**Integrated-Conference Project Outline**

**Program:** Food Safety Challenge Area, Agriculture and Food Research Initiative Competitive Grants Program

**Agency:** USDA-NIFA (National Institute of Food and Agriculture)

**Submission Method:** Grants.gov

**Due Date:** Varies by Program Area Priority

**Formatting Instructions:**

* Font size must be at least 12 point
* Margins must be at least one inch in all directions
* Line spacing must not exceed six lines of text per vertical inch
* Follow the page limitations for each attachment
* Number pages sequentially for each attachment
* Title each attachment in the document header and save each file with the referenced name

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| *This outline is designed to address key portions of the AFRI proposal package preparation process; however, it does not address all of the elements required to complete the Grants.gov application package or the budget. Those instructions are available in the RFA and the NIFA Grants.gov Application Guide.* |

**R&R COVER SHEET**

Information related to the questions on this form is dealt with in detail in Part V, 2. of the NIFA Grants.gov Application Guide.

**R&R PROJECT/PERFORMANCE SITE LOCATION(S)**

Information related to the questions on this form is dealt with in detail in Part V, 3. of the NIFA Grants.gov Application Guide.

**R&R Other Project Information**

**Field 7 – Project Summary/Abstract: 250-word limit**

* Title the document “Project Summary” in the header and save the file as “ProjectSummary.”
* Use the template available at:

<http://www.nifa.usda.gov/funding/templates/project_summary.doc>

* The summary should be a self-contained, specific description of the activity to be undertaken. It should focus on the overall conference goal(s) and supporting objectives, plans (i.e., methods) to accomplish the conference goals, and the relevance of the conference to the goals of the Food Safety Challenge Area.
* It should be suitable for public dissemination, should not contain proprietary/confidential information, and insofar as possible, should be understandable to a scientifically or technically literate lay reader.
* List the project title and the names and institutions of the PD and co-PDs.

**Field 8 – Project Narrative: 18-page limit (including all figures and tables)**

Title the document “Project Narrative” in the header and save the file as “ProjectNarrative.” The Project Narrative must include all of the following:

**1. Response to Previous Review (if applicable)**

This requirement only applies to Resubmitted and Resubmitted Renewal Applications. The Project Narrative attachment should include two components: 1) a one-page response to the previous review panel summary titled “Response to Previous Review” as the first page and 2) the 18-page Project Narrative.

**2. Introduction**

* Include a clear statement of the **long-term goal(s)** and **supporting objectives** of the conference.
* Summarize the body of knowledge or past activities that substantiate the need for the conference.
* Describe ongoing or recently completed activities significant to the proposed conference, including the work of key project personnel.
* Include preliminary data/information pertinent to the proposed conference.
* All works cited should be referenced (see Bibliography & References Cited).

**3. Rationale and Significance**

**3.1. Rationale** – Concisely present the rationale behind the proposed conference.

**3.2. Relationship to the AFRI Program Area Priority** – Describe the specific relationship of the conference’s objectives to one of the Program Area Priorities. Applications that do not address a Program Area Priority will not be reviewed.

**3.3. Contribution to U.S. Agriculture and Food Systems** – Clearly describe the project’s potential for long-term improvement in and sustainability of U.S. agriculture and food systems. Any novel ideas or contributions that the project offers should also be discussed.

**4. Approach**

**4.1. Justification** – Provide a justification for the meeting.

**4.2. Other Conferences** – Provide a description of recent meetings on the same subject with dates and locations.

**4.3. Organizing Committee** – Provide the names and organizational affiliations of the chair and other members of the organizing committee.

**4.4. Program/Agenda** – Describe the proposed program (or agenda) for the conference, including a listing of scheduled participants and their institutional affiliations.

