

United States
Department of
Agriculture



Economic
Research
Service



Food Assistance and Nutrition Research Program

Fiscal 2008

Competitive Grants and Cooperative Agreements Program

Description and Application Process



Economic Research for a Healthy, Well-Nourished America



*Food Assistance & Nutrition
Research Program*

Checklist

All proposals submitted under the Food Assistance and Nutrition Research Program (FANRP) must contain the applicable elements described in this brochure and should be mailed by May 19, 2008. The following checklist has been prepared to assist in ensuring that the proposal is complete and in the proper order to mailing:

- ✓ Application for Federal Domestic Assistance Form (SF-424)
 - Is all required information accurate and complete?
 - Is the Catalog of Federal Domestic Assistance (CFDA) number: 10.253?
 - Has the authorized organizational representative signed the SF-424?
 - Is the CFDA Title: Food Assistance and Nutrition Research Program?
 - Have you included a telephone number, fax number, and/or e-mail address where a message may be left for you?
 - Have you included the requested total funding amount from the budget form?
- ✓ Budget Form (SF-424A)
 - Are budget items complete?
 - Is the summary budget included?
 - Is the funding level total in line k within the stated limit of \$400,000 for the full duration of the project proposal?
 - Is the budget duration within the stated limit of 3 years?
- ✓ Proposal and All Attachments in PDF (only for electronic submissions through Grants.gov)
- ✓ Project Summary Page
 - Is the project title listed at the top?
 - Has the Project Summary been included?
 - Does the summary include research objectives?
 - Is the summary no more than 250 words?
 - Do the name and institution of the Principal Investigator, co-investigators, and subcontractors appear on the page, or on the following page?
 - Does the page include the total amount requested?
 - Does the page include the start and end date?
- ✓ Table of Contents
 - Are page numbers included for each item?
- ✓ Project Description
 - Is the project fully described?
 - Does this section adhere to the format and page limitations, as specified?
 - Does this section begin as page 1, as specified?
 - Does the project description contain a tentative schedule or workplan of major steps of study?
- ✓ Citations to Project Description
 - Are all references cited?
 - Are all citations referenced?
 - Do all citations contain a title and are they in accepted journal format?
- ✓ Documentation from Collaborator(s), or Host Institution (where appropriate)
- ✓ Vitae and Publications List(s)
 - Are vitae included for the Principal Investigator and co-investigators, senior associates, and other key project personnel (including subcontractors—see instructions)?
 - Are the vitae current and pertinent?
 - Are the publications lists complete and limited to the last 5 years?
- ✓ Indirect Cost Rate Schedule
 - For reimbursement of indirect costs, is a copy included of the applicant's indirect cost rate schedule that reports the applicant's federally negotiated audited rate?
- ✓ General
 - Does the proposal conform to all format and page limitations and deadline requirements?
 - Are there an original and 12 copies (paper submissions only)?
 - Are all copies complete?

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Overview

Applications are invited for competitive grant and cooperative agreement awards from the U.S. Department of Agriculture (USDA) for fiscal 2008. This document provides background on the research areas of interest to the Food Assistance and Nutrition Research Program (FANRP), application procedures, deadlines for submission, and guidance for the application process.

USDA's Economic Research Service (ERS) anticipates awarding approximately \$2 million in fiscal 2008 for competitive grants and cooperative agreements. ERS will accept proposals under this program for funding levels, inclusive of indirect cost when applicable, between \$100,000 and \$400,000 (for the duration of the grant and/or the cooperative agreement, not to exceed 3 years). Parties interested in smaller grants may want to consider ERS's RIDGE Program. See the FANRP website at www.ers.usda.gov/briefing/foodnutritionassistance/funding/ridge for more information.

For 2008, applicants may continue to submit paper-copy applications under existing procedures. Alternatively, as part of the USDA's implementation of E-Government under the President's Management Agenda, the Economic Research Service will accept applications for this program submitted electronically through the Grants.gov website at www.grants.gov.

The Grants.gov website is the single access point to electronically find and apply for competitive Federal funding opportunities and manage grants from all Federal grantmaking agencies in one place.

Applicants can apply to this funding opportunity through www.grants.gov. First-time users should go to the "Apply for Grants" tab on the website and carefully read and follow the steps listed in order to apply. Your organization will need to be registered with the Central Contractor Registry (CCR) at www.ccr.gov. Your organization also will need a Data Universal Number System (DUNS) number. A DUNS number is a unique nine-character identification number provided by the commercial company, Dun & Bradstreet (D&B). To investigate if your organization already has a DUNS number or to obtain a DUNS number, contact Dun & Bradstreet at 1-866-705-5711. Be sure to complete the Marketing Partner ID (MPIN) and Electronic Business Primary Point of Contact fields during the CCR registration process. These are mandatory fields that are required when submitting grant applications through www.grants.gov.

Please note: The DUNS and CCR requirements described above are applicable to all applicants whether you choose to apply through Grants.gov or submit a paper application package.

Authority

The authority for this program is contained in the Continuing Appropriations Resolution, Fiscal 2008 (P.L. 110-161). Under this program, subject to the availability of funds, the Secretary may award competitive grants and cooperative agreements for the support of research projects to further USDA food and nutrition assistance programs, especially the Food Stamp Program (FSP), Child Nutrition Programs (School Breakfast, National School Lunch, Summer Food Service, and Child and Adult Care Food Programs), and the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC). Proposals may be submitted by any State agricultural experiment station, college, university, other research institution or organization, Federal agency, private organization, corporation, or individual.



Applicable Federal Statutes, Regulations, and Guidelines

Applicable Federal statutes, regulations, and guidelines include the following:

(a) guidelines to be followed when submitting grant proposals and cooperative agreements and rules governing the evaluation of proposals; (b) the USDA Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations, 7 CFR 3019; (c) the USDA Uniform Federal Assistance Regulations, 7 CFR Part 3015; (d) the USDA Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, 7 CFR Part 3016; and (e) Cooperative Research Agreement 7 USC 3318b.

The Catalog of Federal Domestic Assistance (CFDA) number for this program is 10.253. The CFDA Title is Food Assistance and Nutrition Research Program.



Priority Research Areas

ERS is accepting economic research proposals that focus on USDA's food assistance and nutrition programs. All proposals should have important implications for these programs. Anticipated funding in fiscal 2008 for competitive grants and cooperative agreements is approximately \$2 million. Funds awarded through this announcement cannot be used to support demonstration projects or provide benefits, but can support evaluations and other studies of demonstration and pilot projects.

Three research areas (listed below) highlight priorities for proposed competitive grants or cooperative agreements. The suggested topics and questions discussed below within each Priority Research Area are intended to stimulate research proposals. Applicants may propose other policy-relevant topics with justification.

ERS encourages proposals that use existing nationally representative cross-sectional or longitudinal data. For a description of nationally representative surveys useful to food and nutrition assistance studies, see table 1, or go to www.ers.usda.gov/briefing/foodnutritionassistance/data/. Use of other datasets is also acceptable, with justification. Proposals using administrative data that is not publicly available must be accompanied by letters of support from the source agency.

FANRP has a large inventory of ongoing research projects. Applicants are encouraged to read project descriptions in the *Food Assistance and Nutrition Research Program, Final Report: Fiscal 2007 Activities* or in the FANRP Project Descriptions to avoid duplication. The report and the FANRP Project Descriptions are available on the FANRP website at www.ers.usda.gov/briefing/foodnutritionassistance/.

