirect costs (IDC) – See Part IV, C of this RFA for funding restrictions regarding indirect cost, and **Part V** of the NIFA Grants Application Guide for additional information.

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

Supplemental Information Form. See **Part V** of the NIFA Grants Application Guide.
1. **Field 2**. Program to which the applicant is applying. Enter the program name Resident Instruction Grants Program for Institutions of Higher Education in Insular Areas, and the program code (i.e., "AA-Q"). The AGFEI program will share the RIIA program code for this fiscal year. **Note that accurate entry of the program code is very important for proper and timely processing of an application**. Accurate entry is critical.
2. **Field 8**. Conflict of Interest List. See **Part V** of the NIFA Grants Application Guide.

C.   Funding Restrictions

Indirect Costs (IDC) not to exceed 30 percent of total Federal funds awarded (TFFA). Section 1462(a) and (c) of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (NARETPA) codified at 7 U.S.C. 3319, limits IDC for the overall award to 30 percent of TFFA under a research, education, or extension grant. The maximum IDC rate allowed under the award is determined by calculating the amount of IDC using:
> 1. The sum of an institution's negotiated IDC rate and the IDC rate charged by sub-awardees, if any; or
> 2. Thirty percent of TFFA.

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

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

If the result of number two above is the lesser of the two rates, then the maximum IDC rate allowed for the overall award, including any sub-award(s), is limited to 30 percent of the TFFA. That is, the IDC of the prime awardee plus the sum of the IDC charged by the sub-awardee(s), if any, may not exceed 30 percent of the TFFA.

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

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

Organizations that do not have a current negotiated (including provisional) rate, may elect the De Minimis rate (2 CFR 200.414). The Uniform Guidance offers the option of electing to charge a de Minimis rate of 10 percent of modified total indirect costs (MTDC) which may be used indefinitely. As described above and in 2 CFR 200.403, costs must be charged consistently as either indirect or direct costs but may not be double charged or inconsistently charged as both. If elected, this methodology must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which it may do at any time.

See NIFA Indirect Costs for information including additional resources and NIFA Indirect Cost Guidance Chart.

PART V. APPLICATION REVIEW REQUIREMENTS

A.   NIFA's Evaluation Process

NIFA evaluates each application in a two-part process. First, we screen each application to ensure that it meets the administrative requirements set forth in this 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, considering the following factors:

1. The level of relevant formal scientific, technical education, or extension experience of the individual, as well as the extent to which an individual is engaged in relevant research, education, or extension activities.
2. The need to include experts from various areas of specialization within relevant scientific, education, or extension fields.
3. The need to include other experts (e.g., producers, range or forest managers/operators, and consumers) who can assess 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 regarding minority and female 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

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

NIFA will use the following criteria to evaluate this RFA:

1. **Potential for Advancing Quality of Education/Significance of the Problem.** This criterion is used to assess the likelihood that the project will have an impact upon and advance the quality of food, agriculture, natural resources, and human sciences by strengthening institutional capacities to meet clearly delineated needs. Elements considered include institutional long-range goals, identification of a problem or opportunity to be addressed, justification for the project, innovation, advancing educational equity, multidisciplinary and/or problem-based focus, and potential for adoption by other institutions.

2. **Proposed Approach and Cooperative Linkages.** This criterion relates to the soundness of the proposed approach including objectives, methodology, plan of operation, timetable, expected products and results, evaluation, and dissemination plans. Emphasis is placed on the quality of educational or research support provided to the applicant institution through its inter-collegial engagement and partnership and necessary outside collaborative initiatives, and on the potential cooperative linkages likely to evolve because of this project.

3. **Institutional Capability and Capacity Building.** This criterion relates to the institution's capability to perform the project and the degree to which the project will strengthen its teaching or research capacity. Elements include the institution's commitment to the project, the adequacy of institutional resources (administrative, facilities, equipment, and/or materials) available to carry out the project, potential for academic or research enhancement, and plans for project continuation or expansion beyond the period of USDA support.

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

5. **Budget and Cost-Effectiveness.** This criterion relates to the extent to which the total budget adequately supports the project and is cost-effective. Elements considered include the necessity and reasonableness of costs to carry out project activities and achieve project objectives; the appropriateness of budget allocations between the applicant and any collaborating inter-institutional sources and necessary outside collaborators; the adequacy of time committed to the project by key project personnel; and the degree to which the project maximizes the use of limited resources, optimizes educational value for the dollar, achieves economies of scale, leverages additional funds, and focuses expertise and activity on high priority educational [need areas](#).

C.   Organizational Management Information

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

D.   Application Disposition

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

PART VI. AWARD ADMINISTRATION

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

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

B.   Administrative and National Policy Requirements
Several federal statutes and regulations apply to grant applications and the projects outlined in this RFA (some are listed here: Federal Regulations). Unless specifically noted by statue or award-specific requirements, NIFA 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, 48 CFR Part 31, Contract Cost Principles and Procedures
5. Transfer of funds budgeted for participant support costs to other categories of expense (2 CFR 200.456 Participant support costs).
6. Sub-awarding, transferring or contracting out of any work under a federal award, including fixed amount sub-awards (see 2 CFR 200.333, Fixed Amount Sub-awards), unless described in the application and funded in the approved federal awards. This provision does not apply to the acquisition of supplies, material, equipment, or general support services.
7. Changes in the approved cost-sharing or matching provided by the non-federal entity
8. The need for additional federal funds to complete the project.

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 Contact
Kellyann Jones-Jamtgaard
National Program Leader
Kellyann.Jonesjamtgaard@usda.gov
816-599-1916

Dorissel Resto
Program Specialist
Dorissel.Resto@usda.gov
816-715-0868

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

Agriculture and Food Science Facilities and Equipment Program for Insular Areas – AGFEI
Authorized Representative – AR
Data Management Plan – DMP
Fiscal Year – FY
Indirect costs – IDC
Modified Total Direct Costs – MTDC
National Agricultural Research, Extension, and Teaching Policy Act of 1977 – NARETPA
National Institute of Food and Agriculture – NIFA
Project Director – PD
Project Narrative – PN
Project Investigator – PI
Project Summary – PS
Request for Application – RFA
Resident Instruction Grants for Institutions of Higher Education in Insular Areas – RIIA
Science Technology Engineering and Mathematics – STEM
Teaching Federal Funds Awarded – TFFA
United States Department of Agriculture – USDA

APPENDIX III: DEFINITIONS

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

Education or Project Need Areas:
> Curricula Design, Materials Development, and Library Resources; Faculty Preparation and Enhancement for Teaching; Instruction Delivery Systems; Scientific Instrumentation for Teaching and Research; Student Experiential Learning; and Student Recruitment, Retention, and Educational Equity.

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.

Resubmitted Application:
> A project application that was previously submitted to a program, but the application was not funded.