**4.5. Invitation** – Describe the method of announcement or invitation that will be used.

**4.6. Evaluation Plan –** A plan for evaluating progress toward achieving conference objectives must be included. The plan must include milestones, which signify the completion of a major deliverable, event, or accomplishment and serve to verify that the project is on schedule and on track for successful conclusion. Also include descriptions of indicators that you will measure to evaluate whether the research, education, and/or extension activities are successful in achieving conference goals and in contributing to achievement of the stated program goals and outcomes. If international activities (e.g., partnerships, exchanges, travel) are proposed, applicants must describe indicators that will be used to assess those activities. Appropriate indicators include but are not limited to those posted at the U.S. Government's Feed the Future global food security initiative Web site ([www.feedthefuture.gov/progress](http://www.feedthefuture.gov/progress)). Additional information about global engagement can be found at <http://www.nifa.usda.gov/globalengagement.cfm> including a resource section containing various guidance documents for NIFA applicants.

**4.7. Dissemination Plan –** Describe the methods that will be used to communicate findings and conference accomplishments.

***☼ For Integrated Project Applications –***

* Integrated Project applications must include at least two of the three functions of the agricultural knowledge system (i.e., research, education, and extension). Each function should be represented by one or more objectives within the application.
* Projects must budget sufficient resources to carry out the proposed set of research, education, and/or extension activities that will lead to the desired outcomes. No more than two-thirds of a project’s budget may be focused on a single function.
* Integrated Projects must include individuals on the project team with significant expertise in each component of the project (research, education, and/or extension).
* The proposed Integrated Project Narrative should clearly articulate stakeholder involvement in conference development, implementation, and evaluation, where appropriate.
* AFRI encourages Integrated Projects that develop content suitable for delivery through eXtension. This content is for “end users” as opposed to staff development and must follow the eXtension Guiding Principles and guidelines for including eXtension in a proposal presented at <http://about.extension.org/wiki/NIFA_RFA_Information>. Funds may be used to enhance an existing or establish a new Community of Practice, as appropriate. You must have a letter of acknowledgement from eXtension; you may also need a letter of support from one or more of the Communities of Practice.
* AFRI encourages Integrated Projects that are suitable for 4-H audiences and stakeholder groups while meeting identified program priorities. Opportunities for engaging 4-H in AFRI proposals should align with the 4-H Mission Mandates of Science, Engineering and Technology; Healthy Living; and Citizenship. See guiding principles at [www.national4-hheadquarters.gov](http://www.national4-hheadquarters.gov).

***☼ For Renewal or Resubmitted Renewal Applications***

Applications must contain a Progress Report.

**Field 9 – Bibliography & References Cited: No page limit**

* Title the attachment as “Bibliography & References Cited” in the document header and save the file as “BibliographyReferencesCited.”
* 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.
* Proposers should be especially careful to follow scholarly practices in providing citations for source materials relied upon when preparing any section of the application.

**Field 10 – Facilities & Other Resources: No page limit**

* Title the attachment as “Facilities & Other Resources” in the document header and save file as “FacilitiesOtherResources.”
* 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. Describe only those resources that are directly applicable to the proposed work.
* 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.

**Field 11 – Equipment: No page limit**

* Title the attachment as “Equipment” in the header and save the file as “Equipment.”
* List major items of equipment already available for this project and, if appropriate, identify location and pertinent capabilities.
* In addition to describing available equipment, items of nonexpendable equipment necessary to conduct and successfully complete the proposed project should be listed in Field C. of the R&R Budget and described in the Budget Justification (Field K. of the R&R Budget).

**Field 12 – Other Attachments (as appropriate)**

***1) Project Type: One-page limit***

* Title the attachment as ‘”Project Type” and save file as “ProjectType.”
* Identify the type of project and the type of grant you are submitting by completing the Project Type template located at: [www.nifa.usda.gov/funding/templates/project\_type.doc](http://www.nifa.usda.gov/funding/templates/project_type.doc).