The three priority research areas are:

- I. Food Choices: Economic Determinants and Consequences**
- II. Economic Incentives in Food Assistance Programs**
- III. Food Assistance as an Economic Safety Net**

I. Food Choices: Economic Determinants and Consequences

Food choices depend on food and nutrition assistance program benefits, household income, consumer preferences, as well as prices and other market factors. FANRP is interested in research on the economic determinants and consequences of food choices, including the effects of market factors, time use, and the relationships among program participation, food choices, and weight status. Examples of questions of interest to FANRP include:

Market Factors

- To what extent do market factors—such as competition from mass merchandisers and dollar stores; the availability, variety, quality, and prices of foods sold in different types of stores; advertising and promotion; shopping convenience; time factors; and urban-rural location—affect the value of food assistance benefits and influence the food expenditures and food choices of low-income populations (including decisions to eat away from home)?
- What are the price, expenditure, and income elasticities for food choices of low-income populations?
- How does food away from home (fast foods, schools/day care) contribute to food expenditures and to food and nutrient intake among various types of low-income households?

Costs of “Healthy” Diets

- What is the relationship between food expenditures, food choices (including food away from home), and diet quality, and how is the relationship affected by geographic location and urban/rural location?
- What are the full costs (including time and money costs) of a “healthy” diet that is acceptable to consumers, and how do these costs compare with the costs of the Thrifty Food Plan, or the “average” American diet?

Time Use

- What are some of the tradeoffs that low-income households, particularly households most constrained by time (such as single-parent households), make in balancing work, child care, and household tasks? Examples of such tradeoffs might be relative amounts of time spent in food shopping, food preparation and cleanup, and eating at home and away from home.
- What are the effects of time-use decisions on weight status, food security, and other aspects of well-being related to food consumption, diet, and health?

Behavioral Economics

- What are the relationships between behavioral economic concepts—such as hyperbolic discounting, self-control, habitual strategies for mental accounting, stress, and visual and sensory stimuli—and food choices?
- How can these behavioral economic concepts be applied to program design and delivery to increase program effectiveness, and what are the costs and benefits?

Food Stamp Program

- What are the costs and consequences of potential changes in the Food Stamp Program designed to improve participants’ decisions regarding healthy food choices?
- What is the impact on food expenditures, food choices, diet quality, and food insecurity when participants leave the Food Stamp Program, especially when controlling for changes in income or household composition?

WIC

- What are the impacts of the recent revisions to WIC food packages on market factors (such as the number, kinds, and location of WIC-authorized vendors; and availability, variety, quality, and prices of foods), food redemption patterns, food expenditures, food choices, and nutrient intakes?
- How do WIC-food redemption patterns differ when program benefits are distributed via Electronic Benefit Transfer (EBT) versus paper food instruments?

Child Nutrition Programs

- How does participation in child nutrition programs affect household food expenditures, food choices, nutrient intake, and diet quality?



- How do different food offerings (e.g., salad bars, expanded fresh fruit and vegetable choices), different preparation methods (onsite versus offsite), or different menu planning methods (nutrient standards versus food-based) affect children’s program participation and their food choices?

Obesity

- What are the dynamics of obesity among children and other food assistance population subgroups?
- What are the correlates and consequences of persistent obesity?

II. Economic Incentives in Food Assistance Programs

FANRP is interested in research aimed at comparing the economic costs and benefits of alternative policy choices on the behavior of food and nutrition assistance program clients and others, and improving the use of administrative data for evaluation purposes. For example:

Macroeconomic Factors

- What are the characteristics of the relationship between unemployment and participation in the Food Stamp Program (e.g., in terms of timing and magnitude)?
- How do changes in food and nutrition assistance policies impact economic activity and household income across the economy and in various industry sectors, regions, and markets?

Food Stamp Program

- What are the costs and benefits of alternative policy choices aimed at improving program access (such as recently implemented policy options intended to reduce client burden), program targeting (e.g., working poor), and program integrity?
- How do policy parameters embedded in the benefit formula for the Food Stamp Program relate to current food spending patterns? For example, what are the implications of the current maximum and minimum benefits for one- and two-person households? How do other components of the formula (e.g., the 30-percent benefit-reduction rate on net income and on current deductions and caps) affect food spending?
- To what extent do shelter costs and other deductions available to food stamp applicants compensate for geographic differences in food prices?

Child Nutrition Programs

- State and local school districts have adopted a wide range of policies intended to promote nutrition and wellness (for example, expanded nutrition education and restrictions on vending and other non-USDA foods for sale in schools). What are the costs of State and local policies intended to promote child nutrition and wellness—such as restrictions on vending machines—and how do they affect program participation, children’s food consumption, and/or other outcomes?
- What are the costs of alternative food procurement or delivery systems, such as establishing food-buying cooperatives, directly contracting with farmers (“farm-to-school”), purchasing fresh fruits and vegetables through the U.S. Department of Defense procurement system

(DoDFresh), or outsourcing school meals? How do they affect program participation, customer satisfaction, and food consumption?

WIC

- What are the full costs to WIC State and local agencies associated with promoting breastfeeding (including the value of benefits to the breastfeeding mother-child dyad) compared with the costs of providing infant formula (including the value of benefits to the nonbreastfeeding mother-child dyad, as well as the value of infant formula rebates) under the current and the revised food packages?
- How does WIC participation affect women's health and behaviors in the postpartum period and in subsequent pregnancies? For example, compared with women who do not participate in WIC, do women who participate in WIC return to their pre-pregnancy weight faster, smoke less, have lower rates of obesity or anemia, or have better outcomes in future pregnancies?

Improving Evaluation Methodology Through Existing Data

- How can administrative data, collected at the local, State, or national level, be used for evaluation research, either alone or linked to survey data? Examples of potentially useful administrative data include EBT transaction data and Food Stamp Program Quality Control data; Food Stamp Nutrition Education (FSNE) data collected for State and national reporting; school district data on school meal participation and food purchases; WIC State food instrument issuance or redemption data; birth certificate data containing WIC and Medicaid participation information; and store scanner data.
- What are the types and levels of errors present in some of these data? (For example, what is the level of misreporting of WIC and Medicaid participation in birth certificate records?)

III. Food Assistance as an Economic Safety Net

Food assistance programs are an economic safety net buffering the effects of low income and lack of assets and protecting target populations against income losses and unexpected expenses. Examples of research questions of interest include:

Economic Shocks

- How do economic shocks, such as inflation or the recent mortgage crisis, affect the number of eligibles and participants in the food and nutrition assistance programs, household spending choices, food choices, and diet quality? (For example, to what extent do rising energy and housing costs affect food spending and food security?)
- What are some of the coping mechanisms that low-income households use to increase household well-being in the presence of limited financial resources, and how do these mechanisms interact with food and nutrition assistance programs? (For example, to what extent do households depend on extended families?)

Multiple Program Interactions

- What share of households participate in multiple food assistance programs versus only one or none of the programs for which they are eligible, what factors influence these participation decisions, and how do the programs work individually and additively to create a safety net?



- Similarly, how many households that participate in food and nutrition assistance programs also participate in other types of assistance programs (such as housing and energy assistance programs or the Earned Income Tax Credit program), and what factors drive households to participate in those multiple programs?

Income Volatility

- What is the relationship between income volatility and participation in food and nutrition assistance programs?
- To what extent do food and nutrition assistance programs affect the level and stability of spending patterns of different types of households (such as elderly households, households with and without children, single adult households, and households with earnings)?

Immigration

- What are the relative contributions of increased immigration (legal and illegal), the economy, and other factors on participation in WIC and child nutrition programs?

Food Insecurity

- What are the dynamics of food insecurity among various food assistance population subgroups?
- What are the correlates and consequences of persistent food insecurity?

