**The program application deadline: Insert Deadline Here**

**NIFA Grants.gov Application Guide:** https://nifa.usda.gov/resource/nifa-grantsgov-application-guide

**Please note that the individual program guidance will supersede if in conflict with the NIFA Grants.gov Application Guide instructions**

**USDA NIFA [Insert Program Title] Program Guidelines:** [[insert link](https://www.nsf.gov/funding/pgm_summ.jsp?pims_id=11690) to program guidelines]

**Format Specifications:** All font must be 12-point and easily readable, such as Arial or Times New Roman, be double-spaced and have one-inch page margins. Please carefully check the Narrative format requirements as they can vary from other application component requirements. Number each attachment page sequentially. Attachments must be in .pdf format. File names of.pdf attachments must be limited to 50 characters, may not include special characters, blank spaces, or accent marks, may include an underscore, and must be unique.

| **Document / Title** | **Component** | **Quick Reference**  **See RFP for full instructions.** |
| --- | --- | --- |
| SF424 (R&R) Cover Sheet |  | Your ORSP Pre Award Coordinator will enter this information. Please be sure that your Kuali entry is complete, as your Coordinator will need this information to complete this and other forms. |
| SF424 (R&R) Project/Performance Site Location(s) |  | Your ORSP Pre Award Coordinator will enter this information. If your project performance sites includes an organization other than TXST, your Coordinator will need to know its address, DUNS number, and Congressional District. |
| SF424 (R&R) Other Project Information | Project Summary / Abstract Attachment | The summary should be approximately 250 words. List the names and affiliated organizations of all Project Directors/co-PDs and the title of the project at the top of the page. The 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; plans to accomplish project goal(s); and relevance of the project to the goals of the program. There is a suggested [template](https://nifa.usda.gov/resource/application-support-templates) on the USDA website. |
|  | Project Narrative Attachment | Provide Project Narrative in accordance with the announcement and/or agency-specific instructions. |
|  | Bibliography & References Cited Attachment | Provide a bibliography of any references cited in the Project Narrative. Each reference must include the names of all authors (in the same sequence in which they appear in the publication), the article and journal title, book title, volume number, page numbers, and year of publication. Include only bibliographic citations. Bibliography and References are not part of the Project Narrative page limitation. |
|  | Facilities & Other Resources | Identify the facilities to be used (Laboratory, Animal, Computer, Office, Clinical and Other). If appropriate, indicate their capacities, pertinent capabilities, relative proximity, and extent of availability to the project. Provide any information describing the Other Resources available to the project (e.g., machine shop, electronic shop) and the extent to which they would be available to the project. |
|  | Equipment | List major items of equipment already available for this project and, if appropriate, identify location and pertinent capabilities. |
|  | Other Attachments | Provide any other project information not provided above or in accordance with the announcement and/or agency-specific instruction. The following files may be attached as appropriate: (1) Cooperation and Institutional Units Involved. Identify each institutional unit contributing to the project and designate the lead institution or institutional unit when submitting a cooperative, multi-institutional or multidisciplinary application. Clearly define the programmatic roles, responsibilities, and budget for each institutional partner. (2) Appendices to Project Narrative. Appendices to the Project Narrative are allowed if they are directly germane to the proposed project. Do not use the addition of appendices to circumvent the text and/or figures and tables page limitations. (3) Collaborative Arrangements. Fully explain and justify formal consulting or collaborative arrangements with others, should such arrangements be necessary. Provide a vitae or resume for any consultant(s) or collaborator(s) if known at the time of application. In addition, provide evidence (e.g., letter of support) that the identified collaborators involved have agreed to render these services. You must also provide additional information on consultants and collaborators in the budget portion of the application. (4) Additional letters of support or commitment. |
