Typical Format of a Proposal
FALCON

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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. Treasure ASAP account and password are active.
• Identify key words
You only need to use the itemized spreadsheet if your budget is going to change from what you planned in 2018.
You wrote a proposed budget for 2019 last year as part of your four-year Equity application. If nothing needs to change click the checkbox and have your AR sign the form. Then you scan it and email it to Erin—copy the program specialist.
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.
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:

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.
Describe the role of stakeholders:
• Problem identification,
• Planning,
• Implementation, and
• Evaluation