Table 1

Examples of nationally representative datasets useful for studies of food and nutrition assistance programs and selected variables available

Survey name	Selected variables available
ACS (American Community Survey)	FSP, household characteristics
ATUS (American Time Use Survey)	Time use, self-reported weight and height
CE (Consumer Expenditure Survey)	Food expenditures, food prices, food quantities, FSP
CPS (Current Population Survey)	FSP, WIC, NSLP, SBP, food security
ECLS-B (Early Childhood Longitudinal Survey-Birth Cohort)	Infant feeding patterns, child's height and weight, food security, health indicators, cognitive development, FSP, WIC, CACFP
ECLS-K (Early Childhood Longitudinal Survey-Kindergarten Cohort)	Child's weight and height, food security, health indicators, cognitive development, FSP, NSLP, SBP, academic achievement
Food Stamp Program State Policy Database	FSP
FSPAS (ERS Food Stamp Program Access Study Data Set)	Household characteristics and participation decisions for FSP eligibles, applicants, recertifying, departing, and nonparticipants
National Sample of Food Stamp Program Electronic Benefit Transfer (EBT) Transactions, 2003	Time, place, and amount of every purchase, store and household characteristics, FSP
NFSPS, 1996 (National Food Stamp Program Survey)	Food shopping behaviors, food security, nutrient availability, FSP
NHANES (National Health and Nutrition Examination Survey)	Height and weight, food and nutrient intake, dietary practices, health indicators, FSP, WIC, NSLP, SBP
Nielsen Homescan Consumer Panel Survey ¹	Food expenditures, food prices, food quantities, store characteristics
PSID (Panel Study of Income Dynamics)	FSP, WIC, NSLP, SBP
SHPPS (School Health Policies and Programs Study)	NSLP, SBP
SIPP (Survey of Income and Program Dynamics)	Food security, FSP, WIC, NSLP, SBP
SNDA III (School Nutrition and Dietary Assessment Study)	Food and nutrient intakes, NSLP, SBP
SPD (Survey of Program Dynamics)	Food security, FSP, WIC, NSLP, SBP

Note: For additional descriptions and links go to www.ers.usda.gov/briefing/foodnutritionassistance/data/

Acronyms: CACFP (Child and Adult Care Food Program), FSP (Food Stamp Program), NSLP (National School Lunch Program), SBP (School Breakfast Program).

¹ERS has acquired the Nielsen Homescan data for the years 1998-2005. Because the data are owned by Nielsen and are proprietary, use of the data is subject to the terms and the conditions of the contract under which the information was purchased. The contract limits the use of the data to issues of interest to the Department and allows sharing the data with external researchers when, as third-party consultants, the external researchers carry out the work of the Department. USDA-funded research agreements, therefore, can use these data subject to the terms of the contract.



Eligibility Requirements, Award Types, and Indirect and Other Costs

The Food Assistance and Nutrition Research Program (FANRP) may award competitive grants or cooperative agreements under this announcement. **Applicants need not specify the type of award in their proposal. FANRP reserves the right to determine the type of award.**

The type of award made for a selected proposal will be governed by the nature and degree of involvement desired by FANRP in the project and the type of institution requesting funding (see “Authority,” page 1). In accordance with Federal statutes, the amount of indirect cost ERS will pay is governed by the type of award and the type of institution receiving the award.

Proposals may be submitted by any State agricultural experiment station, college, university, other research institution or organization, Federal, State, or county agencies, private organization, corporation, or individual. Proposals submitted by non-United States organizations will not be considered.

Proposals may include requests for conferences that bring together members of the interested research community to identify research needs, update information, or advance an area of research recognized as an integral part of the research effort.

Types of Awards

- **Grants:** Grants will be awarded when the research topic does not require substantial involvement between ERS staff and the recipient during the performance of the award.
- **Cooperative Agreements:** Cooperative agreements will be awarded when the research topic requires more substantial involvement between ERS and the investigator(s). There are two types of cooperative agreements: cooperative research agreements and assistance-type cooperative agreements. In a cooperative research agreement, ERS staff and extramural researchers are close collaborators and contributors to support the research; in an assistance-type cooperative agreement, the extramural researchers are responsible for conducting the greater part of the work on the project. Cooperative research agreements require both parties to contribute to the funding of the project; assistance-type cooperative agreements do not have this joint funding requirement.

Indirect and Other Costs

Federal statutes dictate the amount of indirect costs that ERS pays by type of award and institution. In cooperative research agreements, ERS pays: no indirect costs to State cooperative institutions (i.e., land-grant universities and their constituent schools and departments); the negotiated indirect cost rate not to exceed 10 percent of total direct costs to nonprofit institutions other than State cooperative institutions; and the negotiated indirect cost rate not to exceed the audited rate of any federally recognized audit agency to other institutions. In competitive grants and assistance-type cooperative agreements, ERS pays the negotiated indirect cost rate not to exceed the audited rate of any federally recognized audit agency to State cooperative institutions and institutions other than State cooperative institutions and nonprofit institutions; and the negotiated indirect cost rate (no statutory limitation) to nonprofit institutions other than State cooperative institutions. For reimbursement of indirect costs, the applicant must include a copy of its indirect cost rate schedule with the application. Tuition shall be treated as an allowable cost, subject to negotiation, where reimbursement of such costs is not prohibited by law.

Peer Review of Applications

All proposals received will be acknowledged. If you do not receive an acknowledgment within 30 days of the submission deadline, please contact the FANRP office at (202) 694-5466 or e-mail: FANRP@ers.usda.gov. Prior to technical examination, a preliminary review will be made for meeting proposal eligibility requirements.

Proposals that do not fall within the guidelines as stated in this document will be eliminated from program competition, and the applicant will be notified in writing.

Peer review panels will be convened to review proposals in each research area. All applicants will be notified in writing by October 31, 2008, as to whether their proposal has been accepted for an award by FANRP. Applications submitted through Grants.gov may be monitored online at the website and will also received a written notice from the program office.

Peer review panel members will be selected based upon their training and experience in relevant research or technical fields, taking into account the following factors:

- The level of formal social science or technical education and other relevant experience of the individual as well as the extent to which an individual is engaged in relevant research and other relevant activities;
- The need to include as peer reviewers experts from various areas of specialization within relevant social science or technical fields;
- The need to include as peer reviewers experts from a variety of organizational types (for example, universities, industry, private consultant(s)) and geographic locations; and
- The need to include as peer reviewers individuals with relevant program knowledge and experience.

During the peer evaluation process, extreme care will be taken to prevent any actual or potential conflicts of interest that may have an impact on review or evaluation. Names of submitting institutions and individuals, as well as proposal content and peer evaluations, will be kept confidential.



Evaluation Factors and Criteria

The proposal evaluation process includes peer review panels consisting of experts from academia, government, and the private sector. In addition to reviewers' comments, FANRP's selection process considers coverage of priority research areas, overlap among proposals and ongoing projects, program needs, potential benefits resulting from research collaborations on particular projects, proposed research products, and the availability of funding.

The peer review panel will use the following criteria and weights to evaluate proposals (100 points total):

Research Merit of the Proposal (weight: 35 points)

This criterion is used to assess the conceptual adequacy of the hypothesis or research question, the clarity and delineation of objectives, the adequacy of the description of the undertaking, how the anticipated results will advance policy knowledge and the development and implementation of programs, and the suitability of the proposed research products for ERS publication. Background information should be brief for proposals that address one of the topics described on pages 3-7; a more extensive justification is needed for a proposal with a nonlisted topic.

Overall Approach (weight: 30 points)

This criterion relates to the probability of success of project; time allocated for systematic attainment of objectives; analytic approach; and research design, appropriateness of data, and suitability and feasibility of methodology.

Workplan, Budget, and Cost-Effectiveness (weight: 20 points)

This criterion relates to the extent to which the total budget adequately supports the project and is cost effective. The proposal should provide an explanation and justification for any large or unusual expenditures. Reviewers will evaluate if the workplan is reasonable and sufficient to ensure timely implementation and completion of the study. The workplan should also provide evidence of the adequacy of available or attainable support personnel, facilities, and instrumentation. When achievement of the workplan requires collaboration, evidence is needed of the adequacy of support from and commitment to cooperation from any collaborative organization.

Key Personnel (weight: 15 points)

This criterion relates to the adequacy of the number and qualifications of the key persons who will carry out the project. It also relates to their time committed to this project and to their availability.

