

USDA NIFA AFRI Foundational Program

Font: 12-point font and line spacing not exceeding six lines of text per vertical inch, including figures and tables

Margins: in all directions, must be at least an inch

Required Documents

- Project Summary/Abstract** (template provided) (250-word limit).

- Project Narrative** (see below for page limits** and page 4 of this document for outline).
 - Introduction
 - Rationale and Significance
 - Approach

For Standard, New Investigator, Coordinated Agricultural Project (CAP), Conference, Strengthening Standard, Strengthening CAP and Strengthening Conference Grant applications, the Project Narrative section may **not exceed a total of 18 pages with 12-point font and line spacing not exceeding six lines of text per vertical inch, including all figures and tables.

For Sabbatical, Equipment, and Seed Grant applications, the Project Narrative section may **not exceed a total of 7 pages with 12-point font and line spacing not exceeding six lines of text per vertical inch, including all figures and tables.

For Exploratory Research Applications, the Project Narrative section may **not exceed a total of 7 pages with 12-point font and line spacing not exceeding six lines of text per vertical inch, including all figures and tables.

- Bibliography & References Cited.** All work cited in the text should be referenced in this section of the application. All references must be complete; include titles and all co-authors; conform to an acceptable journal format; and be listed in alphabetical order using the last name of the first author or listed by number in the order of citation.

- Facilities & Other Resources.**

- Equipment.** Describe available equipment. Items of nonexpendable equipment necessary to conduct and successfully complete the proposed project.

Other Attachments:

- Key Personnel Roles** (2-page limit).

For Integrated Grant Applications – state for key personnel an estimate of the percent of time devoted to research, education, and/or extension activities

- Logic Model** (2-page limit) – required for all Integrated Projects. Encouraged for Research, Education, or Extension Project applications.
Include the elements of a logic model detailing the activities, outputs, and outcomes of the proposed project. The logic model planning process is a tool that should be used to develop your project before writing your application. This information may be provided as a narrative or formatted into a logic model chart. For more information and resources, see Integrated Programs’ Logic Model Planning Process at NIFA website.
- Management Plan** (3-page limit) – required for all Integrated Projects. Encouraged for Research, Education, or Extension Project applications.
The plan is to be clearly articulated and include an organizational chart, administrative timeline, and a description of how the project will be governed, as well as a strategy to enhance coordination, collaboration, communication, and data sharing and reporting among members of the project team and stakeholder groups. The plan must also address how the project will be sustained beyond termination of an award.
The management plan must also include an advisory group of principal stakeholders, partners, and professionals to assess and evaluate the quality, expected measurable outcomes, and potential impacts for the proposed research, education and/or extension. Please include rationale for their role, and how they will function effectively to support the goals and objectives of the project. The plan must demonstrate how partners and stakeholders contribute to project assessment on an annual basis.
- Data Management Plan** (2-page limit) – required for research, education, extension, or integrated projects.
A Data Management Plan (DMP) is to 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.). See Part III Section 3.1 of the NIFA Grants.gov Application Guide for NIFA attachment specifications.
For the guidelines on preparation and inclusion of a DMP in your application, see Data Management Plan for NIFA-Funded Research, Education and Extension Projects at NIFA website. Also included on the web page are FAQs and information about accessing examples of DMPs. In addition, general guidelines for Data Management Planning for USDA agencies are available at the National Agricultural Library website.
- Documentation of Collaboration.** (No page limit)
Evidence, e.g., letter(s) of support, must be provided that the collaborators involved have agreed to render services. The applicant also will be required to provide additional information on consultants and collaborators in the budget portion of the application.

- Felony Convictions or Tax Delinquent Status Documentation** (GDSU provides).
- AFRI Project Type form** (GDSU provides)
- Biographical Sketch** (2-page limit excluding publication listing; template provided).
Include a chronological list of **all** publications in **refereed journals** during the past **4 years**, including those in press. Also, list only those **non-refereed** technical publications that have **relevance** to the proposed project.
- Conflict of Interest List** (template provided). One attachment containing all COI lists for each Senior/Key Person.
- Current and Pending Support** (template provided). Include for all PD or co-PDs.
- Detailed budget** (grants.gov format in Cayuse 424 – GDSU assist and template provided)
- Budget Justification** (template provided).
 - Include statement of matching not required if not commodity-specific & national in scope (GDSU will provide)
 - Includes annual trip to project director's meeting
 - Integrated Projects – no more than 2/3 of the budget focused on one component
- Subcontract Arrangements.**
If it will be necessary to enter into a formal subcontract agreement with another institution, then refer to the following items.
 - Letters of commitment (including proposed amount of subaward) and statement of work are required to be included in the application for each subaward. Letters of commitment are to be included in Field 12, Other Attachments of the R&R Other Project Information.
 - If the cumulative amount for subawards exceeds 50 percent of the total Federal funds requested or in instances where the proposed subaward is to a Federal agency, then the applicant must provide budgetary detail (i.e., budget and budget justification) for each subaward. If this is the case then refer to Part V, 8. of the NIFA Grants.gov Application Guide for instructions on how to include this information as part of the application.

AFRI Foundational Project Narrative Requirements

<input type="checkbox"/>	Project Narrative (limited to 18 pages)
<input type="checkbox"/>	Response to Previous Review (1 page; not counted in page limit)
<input type="checkbox"/>	Progress Report (renewal applications only)
<input type="checkbox"/>	(a) Introduction
<input type="checkbox"/>	Clear statement of the long-term goal(s) and supporting objectives
<input type="checkbox"/>	Substantiate need (summarize body of knowledge/past activities)
<input type="checkbox"/>	Describe ongoing or recently completed relevant activities
<input type="checkbox"/>	Include preliminary data
<input type="checkbox"/>	In depth (when applicable):
<input type="checkbox"/>	Magnitude of issue/relevance to stakeholders
<input type="checkbox"/>	Role of stakeholders in problem identification, planning, implementation, evaluation
<input type="checkbox"/>	Reasons for performing the work at the proposed institution
<input type="checkbox"/>	(b) Rationale and Significance
<input type="checkbox"/>	Concise rationale
<input type="checkbox"/>	Relationship to Program Area Priorities*
<input type="checkbox"/>	Potential long-range improvement in and sustainability of U.S. agriculture and food systems
<input type="checkbox"/>	(c) Approach
<input type="checkbox"/>	Objectives
<input type="checkbox"/>	Methods
<input type="checkbox"/>	Stakeholder involvement
<input type="checkbox"/>	Project activities, listed sequentially
<input type="checkbox"/>	Techniques (feasibility/rationale)
<input type="checkbox"/>	Expected results
<input type="checkbox"/>	Evaluation methods (extension/education activities)
<input type="checkbox"/>	Data analysis/interpretation
<input type="checkbox"/>	Plan to communicate results (scientific peers, stakeholders, public)
<input type="checkbox"/>	Potential pitfalls
<input type="checkbox"/>	Limitations to proposed procedures
<input type="checkbox"/>	Methods
<input type="checkbox"/>	Timetable
<input type="checkbox"/>	Integrated Project Requirements
<input type="checkbox"/>	Program Area specific requirements (see RFA)
<input checked="" type="checkbox"/>	Education, Extension, Conference, Sabbatical, Equipment, and Seed Grants have special required components – see RFA

* Applications that do not address at least one Program Area Priority will not be reviewed.