



Presentation Overview

- SF-424
- NIFA Supplemental Information
- Project Performance Site Location
- Budget
- Grants.gov and Workspace
- Research and Related Other
- Project information
 - Project Summary and Abstract
 - Project Narrative
 - COI
 - Vita
 - Current and Pending
 - Letter of Commitment for subs/consultants
 - Bibliography and references cited
 - Facilities
 - Equipment
 - Other Attachments including Stakeholder Input



NIFA Supplemental Information

- This form should be completed with the SF-424
- Funding opportunity number
- Program Code
- Apply early, and check with us!
- Check that U.S. Treasury ASAP account and password are active.
- Identify key words



Budget

- Budgeting and program design is iterative.
- Research, extension, and education approaches have fairly set costs.
- Examine budgets from other successful applications to identify how much an activity might cost.
- Move back and forth from your budget to your design to see if you can afford your approach.



Grants.gov and Workspace

- Make sure your password and account are ready to go at least a couple of weeks before the due date.
- Submit an application at least a week early.
- An application can be resubmitted, so an early application can be updated, but a late application generally cannot be accepted.
- Use the tracker.
- Contact the program staff if you are uncertain your application was received.
- Make sure your program code is in all capital letters.
- Each fiscal year, check to see if your SAMS code is good, at least a month before your due date.
- Only submit PDFs. Program staff will not accept other document formats.



Research and Related Other Project Information

Institutional Review Board (IRB):

- Say yes if you are conducting research on people: collecting data from them.
- Have IRB ready as you submit project.
- For exemptions see:

http://grants.nih.gov/grants/policy/hs/faqs_aps_exempt.htm

Environmental impact:

- Only check yes if notable impact.



Project Summary and Abstract

- Written for a generalist audience.
- Include major education, research, or extension objectives.
- Don't just duplicate the opening paragraph of your project narrative.
- Include project director (PD) and their affiliation, followed by co-project directors (Co-PDs).



Project Narrative

Each RFA will be different.

BFRDP RFA: Lengths may vary (often 16 pages)

Introduction

- Approach
- Personnel and resources
- Plan for outcome based reporting
- Management and collaboration plan



Conflict of Interest

Identify:

- Your thesis and/or postdoctoral advisees and advisors.
- Co-authors of publications (including pending and submissions) for the last three years.
- Collaborator (including letters of support) for the last three years.
- Consulting/financial arrangements including receipt of compensation.



Vita or Biographical Sketch

- For each project director and co-project director.
- Two pages + publications from last four years.
 - All refereed and all relevant non-refereed.
- Academic and research credentials.
 - Degrees,
 - Teaching experience,
 - Employment history,
 - Professional activities,
 - Honors and awards, and
 - Grants received.



Current and Pending

<http://nifa.usda.gov/resource/application-support-templates>

- All current and pending support for each PD and Co-PD
 - All ongoing
 - All pending
 - Even if no salary
- Include:
 - Total award including indirect costs, and
 - Number of person-months per year.



Letter of Commitment for subs/consultants

- Organizational letterhead.
- Should fully describe the commitment,
 - Money,
 - Time,
 - Other resources such as land, office space, meeting rooms, administrative support, etc.
- Should specify length of commitment.
- May also specify support for the project although not a letter of support.
- Also include CV if they are providing expert services!



Bibliography and references cited

- This section should be titled 'Bibliography & References Cited' in the document header.
- This PDF should be saved with the name 'BibliographyReferencesCited'.
- 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 & Equipment

Facilities:

- Title PDF attachment 'Facilities & Other Resources' in the document header.
- Save PDF as 'FacilitiesOtherResources'.

Equipment:

- Title PDF attachment as 'Equipment' in the document header.
- Save file as 'Equipment'.
- Describe available equipment.
- Items of nonexpendable equipment necessary to conduct and successfully complete the proposed project should be listed in Field C. of the R&R Budget and described in the Budget Justification.



Other Attachments including Stakeholder Input

Describe the role of stakeholders:

- Problem identification,
- Planning,
- Implementation, and
- Evaluation