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**

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|[ ]  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**

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|[ ]  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.*