***2) Key Personnel Roles: Two-page limit***

* Title the attachment as “Key Personnel” and save file as “KeyPersonnel.”
* Clearly describe the roles and responsibilities of the PD, co-PD(s), collaborator(s), and other key personnel.
* State for key personnel an estimate of the percent of time devoted to research, education, and/or extension activities.
* Biographical sketches for key personnel should be attached in the R&R Senior/Key Person Profile.
* If it will be necessary to enter into formal consulting or collaborative arrangements with others, such arrangements should be fully explained and justified.
* If the consultant(s) or collaborator(s) are known at the time of application, a biographical sketch should be provided in the R&R Senior/Key Person Profile.
* Collaborators simply providing services or materials should not be listed in the R&R Senior/Key Person Profile and a biographical sketch is not required.
* Evidence (letters of support) for this type of collaboration should be provided in the ‘Documentation of Collaboration’ (see number 5 below). These signed letters should provide evidence that the collaborators involved have agreed to render these services.

***3) Data Management Plan: Two-page limit***

* Title the attachment as “DataManagement Plan” and save file as “ManagementPlan.”
* Projects must budget sufficient resources to develop and implement the proposed data management plan.

**R&R Senior/Key Person Profile**

* A Senior/Key Person Profile should be completed for the PD and each co-PD, senior associate, and other professional personnel, including collaborators playing an active role in the project.
* Collaborators only providing services or materials should not be listed in this section.
* Elements include:
	+ *Project Role Field* – Complete appropriately.
	+ *Other Project Role Category Field* – Complete appropriately, if applicable.
	+ *Biographical Sketch: 2-page limit (excluding publications listings)*
		- Title the attachment “Biographical Sketch” in the header and save file as “BiographicalSketch” followed by the last name of the individual.
		- The biographical sketch 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).
		- Recommended headings are: Education and Training, Research and Professional Experience, Publications, and Synergistic Activities.
		- Include a chronological list of all publications in refereed journals during the past four years, including those in press. Also, list only those non-refereed technical publications that have relevance 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 reference as these usually appear in journals.
		- **The Conflict of Interest list should NOT be included** **in the biographical sketch**, but it must be provided as a separate document.
	+ *Current and Pending Support: No page limit*
		- Title the attachment “Current and Pending Support” in the header and save file as “CurrentPendingSupport” followed by the last name of the individual.
		- Use the template available at [www.nifa.usda.gov/funding/templates/current\_pending.doc](http://www.nifa.usda.gov/funding/templates/current_pending.doc)
		- Current and Pending Support is only required for the PD and co-PDs.
		- As an addendum, provide a brief summary of any completed, current, or pending projects that appear similar to the current application, especially previous National Research Initiative (NRI) or AFRI awards.
		- See RFA and the template for complete details on what should be included in Current and Pending Support.

**R&R Personal Data**

Instructions related to this form are explained in detail in Part V, 6. of the NIFA Grants.gov Application Guide. Submission of this information is voluntary.

**R&R Budget and Budget Justification**

See the RFA and the NIFA Grants.gov Application Guide, and work with appropriate IANR Business Center personnel to develop this application component.

**Supplemental Information Form**

**Field 2 – Program to which you are applying**

Enter the Program (Area Priority) Code Name and Program (Area Priority) Code for the Program Area Priority to which you are applying. An application can only be submitted to one program (Area Priority). **This information must match the RFA exactly and be spelled correctly.**

**Field 8 – Conflict of Interest List: No page limit**

* Title the attachment as “Conflict of Interest” in the header and save file as “ConflictofInterest.”
* A Conflict of Interest List is required for all applications submitted to AFRI. The Conflict of Interest List should be provided as a separate PDF attachment and **not included in the Biographical Sketch*.*** A Conflict of Interest List must be completed individually for all personnel who have submitted a Biographical Sketch.
* **Collate all individual Conflict of Interest lists into a single document file.** The lists can only be submitted as a single PDF document.
* Use the template available at:

[www.nifa.usda.gov/funding/templates/conflict\_of\_interest.doc](http://www.nifa.usda.gov/funding/templates/conflict_of_interest.doc)

**AFRI PROJECT TYPE FORM**

Information related to the questions on this form is dealt with in detail in Part VI, 2. of the NIFA Grants.gov Application Guide and in the RFA.