How To Obtain Application Materials

FANRP is using the Internet for primary distribution of information and application materials for its Competitive Grants and Cooperative Agreements Program. The Economic Research Service will accept applications for this program submitted electronically through www.grants.gov. For 2008, applicants may continue to submit paper-copy applications under existing procedures or use electronic submission. Please note that this document, with downloadable Application for Federal Domestic Assistance (SF-424) and budget forms (SF-424A) are available on the FANRP website at www.ers.usda.gov/Briefing/foodnutritionassistance/compgrants.htm and www.grants.gov. Photocopies of materials and the application (SF-424) and budget form (SF-424A) are acceptable. Paper copies also may be requested from:

David Smallwood
FANRP/ERS
1800 M Street, NW, Room N2130
Washington, DC 20036-5831
Telephone: (202) 694-5466
Fax: (202) 694-5677
E-mail: FANRP@ers.usda.gov



Application Process

Overview

These guidelines are provided to assist you in preparing a proposal to the Competitive Grants and Cooperative Agreements Program of the Food Assistance and Nutrition Research Program. Please read these guidelines carefully before preparing your submission.

A checklist is provided at the beginning of this document to help you provide the necessary information for completing a proposal. An Application for Federal Domestic Assistance Form (SF-424) and a budget form (SF-424A) are required for the proposal, and they may be obtained using the Internet or by requesting a paper copy; contact information is provided on page 12.

Submission Requirements

The purpose of a grant or cooperative agreement proposal is to persuade FANRP and members of the food assistance and nutrition research community who provide advice to FANRP that the proposed project is important, methodologically sound, and worthy of support under the criteria listed on page 11. The application should be self-contained, should clearly present the merits of the proposed project, and should be written with care and thoroughness. It is important that all essential information for comprehensive evaluation be included. Omissions often result in processing delays and may jeopardize funding opportunities.

In preparing the proposal, applicants are urged to ensure that the name of the Principal Investigator and, where applicable, the name of the submitting institution are included on the Application for Federal Domestic Assistance Form (SF-424).

Format and Contents of Proposals

For electronic submissions through Grants.gov, the proposal and all attachments must be submitted in portable document format (pdf). Using pdf allows applicants to preserve the formatting of their documents. In order to save a document as a pdf, the applicant will need to use pdf generator software. Grants.gov has published the following web page on tools and software that the applicant can use: www.grants.gov/applicants/app_help_reso.jsp

The Standard Application for Funding Cover Page (SF-424)

Each copy of the proposal must contain an Application for Federal Domestic Assistance (SF-424) and be the first page of the application package. At least one copy of the form must contain pen-and-ink signatures if submitting by paper or electronic signatures if submitting via Grants.gov. Electronic copies of the form and general instructions are available at www.ers.usda.gov/Briefing/foodnutritionassistance/compgrants.htm.

A sample and general instructions for completing the proposal coversheet, SF-424, are found in appendix A. Instructions specific to this announcement are provided on p. 14.

Specific instructions for SF-424

Item	Specific instruction
1 Type of Submission	Check "Application"
2 Type of Application	Check "New"
3 Date Received	Leave blank
4 Applicant Identifier	Leave blank
5 a & b Federal Identifiers	Leave blank
6 & 7 State Use Only	Leave blank
8-9	Complete using general instructions (appendix A)
10 Name of Federal Agency	Enter "Economic Research Service, USDA"
11 Catalog of Federal Domestic Assistance Number	Enter "10.253"
CDFA Title	Enter "Food Assistance and Nutrition Research Program"
12 Funding Opportunity Number	Enter "FANRP2008001"
Funding Opportunity Title	Enter "Food Assistance and Nutrition Research Program Fiscal 2008 Competitive Grants and Cooperative Agreements Program"
13-14	Leave blank
15-18	Complete using general instructions (appendix A)
19	Check "c"
20-21	Complete using general instructions (appendix A)

Standard Budget Form (SF-424A)

A summary budget is required detailing requested support for the overall project period, which is not to exceed 3 years. Funding levels accepted are between \$100,000 and \$400,000, inclusive of indirect cost where applicable, for the duration of the project (not to exceed 3 years).

Funds may be requested under any of the budget categories listed, provided that the item or service requested is identified as necessary for successful conduct of the proposed project, allowable under applicable Federal cost principles, and not prohibited under any applicable Federal statute or regulation.

Budget items include:

- Personnel
- Fringe benefits
- Travel
- Equipment
- Supplies
- Contractual
- Other direct costs
- Indirect charges

Salaries of faculty members and other personnel who will be working on the project may be requested in proportion to the effort they will devote to the project.

Electronic copies of the standard budget form and general instructions are available at www.ers.usda.gov/Briefing/foodnutritionassistance/compgrants.htm. A sample and general instructions for completing the proposal budget form are found in appendix B.



Specific instructions for SF-424A

Item	Specific instruction
1(a) Grant Program Function or Activity	Enter "FANRP"
1 (b) Catalog of Federal Domestic Assistance Number	Enter "10.253"
1(c),(d),(f)	Leave blank
1(e), 1(g)	Enter amount of Federal funds requested
2-4	Leave blank
5(b),(c),(d), (f)	Leave blank
5(e), (g)	Enter amount of Federal funds requested
6 a-k (columns 1 and 5)	Allocate Federal funds requested to appropriate budget categories
6-a-k (columns 2-4)	Leave blank
7-20	Leave blank
21-23	Optional

Project Summary Page

The proposal must contain a Project Summary Page, must be assembled immediately after the budget form, and should not be numbered. The names and institutions of the Principal Investigator, co-investigators, and subcontractors should be listed on the summary page. Also include the total amount of funding requested and the project start and end dates. The Project Summary is limited to 250 words. The summary is not intended for the general reader; consequently, it may contain technical language comprehensible by persons in disciplines relating to the food and agricultural sciences. The project summary should be a self-contained, specific description of the activity to be undertaken and should focus on:

- Overall project goal(s) and supporting objectives; and
- Plans to accomplish project goal(s).

The importance of a concise, informative project summary cannot be overemphasized.

Table of Contents

A Table of Contents, itself unpaginated, should be placed immediately after the Project Summary Page. This table should direct the reader to the pages for all sections of the proposal, beginning with the Project Description on page 1.

Project Description

The application may not exceed 15 pages (whether single- or double-spaced) of written text and may not exceed a total of 20 pages, including figures and tables. The proposal should be assembled so that the Project Description immediately follows the Project Summary. To clarify page limitation requirements, page numbering for the Project Description should start with 1, and should be placed on the bottom of the page. The 15-page limitation does not include figures, tables, or attachments, such as the survey instrument (if relevant). All proposals are to be submitted on standard 8½" x 11" paper. In addition, margins must be at least 1 inch, type size must be 12 point (equivalent to this size for some printers is 10 pitch or 10 characters per inch, which is also acceptable), there should be no more than six (6) lines per inch, and there should be no page reductions. The project description must contain the following components:

- *Introduction.* A clear statement of the long-term goal(s) and supporting objectives or research questions of the proposed project should be included. The most significant published work



in the field under consideration, including the work of key project personnel on the current application, should be reviewed. The current status of research in this field should also be described.

- *Rationale and Significance.* Concisely present the rationale behind the proposed research. The objectives' specific relationship to the potential long-term improvement in the efficiency of USDA's food assistance and nutrition programs should be shown clearly. These purposes are described under Priority Research Areas beginning on page 3. Any novel ideas or contributions that the proposed project offers should also be discussed in this section.
- *Research Methods.* The hypotheses or questions being asked and the methodology being applied to the proposed project should be stated explicitly. Specifically, this section must include:
 - A description of the research proposed in the sequence in which it is to be performed;
 - Techniques to be used in carrying out the proposed project, including the feasibility of the techniques;
 - Explanation of data collection methods, including interviewer training, sample design and selection, and measures for obtaining adequate response rates (for proposed projects that plan to collect survey data);
 - Results expected;
 - Means by which data will be analyzed or interpreted;
 - Discussion of relevant variables and of model specification issues (for proposed projects that plan to use multivariate analysis);
 - Possible application of results;
 - Pitfalls that may be encountered;
 - Limitations to proposed procedures;
 - A tentative schedule or workplan for conducting major steps of study, including a budget narrative; and
 - Identification of research reports and outlets.

