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) | |
|  | Project Narrative (limited to 18 pages) | |
|  | Bibliography & References Cited | |
|  | Facilities & Other Resources (info provided) | |
|  | Equipment (info provided) | |
|  | 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 Integrated Projects |
|  |  | Management Plan (3-page limit) – required for Integrated Projects |
|  |  | Data Management Plan (3-page limit) |
|  |  | Documentation of Collaboration |
|  |  | Pre-prints (limit of 2) (optional) |
|  |  | Felony Convictions or Tax Delinquent Status Documentation (Liz/Leah provide) |
|  |  | AFRI Project Type form |
|  | Biographical Sketch (2-page limit excluding publication listing; template provided) | |
|  | Current and Pending Support (template provided) | |
|  | Conflict of Interest List (template provided) | |
|  | Detailed budget (grants.gov format in Cayuse 424 – Liz/Leah to assist) | |
|  | Budget Justification (template provided) | |
|  |  | Include statement of matching not required if not commodity-specific & national in scope |
|  |  | Includes annual trip to project director’s meeting |
|  |  | Integrated Projects – no more than 2/3 of the budget focused on one component |

**AFRI Foundational Project Narrative Requirements**

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