| SF424 (R&R) Senior/Key Person Profile | Biographical sketches | Provide a biographical sketch each Senior/Key person. Senior/Key Personnel are defined as all individuals who contribute in a substantive, measurable way to the scientific development or execution of the project whether or not salaries are requested. Include consultants if they meet this definition. Each sketch should be limited to 2 pages each in length, excluding publications listings. Recommended information includes - Education and Training, Research and Professional Experience, Collaborators and Affiliations (for conflicts of interest), Publications and Synergistic Activities. It should include a presentation of academic and research credentials, as applicable (e.g., earned degrees, teaching experience, employment history, professional activities, honors and awards, and grants received). Include a chronological list of all publications in refereed journals during the past 4 years, including those in press. Also, list only those non-refereed technical publications that have relevance to the proposed project. List all authors in the same order as they appear on each paper cited, along with the title and complete reference as these usually appear in journals. |
|  | Current and Pending Support | Include a current and pending support list for each Senior/Key person. Identify the proposed project as pending. The percent of time committed should not exceed 100% of effort for concurrent projects. NIFA will not fund an application that duplicates or overlaps substantially with an application already funded (or to be funded) by another organization or agency. There is a suggested [template](https://nifa.usda.gov/resource/application-support-templates) on the USDA website. |
| SF424 (R&R) Personal Data |  | This demographic data on gender, race, ethnicity, and disability is usually optional. |
| SF424 (R&R) (Fed/Non-Fed) Budget | Budget | Provide budget to your ORSP Pre Award Coordinator so your Coordinator can enter this information. Please use our TXST budget template. If you are budgeting for consultant services, you must provide in the “Other Attachments” a justification for the use of such services, a statement of work to be performed, and a resume or curriculum vitae for each consultant. |
|  | Budget Justification | The budget justification detail should follow the same order as the budget. You must justify the following budget categories, where applicable: salaries (justification is to include the Base Annual Salary for each key person), equipment, travel, participant/trainee support and other direct cost categories. If applicable, you should list the name(s) of any consultant(s), the name(s) of their organization(s), and a breakdown of the amount being charged to the award (e.g., number of days of service, rate of pay, travel, per diem). Only one file may be attached. |
| SF424 (R&R) Subaward (Fed/Non-Fed) Budget Attachment |  | Submit a budget for each sub award if applicable. Please use the agency’s budget template. You can ask your Pre Award Coordinator to send it you.  (Please keep in mind that each subrecipient will need to complete a Subrecipient Information form. TXST’s ORSP will provide the documentation. The subrecipients will also need to provide TXST’s ORSP with a Statement or Scope of Work (SOW), Budget, Budget Justification, letter of support, and potentially other documents.  The SOW details what the subrecipient will be responsible for and can be a list of deliverables or a short paragraph. The TXST PI will need to complete the TXST [Contractor vs Subrecipient Checklist form](https://gato-docs.its.txstate.edu/jcr:4572ac5e-1e0e-4b68-8d90-824b8ecee719/FDP_Contractor%20vs.%20Subrecipient.pdf) for each subrecipient.) |
| Supplemental Information | Key Words | Provide the most relevant words which describe the proposed project to your ORSP Pre Award Coordinator. |
|  | Conflict of Interest List attachment | A Conflict of Interest (COI) list is required for each Senior/Key Person included in the R&R Senior/Key Person profile. Prepare the COI list(s) following the instructions and format using this suggested [template](https://nifa.usda.gov/resource/application-support-templates) on the USDA website. Provide one attachment containing all the COI lists. |
| AFRI Project Type Form |  | Your ORSP Pre Award Coordinator will enter this information when appropriate. |
| SBIR/STTR Information |  | Your ORSP Pre Award Coordinator will enter this information when appropriate. |
| Key Contact Form |  | Your ORSP Pre Award Coordinator will enter this information. |
| Attachment Form |  | Submit attachments in accordance with the announcement and/or agency-specific instructions. Common attachments are letters of support, logic models, management plans, data management plans, and expected outcomes. |