In describing the research plan, the applicant must explain fully any materials, procedures, situations, or activities that may be hazardous to personnel (whether or not they are directly related to a particular phase of the proposed project), along with an outline of precautions to be taken to avoid or mitigate the effects of such hazards.

Proposed Research Products

All applications must propose an ERS report as an anticipated output. Additional products may include journal articles, other reports, and conference presentations.

Note: The sections detailed below are not included in the page limitations for the Project Description section.

Citations to Project Description

All references cited should be complete, including titles and all co-authors, and should conform to an accepted journal format.

Collaborative Arrangements

If the nature of the proposed project requires collaboration or subcontractual arrangements with other research scientists, corporations, organizations, agencies, or entities, the applicant must identify the collaborator(s) and provide a full explanation of the nature of the collaboration.



Evidence (that is, letters of intent) should be provided to assure peer reviewers that the collaborators involved have agreed to render this service.

When a project requests funds for multiple institutions, a lead institution must be designated. Only one proposal may be submitted for the project and only from the lead institution. Other institutions may be designated as subcontractors. Proposals with Application for Funding Cover Pages from more than one institution are not permitted and will be returned without review. Identical proposals submitted by different investigators from different institutions are also not permitted and will be returned without review.

Vitae and Publications List(s)

To assist peer reviewers in assessing the competence and experience of the proposed project staff, all personnel who will be involved in the proposed project must be identified clearly. For the Principal Investigator and each co-investigator listed on the Application for Funding Cover Page, for all collaborators and other senior personnel who expect to work on the project in a significant fashion (for instance, expectation of co-authorships on ensuing publications) whether or not funds are sought for their support, and for all subcontractors, the following should be included:

- *Curriculum Vitae (CV)*. The curriculum vitae should be limited to a presentation of academic and research credentials, such as educational, employment, and professional history, honors, and awards. The vitae shall be no more than two pages each in length, excluding publications listings; and
- *Publications List(s)*. A chronological list of all publications in refereed journals during the past 5 years, including those in press, must be provided for each professional project member for whom a curriculum vitae is provided. Also list only those non-refereed technical publications relevant to the proposed project. All authors should be listed in the same order as they appear on each paper cited, along with the title and complete references as these usually appear in journals.

Indirect Cost Rate Schedule

For reimbursement of indirect costs, the applicant must include with the application a copy of its indirect cost rate schedule that reports the applicant's federally negotiated audited rate.

Current and Pending Support

The information in this section of the proposal provides reviewers with an opportunity to evaluate the contribution the proposed work will make to the investigators' overall research program.

The proposal must list any other current public or private research support (including in-house support) to the Principal Investigator or co-investigators, whether or not salary support for the person(s) involved is included in the budget. FANRP must be informed of changes in pending grant support that arise after the proposal has been submitted. Nonflexible funds—including Principal Investigator and support staff salaries, office space, and other indirect costs—may be excluded when these funds are received through a noncompetitive process. Analogous information must be provided for any pending proposals, including this proposal, that are now being considered by, or that will be submitted in the near future to, other possible sponsors, including other USDA programs or agencies. Note that this proposal must be listed as Pending. In addition to completing the information, Investigators also should include a brief statement of research objectives or project summaries for all projects listed in Current and Pending Support. Concurrent submission of identical or similar proposals to other possible sponsors will not prejudice proposal review or evaluation by the Program Manager or experts engaged

by the Program Manager for this purpose. However, a proposal that duplicates or overlaps substantially with a proposal already reviewed and funded (or that will be funded) by FANRP will not be funded under this program.

Please include the following information under the heading “Current and Pending Support”:

- Record information for active and pending projects in separate sections by name, supporting agency, total funding amount, effective and expiration dates, percentage of time committed, and title of project.
- All current research to which the Principal Investigator, co-investigators, and other senior personnel have committed a portion of their time must be listed, whether or not salary for the person involved is included in the budgets of the various projects.

Additions to Project Description

Each project description is expected to be complete without the need to refer to additional materials. However, additions to the Project Description (appendices) are allowed if they are directly germane to the proposed research. These may include reprints (papers that have been published in peer-reviewed journals) or preprints (manuscripts in press for a peer-reviewed journal must be accompanied by letter of acceptance from the publishing journal).

Manuscripts sent in support of the proposal should be single-spaced and printed on both sides of the page. Each manuscript must be identified with the name of the submitting organization, the name of the Principal Investigator, and the title of the proposal, and be securely attached to each copy of the proposal. Staff of FANRP will not collate applicant proposals or proposal addenda.

Information may not be appended to a proposal to circumvent page limitations prescribed for the project description. Extraneous materials will not be used during the review process.

What/When/Where To Submit

To submit an application electronically, log onto Grants.gov (www.grants.gov) and follow the instructions. For paper submissions, an original and 12 copies of the application are required. Due to the volume of proposals that are expected and the difficulty in identifying proposals submitted in several packages, all copies of each proposal must be mailed in a single package. In addition, please ensure that each copy of the proposal is stapled securely in the upper left-hand corner.

Every effort should be made to ensure that the proposal contains all pertinent information when originally submitted. Prior to mailing, it is urged that the proposal be compared with the checklist on the inside front cover of this announcement.

To ensure prompt receipt of nonelectronic submitted proposals, use First Class or Express mail, or a courier service. To be considered for funding this fiscal year, proposals must be transmitted by May 19, 2008 (as indicated by postmark or date on courier bill of lading). Late proposals will not be considered. Electronic or fax submissions will not be accepted.



Address for Submitting Proposals:
Economic Research Service, USDA
Attn: David Smallwood
FANRP Business Office
1800 M Street, NW, Room N2129
Washington, DC 20036-5831

Reminder: Applications must be mailed by May 19, 2008



Post-Award Administration

FANRP reserves the right to negotiate with the Principal Investigator or project director and/or with the submitting organization or institution regarding project revisions (for example, reductions in the scope of work), funding level, or period or method of support prior to recommending any project for funding.

A proposal may be withdrawn by the Principal Investigator at any time before a final funding decision is made regarding the proposal; however, withdrawn proposals normally will not be returned. One copy of each proposal that is not selected for funding (including those that are withdrawn) will be retained by FANRP for a period of one (1) year. The remaining copies will be destroyed.

Duration of Awards

The total period for which a grant or cooperative agreement is awarded may not exceed 3 years.

Management Information

Once a grant or cooperative agreement has been reviewed and recommended for funding, specific management and organizational information relating to the applicant shall be requested on a one-time basis prior to the award. Copies of forms needed in fulfilling the requirements will be provided by the FANRP office.

Notice of Award

A competitive grant or cooperative agreement award document, containing the budget, terms and conditions of the award, and other necessary information, will be prepared and forwarded to each grantee or cooperator, along with a Notice of Competitive Grant or Cooperative Agreement Award, by the Administrative and Financial Management, ARS, USDA.

Financial Obligations

For any competitive grant or cooperative agreement awarded, the maximum financial obligation of ERS shall be the amount of funds authorized for the award. This amount will be stated on the award instrument and on the approved budget. However, in the event an erroneous amount is stated on the grant award instrument, the approved budget, or any supporting document, ERS reserves the unilateral right to make the correction and to make an appropriate adjustment in the amount of the award to align with the authorized amount.

Nothing in these guidelines or any program announcement shall obligate ERS, the Department, or the United States to take favorable action on any application received in response to any announcement, or to support any project at a particular level. Further, neither the approval of any application nor the award of any project grant or cooperative agreement shall commit or obligate the United States in any way to make any renewal, supplemental, continuation, or other award with respect to any approved application or portion of an approved application.

Awardees will be required to ensure that all funds are expended in accordance with the terms and conditions of grant or cooperative agreement award, Departmental regulations, and the applicable Federal cost principles in effect on the date of the award. Responsibility for the use and expenditure of grant or cooperative agreement funds may not be transferred or delegated in whole or in part to another party (even if a grantee or cooperator enters into a contractual relationship with that party), unless the grant or cooperative agreement itself is transferred in whole or in part to another party by ERS.



Authorization to make changes in approved project plans, budget, period of support, etc., will be governed largely by the terms and conditions of the competitive grant award or cooperative agreement. Among other things, these terms and conditions will set forth the kinds of post-award changes that may be made by the awardee and the kinds of changes that are reserved to the FANRP Office. It is urged that all key project personnel and authorized organizational representatives read them carefully.

Release of Information

ERS receives grant and cooperative agreement proposals in confidence and will protect the confidentiality of their contents to the extent permitted by law. When a proposal results in a grant or cooperative agreement, however, it becomes part of the public record and is available to the public upon written request. Copies of proposals (including excerpts from proposals) that are not funded will not be released. Information regarding funded projects will be made available to the extent permitted under the Freedom of Information Act, the Privacy Act, and implementing USDA regulations.

Requests to obtain authorized information (and fee schedule relating to the handling of this information) or to obtain information regarding procedures related to release of grantor cooperative agreement information should be directed to the Freedom of Information Act (FOIA) Coordinator, ARS Information Staff, 5601 Sunnyside Ave., Bldg. 1, Rm. 2248, Mail Stop 5128, Beltsville, MD 20705-5128; telephone (301) 504-1640.



**Appendix A: Application for Federal Domestic
Assistance Form (SF-424) and General Instructions**
(See page 14 for specific instructions)



Complete ONLY boxes highlighted in red; do not complete gray boxes.

Expiration Date: 01/31/2009

Application for Federal Assistance SF-424		Version 02
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision
		* If Revision, select appropriate letter(s): [Redacted] * Other (Specify): [Redacted]
* 3. Date Received: [Redacted]	4. Applicant Identifier: [Redacted]	
5a. Federal Entity Identifier: [Redacted]		* 5b. Federal Award Identifier: [Redacted]
State Use Only:		
6. Date Received by State: [Redacted]	7. State Application Identifier: [Redacted]	
8. APPLICANT INFORMATION:		
* a. Legal Name: [Redacted]		
* b. Employer/Taxpayer Identification Number (EIN/TIN): [Redacted]		* c. Organizational DUNS: [Redacted]
d. Address:		
* Street1:	[Redacted]	
Street2:	[Redacted]	
* City:	[Redacted]	
County:	[Redacted]	
* State:	[Redacted]	
Province:	[Redacted]	
* Country:	[Redacted]	
* Zip / Postal Code:	[Redacted]	
e. Organizational Unit:		
Department Name: [Redacted]		Division Name: [Redacted]
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: [Redacted]	* First Name: [Redacted]	
Middle Name: [Redacted]		
* Last Name: [Redacted]		
Suffix: [Redacted]		
Title: [Redacted]		
Organizational Affiliation: [Redacted]		
* Telephone Number: [Redacted]		Fax Number: [Redacted]
* Email: [Redacted]		

Complete ONLY boxes highlighted in red; do not complete gray boxes.

Application for Federal Assistance SF-424	Version 02
9. Type of Applicant 1: Select Applicant Type:	
<div style="border: 1px solid red; height: 20px;"></div>	
Type of Applicant 2: Select Applicant Type:	
<div style="background-color: #cccccc; height: 20px;"></div>	
Type of Applicant 3: Select Applicant Type:	
<div style="background-color: #cccccc; height: 20px;"></div>	
* Other (specify):	
<div style="background-color: #cccccc; height: 20px;"></div>	
* 10. Name of Federal Agency: Economic Research Service, USDA	
11. Catalog of Federal Domestic Assistance Number: 10.253 CFDA Title: Food Assistance and Nutrition Research Program	
* 12. Funding Opportunity Number: FANRP2008001 * Title: Food Assistance and Nutrition Research Program Fiscal 2008, Competitive Grants and Cooperative Agreement Program	
13. Competition Identification Number:	
<div style="background-color: #cccccc; height: 20px;"></div>	
Title:	
<div style="background-color: #cccccc; height: 60px;"></div>	
14. Areas Affected by Project (Cities, Counties, States, etc.):	
<div style="background-color: #cccccc; height: 60px;"></div>	
* 15. Descriptive Title of Applicant's Project:	
<div style="border: 1px solid red; height: 100px;"></div>	

Complete ONLY boxes highlighted in red; do not complete gray boxes.

Application for Federal Assistance SF-424 Version 02

16. Congressional Districts Of:
^ a. Applicant ^ b. Program/Project



17. Proposed Project:
^ a. Start Date: ^ b. End Date:

18. Estimated Funding (\$):

^ a. Federal	<input type="text"/>
^ b. Applicant	<input type="text"/>
^ c. State	<input type="text"/>
^ d. Local	<input type="text"/>
^ e. Other	<input type="text"/>
^ f. Program Income	<input type="text"/>
^ g. TOTAL	<input type="text"/>

19. Is Application Subject to Review By State Under Executive Order 12372 Process?

a. This application was made available to the State under the Executive Order 12372 Process for review on .

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)

Yes No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: ^ First Name:

Middle Name:

^ Last Name:

Suffix:

^ Title:

^ Telephone Number: Fax Number:

^ Email:

^ Signature of Authorized Representative: ^ Date Signed:

Application for Federal Assistance SF-424

Version 02

*** Applicant Federal Debt Delinquency Explanation**

The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt.

INSTRUCTIONS FOR THE SF-424

Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

This is a standard form (including the continuation sheet) required for use as a cover sheet for submission of preapplications and applications and related information under discretionary programs. Some of the items are required and some are optional at the discretion of the applicant or the Federal agency (agency). Required items are identified with an asterisk on the form and are specified in the instructions below. In addition to the instructions provided below, applicants must consult agency instructions to determine specific requirements.

Item	Entry:	Item	Entry:
1.	Type of Submission: (Required): Select one type of submission in accordance with agency instructions. <ul style="list-style-type: none"> • Preapplication • Application • Changed/Corrected Application – If requested by the agency, check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this to submit changes after the closing date. 	10.	Name Of Federal Agency: (Required) Enter the name of the Federal agency from which assistance is being requested with this application.
		11.	Catalog Of Federal Domestic Assistance Number/Title: Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.
2.	Type of Application: (Required) Select one type of application in accordance with agency instructions. <ul style="list-style-type: none"> • New – An application that is being submitted to an agency for the first time. • Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals. • Revision - Any change in the Federal Government’s financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided. <ul style="list-style-type: none"> A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration E. Other (specify) 	12.	Funding Opportunity Number/Title: (Required) Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested, as found in the program announcement.
		13.	Competition Identification Number/Title: Enter the Competition Identification Number and title of the competition under which assistance is requested, if applicable.
		14.	Areas Affected By Project: List the areas or entities using the categories (e.g., cities, counties, states, etc.) specified in agency instructions. Use the continuation sheet to enter additional areas, if needed.
3.	Date Received: Leave this field blank. This date will be assigned by the Federal agency.	15.	Descriptive Title of Applicant’s Project: (Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For preapplications, attach a summary description of the project.
4.	Applicant Identifier: Enter the entity identifier assigned by the Federal agency, if any, or the applicant’s control number if applicable.		
5a.	Federal Entity Identifier: Enter the number assigned to your organization by the Federal Agency, if any.		
5b.	Federal Award Identifier: For new applications leave blank. For a continuation or revision to an existing award, enter the previously assigned Federal award identifier number. If a changed/corrected application, enter the Federal Identifier in accordance with agency instructions.		
6.	Date Received by State: Leave this field blank. This date will be assigned by the State, if applicable.	16.	Congressional Districts Of: (Required) 16a. Enter the applicant’s Congressional District, and 16b. Enter all District(s) affected by the program or project. Enter in the format: 2 characters State Abbreviation – 3 characters District Number, e.g., CA-005 for California 5 th district, CA-012 for California 12 th district, NC-103 for North Carolina’s 103 rd district. • If all congressional districts in a state are affected, enter “all” for the district number, e.g., MD-all for all congressional districts in Maryland. • If nationwide, i.e. all districts within all states are affected, enter US-all. • If the program/project is outside the US, enter 00-000.
7.	State Application Identifier: Leave this field blank. This identifier will be assigned by the State, if applicable.		
8.	Applicant Information: Enter the following in accordance with agency instructions:		
	a. Legal Name: (Required): Enter the legal name of applicant that will undertake the assistance activity. This is that the organization has registered with the Central Contractor Registry. Information on registering with CCR may be obtained by visiting the Grants.gov website.	17.	Proposed Project Start and End Dates: (Required) Enter the proposed start date and end date of the project.
	b. Employer/Taxpayer Number (EIN/TIN): (Required): Enter the Employer or Taxpayer Identification Number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444.	18.	Estimated Funding: (Required) Enter the amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.

	<p>c. Organizational DUNS: (Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting the Grants.gov website.</p>	19.	<p>Is Application Subject to Review by State Under Executive Order 12372 Process? Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State.</p>																								
	<p>d. Address: Enter the complete address as follows: Street address (Line 1 required), City (Required), County, State (Required, if country is US), Province, Country (Required), Zip/Postal Code (Required, if country is US).</p>	20.	<p>Is the Applicant Delinquent on any Federal Debt? (Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes. If yes, include an explanation on the continuation sheet.</p>																								
	<p>e. Organizational Unit: Enter the name of the primary organizational unit (and department or division, (if applicable) that will undertake the assistance activity, if applicable.</p> <p>f. Name and contact information of person to be contacted on matters involving this applicat (required), organizational affiliation (if affiliated with an organization other on: Enter the name (First and last name than the applicant organization), telephone number (Required), fax number, and email address (Required) of the person to contact on matters related to this application.</p>	21.	<p>Authorized Representative: (Required) To be signed and dated by the authorized representative of the applicant organization. Enter the name (First and last name required) title (Required), telephone number (Required), fax number, and email address (Required) of the person authorized to sign for the applicant. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)</p>																								
9.	<p>Type of Applicant: (Required) Select up to three applicant type(s) in accordance with agency instructions.</p> <table border="0" data-bbox="134 846 894 1432"> <tr> <td data-bbox="134 846 537 873">A. State Government</td> <td data-bbox="537 846 894 873">M. Nonprofit</td> </tr> <tr> <td data-bbox="134 873 537 900">B. County Government</td> <td data-bbox="537 873 894 900">N. Nonprofit</td> </tr> <tr> <td data-bbox="134 900 537 947">C. City or Township Government</td> <td data-bbox="537 900 894 947">O. Private Institution of Higher Education</td> </tr> <tr> <td data-bbox="134 947 537 974">D. Special District Government</td> <td data-bbox="537 947 894 974">P. Individual</td> </tr> <tr> <td data-bbox="134 974 537 1001">E. Regional Organization</td> <td data-bbox="537 974 894 1043">Q. For-Profit Organization (Other than Small Business)</td> </tr> <tr> <td data-bbox="134 1001 537 1029">F. U.S. Territory or Possession</td> <td data-bbox="537 1043 894 1071">R. Small Business</td> </tr> <tr> <td data-bbox="134 1029 537 1115">G. Independent School District</td> <td data-bbox="537 1071 894 1115">S. Hispanic-serving Institution</td> </tr> <tr> <td data-bbox="134 1115 537 1184">H. Public/State Controlled Institution of Higher Education</td> <td data-bbox="537 1115 894 1184">T. Historically Black Colleges and Universities (HBCUs)</td> </tr> <tr> <td data-bbox="134 1184 537 1253">I. Indian/Native American Tribal Government (Federally Recognized)</td> <td data-bbox="537 1184 894 1253">U. Tribally Controlled Colleges and Universities (TCCUs)</td> </tr> <tr> <td data-bbox="134 1253 537 1323">J. Indian/Native American Tribal Government (Other than Federally Recognized)</td> <td data-bbox="537 1253 894 1323">V. Alaska Native and Native Hawaiian Serving Institutions</td> </tr> <tr> <td data-bbox="134 1323 537 1350">K. Indian/Native American Tribally Designated Organization</td> <td data-bbox="537 1323 894 1350">W. Non-domestic (non-US) Entity</td> </tr> <tr> <td data-bbox="134 1350 537 1377">L. Public/Indian Housing Authority</td> <td data-bbox="537 1350 894 1377">X. Other (specify)</td> </tr> </table>	A. State Government	M. Nonprofit	B. County Government	N. Nonprofit	C. City or Township Government	O. Private Institution of Higher Education	D. Special District Government	P. Individual	E. Regional Organization	Q. For-Profit Organization (Other than Small Business)	F. U.S. Territory or Possession	R. Small Business	G. Independent School District	S. Hispanic-serving Institution	H. Public/State Controlled Institution of Higher Education	T. Historically Black Colleges and Universities (HBCUs)	I. Indian/Native American Tribal Government (Federally Recognized)	U. Tribally Controlled Colleges and Universities (TCCUs)	J. Indian/Native American Tribal Government (Other than Federally Recognized)	V. Alaska Native and Native Hawaiian Serving Institutions	K. Indian/Native American Tribally Designated Organization	W. Non-domestic (non-US) Entity	L. Public/Indian Housing Authority	X. Other (specify)		
A. State Government	M. Nonprofit																										
B. County Government	N. Nonprofit																										
C. City or Township Government	O. Private Institution of Higher Education																										
D. Special District Government	P. Individual																										
E. Regional Organization	Q. For-Profit Organization (Other than Small Business)																										
F. U.S. Territory or Possession	R. Small Business																										
G. Independent School District	S. Hispanic-serving Institution																										
H. Public/State Controlled Institution of Higher Education	T. Historically Black Colleges and Universities (HBCUs)																										
I. Indian/Native American Tribal Government (Federally Recognized)	U. Tribally Controlled Colleges and Universities (TCCUs)																										
J. Indian/Native American Tribal Government (Other than Federally Recognized)	V. Alaska Native and Native Hawaiian Serving Institutions																										
K. Indian/Native American Tribally Designated Organization	W. Non-domestic (non-US) Entity																										
L. Public/Indian Housing Authority	X. Other (specify)																										

**Appendix B: Budget Form (SF-424a)
and General Instructions**
(See page 15 for specific instructions)



Complete ONLY boxes highlighted in red; do not complete gray boxes.

BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-0044

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. FANRP	10.253	\$ [Gray]	\$ [Gray]	\$ [Red]	\$ [Gray]	\$ [Red]
2. [Gray]	[Gray]	[Gray]	[Gray]	[Gray]	[Gray]	[Gray]
3. [Gray]		[Gray]	[Gray]	[Gray]	[Gray]	[Gray]
4. [Gray]		[Gray]	[Gray]	[Gray]	[Gray]	[Gray]
5. Totals		\$ [Gray]	\$ [Gray]	\$ [Red]	\$ [Gray]	\$ [Red]

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) FANRP	(2)	(3)	(4)	
a. Personnel	\$ [Red]	\$ [Gray]	\$ [Gray]	\$ [Gray]	\$ [Red]
b. Fringe Benefits	[Red]	[Gray]	[Gray]	[Gray]	[Red]
c. Travel	[Red]	[Gray]	[Gray]	[Gray]	[Red]
d. Equipment	[Red]	[Gray]	[Gray]	[Gray]	[Red]
e. Supplies	[Red]	[Gray]	[Gray]	[Gray]	[Red]
f. Contractual	[Red]	[Gray]	[Gray]	[Gray]	[Red]
g. Construction	[Red]	[Gray]	[Gray]	[Gray]	[Red]
h. Other	[Red]	[Gray]	[Gray]	[Gray]	[Red]
i. Total Direct Charges (sum of 6a-6h)	[Red]	[Gray]	[Gray]	[Gray]	[Red]
j. Indirect Charges	[Red]	[Gray]	[Gray]	[Gray]	[Red]
k. TOTALS (sum of 6i and 6j)	\$ [Red]	\$ [Gray]	\$ [Gray]	\$ [Gray]	\$ [Red]

7. Program Income	\$ [Gray]	\$ [Gray]	\$ [Gray]	\$ [Gray]	\$ [Gray]
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Complete ONLY boxes highlighted in red; do not complete gray boxes.

SECTION C - NON-FEDERAL RESOURCES						
(a) Grant Program		(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8.		\$	\$	\$	\$	
9.						
10.						
11.						
12.	TOTAL (sum of lines 8-11)	\$	\$	\$	\$	
SECTION D - FORECASTED CASH NEEDS						
		Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13.	Federal	\$	\$	\$	\$	\$
14.	Non-Federal					
15.	TOTAL (sum of lines 13 and 14)	\$	\$	\$	\$	\$
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT						
(a) Grant Program		FUTURE FUNDING PERIODS (Years)				
		(b) First	(c) Second	(d) Third	(e) Fourth	
16.		\$	\$	\$	\$	
17.						
18.						
19.						
20.	TOTAL (sum of lines 16-19)	\$	\$	\$	\$	
SECTION F - OTHER BUDGET INFORMATION						
21. Direct Charges:		22. Indirect Charges:				
23. Remarks:						

INSTRUCTIONS FOR THE SF-424A

Public reporting burden for this collection of information is estimated to average 180 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0044), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

General Instructions

This form is designed so that application can be made for funds from one or more grant programs. In preparing the budget, adhere to any existing Federal grantor agency guidelines which prescribe how and whether budgeted amounts should be separately shown for different functions or activities within the program. For some programs, grantor agencies may require budgets to be separately shown by function or activity. For other programs, grantor agencies may require a breakdown by function or activity. Sections A, B, C, and D should include budget estimates for the whole project except when applying for assistance which requires Federal authorization in annual or other funding period increments. In the latter case, Sections A, B, C, and D should provide the budget for the first budget period (usually a year) and Section E should present the need for Federal assistance in the subsequent budget periods. All applications should contain a breakdown by the object class categories shown in Lines a-k of Section B.

Section A. Budget Summary Lines 1-4 Columns (a) and (b)

For applications pertaining to a *single* Federal grant program (Federal Domestic Assistance Catalog number) and *not requiring* a functional or activity breakdown, enter on Line 1 under Column (a) the Catalog program title and the Catalog number in Column (b).

For applications pertaining to a *single* program *requiring* budget amounts by multiple functions or activities, enter the name of each activity or function on each line in Column (a), and enter the Catalog number in Column (b). For applications pertaining to multiple programs where none of the programs require a breakdown by function or activity, enter the Catalog program title on each line in *Column* (a) and the respective Catalog number on each line in Column (b).

For applications pertaining to *multiple* programs where one or more programs *require* a breakdown by function or activity, prepare a separate sheet for each program requiring the breakdown. Additional sheets should be used when one form does not provide adequate space for all breakdown of data required. However, when more than one sheet is used, the first page should provide the summary totals by programs.

Lines 1-4, Columns (c) through (g)

For new applications, leave Column (c) and (d) blank. For each line entry in Columns (a) and (b), enter in Columns (e), (f), and (g) the appropriate amounts of funds needed to support the project for the first funding period (usually a year).

For continuing grant program applications, submit these forms before the end of each funding period as required by the grantor agency. Enter in Columns (c) and (d) the estimated amounts of funds which will remain unobligated at the end of the grant funding period only if the Federal grantor agency instructions provide for this. Otherwise, leave these columns blank. Enter in columns (e) and (f) the amounts of funds needed for the upcoming period. The amount(s) in Column (g) should be the sum of amounts in Columns (e) and (f).

For supplemental grants and changes to existing grants, do not use Columns (c) and (d). Enter in Column (e) the amount of the increase or decrease of Federal funds and enter in Column (f) the amount of the increase or decrease of non-Federal funds. In Column (g) enter the new total budgeted amount (Federal and non-Federal) which includes the total previous authorized budgeted amounts plus or minus, as appropriate, the amounts shown in Columns (e) and (f). The amount(s) in Column (g) should not equal the sum of amounts in Columns (e) and (f).

Line 5 - Show the totals for all columns used.

Section B Budget Categories

In the column headings (1) through (4), enter the titles of the same programs, functions, and activities shown on Lines 1-4, Column (a), Section A. When additional sheets are prepared for Section A, provide similar column headings on each sheet. For each program, function or activity, fill in the total requirements for funds (both Federal and non-Federal) by object class categories.

Line 6a-i - Show the totals of Lines 6a to 6h in each column.

Line 6j - Show the amount of indirect cost.

Line 6k - Enter the total of amounts on Lines 6i and 6j. For all applications for new grants and continuation grants the total amount in column (5), Line 6k, should be the same as the total amount shown in Section A, Column (g), Line 5. For supplemental grants and changes to grants, the total amount of the increase or decrease as shown in Columns (1)-(4), Line 6k should be the same as the sum of the amounts in Section A, Columns (e) and (f) on Line 5.

Line 7 - Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount, Show under the program

INSTRUCTIONS FOR THE SF-424A (continued)

narrative statement the nature and source of income. The estimated amount of program income may be considered by the Federal grantor agency in determining the total amount of the grant.

Section C. Non-Federal Resources

Lines 8-11 Enter amounts of non-Federal resources that will be used on the grant. If in-kind contributions are included, provide a brief explanation on a separate sheet.

Column (a) - Enter the program titles identical to Column (a), Section A. A breakdown by function or activity is not necessary.

Column (b) - Enter the contribution to be made by the applicant.

Column (c) - Enter the amount of the State's cash and in-kind contribution if the applicant is not a State or State agency. Applicants which are a State or State agencies should leave this column blank.

Column (d) - Enter the amount of cash and in-kind contributions to be made from all other sources.

Column (e) - Enter totals of Columns (b), (c), and (d).

Line 12 - Enter the total for each of Columns (b)-(e). The amount in Column (e) should be equal to the amount on Line 5, Column (f), Section A.

Section D. Forecasted Cash Needs

Line 13 - Enter the amount of cash needed by quarter from the grantor agency during the first year.

Line 14 - Enter the amount of cash from all other sources needed by quarter during the first year.

Line 15 - Enter the totals of amounts on Lines 13 and 14.

Section E. Budget Estimates of Federal Funds Needed for Balance of the Project

Lines 16-19 - Enter in Column (a) the same grant program titles shown in Column (a), Section A. A breakdown by function or activity is not necessary. For new applications and continuation grant applications, enter in the proper columns amounts of Federal funds which will be needed to complete the program or project over the succeeding funding periods (usually in years). This section need not be completed for revisions (amendments, changes, or supplements) to funds for the current year of existing grants.

If more than four lines are needed to list the program titles, submit additional schedules as necessary.

Line 20 - Enter the total for each of the Columns (b)-(e). When additional schedules are prepared for this Section, annotate accordingly and show the overall totals on this line.

Section F. Other Budget Information

Line 21 - Use this space to explain amounts for individual direct object class cost categories that may appear to be out of the ordinary or to explain the details as required by the Federal grantor agency.

Line 22 - Enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.

Line 23 - Provide any other explanations or comments deemed necessary.