

Please refer to the Request for Application (RFA), or solicitation for explicit guidance related to items in this checklist. This Checklist is not intended to replace the RFA.

For AFRI Request for Application and related resources provided by USDA NIFA , see <http://www.nifa.usda.gov/funding/afri/afri.html>

| <b>2010 AFRI Grants.gov Package Application Checklist</b>  |  |
|--|--|
| <p>If required, was a <b>Letter of Intent</b> submitted?</p> <ul style="list-style-type: none"> <li>➤ Please refer to agency response to LOI for any additional guidelines or requirements which may be stipulated in response letter. Upload agency response to Letter of intent into GTS.</li> </ul>   |  |
| <b>Grants.gov Grant Application (Refer to Part IV – Application and Submission Information section of the RFA)</b>   |  |
| <b>Formatting Requirements (Part IV, Section B):</b>   |  |
| <ul style="list-style-type: none"> <li>➤ Are all attachments PDF?</li> <li>➤ Font at least 12 pt and six lines per inch?</li> <li>➤ 1 inch margins on all sides?</li> <li>➤ Do all pdf attachments use the correct naming convention? No Spaces, special characters, etc.<br/><i>Example:</i> BiographicalSketch_JDoe.pdf</li> <li>➤ Title each attachment in the document header and save each file with the referenced name</li> </ul> |  |
| <b>SF 424 R&amp;R Cover Sheet (Part IV, Section C.2)</b>   |  |
| <i>Field 5 – Applicant Information</i>   |  |
| <p>Organizational DUNS: <b>604591925</b><br/>           Legal Name: <b>The Regents of the University of California</b><br/>           Street 1: <b>ANR Office of Contracts and Grants</b><br/>           Street 2: <b>1111 Franklin Street</b><br/>           City/State/ZIP/Postal Code: <b>Oakland, CA 94607-5200</b></p> <p>*UC Riverside/UC Berkeley DUNS are 627797426 and 124726725, respectively</p>                              |  |
| <i>Field 6 – Employer Identification</i>   |  |
| <p><b>94-6036494</b> (ANR &amp; UC Davis)<br/> <b>94-6002123</b> (UC Berkeley)<br/> <b>95-6006142</b> (UC Riverside)</p>   |  |
| <i>Field 12 - Proposed Project</i>   |  |
| Is the start date at least six months after the submission deadline?   |  |
| <i>Field 13 – Congressional District of Applicant - CA-009</i> (UCOP)  |  |
| <b>R&amp;R Other Project Information (Part IV, Section C.4)</b>  |  |
| <i>Fields 1 and 2-</i>   |  |
| <p>Are Human Subjects involved? Are Vertebrate Animals used?<br/>           ANR Human Subjects Assurance Number: <b>0004557</b> ANR Vertebrate Animals Assurance Number: <b>A3433-01</b></p>   |  |
| <i>Field 7 – Project Summary/Abstract</i>  |  |
| Is the Project Summary 250 words or less? See UC ANR AFRI Resources for template.  |  |
| <i>Field 8 – Project Narrative</i>   |  |
| Does the Project Narrative conform to the page limitations as specified in the solicitation?   |  |
| <p><u>18 pages</u>: Standard Research, Standard Education, Standard Extension, Standard Integrated, Coordinated Agricultural Project, Planning/Coordination, Conference, New Investigator, and Strengthening Standard Grant applications<br/> <u>7 pages</u>: Sabbatical, Equipment, and Seed Grant</p>  |  |
| <i>Field 9 – Bibliography &amp; References Cited</i>   |  |
| No page limit  |  |
| <i>Field 10 – Facilities &amp; Other Resources</i>   |  |
| No page limit  |  |
| <i>Field 11 – Equipment</i>  |  |
| No page limit  |  |

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|  |  |  |
|--|--|--|
| <p><b>Field 12 – Other Attachments</b></p> <ul style="list-style-type: none"> <li>➤ Project Type – 1 page maximum. See UC ANR AFRI Resources for template.</li> <li>➤ Key Personnel Roles – 2 pages maximum.</li> <li>➤ Logic Model (if applicable) – 2 pages maximum. See UC ANR AFRI Resources for template.</li> <li>➤ Management Plan (for CAP Grants &amp; Integrated Projects only) – 3 pages maximum.</li> <li>➤ Documentation of Collaboration(s) – No page limit. <i>*If multiple documents, combine into one pdf file.</i></li> <li>➤ Appendices to Project Narrative. Limited to two (2) preprints.</li> <li>➤ Other documents (as required by RFA).</li> </ul>   |  |  |
| <p><b>R&amp;R Senior/Key Person Profile (Part IV, Section C.5) (see RFA for definition)</b></p>  |  |  |
| <ul style="list-style-type: none"> <li>➤ Biographical Sketch – 2 page maximum, excluding publications.</li> <li>➤ Current &amp; Pending* – no page limitation. See UC ANR AFRI Resources for template.<br/><i>*Pending includes this specific application</i></li> <li>➤ C&amp;P is required of all Senior/Key Persons even if not requesting any salary</li> </ul> <p>Note: <i>Collaborators only providing services or materials should not be listed here. Evidence of this type of collaboration should be provided in the Documentation of Collaboration, Field 12 “Other Attachments”</i></p>  |  |  |
| <p><b>R&amp;R Budget (Part IV, Section C.7) – Upload internal budget worksheet (MS Excel) into GTS.</b></p>  |  |  |
| <p><b>Budget Period (see RFA for specific guidelines)</b></p> <ul style="list-style-type: none"> <li>➤ Budget for each year of project?</li> <li>➤ Does budget incorporate travel for annual investigator meetings?</li> </ul>   |  |  |
| <p><b>Field H - Indirect Costs</b></p> <ul style="list-style-type: none"> <li>➤ Are indirect costs applied correctly? *USDA NIFA allows the lesser of applicant negotiated rate or 22% of total cost. The ANR negotiated indirect cost rate results in lower indirect costs. <i>Please note that the Off Campus/Other Sponsored Activity negotiated indirect cost rate increases in subsequent years so budgets will need to reflect this increase.</i></li> <li>➤ ANR negotiated Indirect Cost Rate*: <ul style="list-style-type: none"> <li>07/01/09-06/30/11 – 22.5% modified total direct cost (MTDC)</li> <li>07/01/11-06/30/12 – 23% MTDC</li> <li>07/01/12-06/30/13 – 23.5% MTDC</li> <li>*for rates other than ANR, please contact your campus sponsored projects office</li> </ul> </li> <li>➤ Cognizant Federal Agency: <b>DHHS, POC: Ernest L. Willard, 415-437-7820</b></li> </ul> |  |  |
| <p><b>Field K – Budget Justification (In addition to uploading as PDF on Page 3 of Budget Period 1, upload MS Word version to GTS).</b></p>  |  |  |
| <p>No page limitation<br/>Refer to RFA/solicitation for specific requirements<br/>See UC ANR AFRI Resources for budget justification template.</p>   |  |  |
| <p><b>Subcontracts</b></p> <ul style="list-style-type: none"> <li>➤ Will there be subcontracts? Each proposed subaward will need its own detailed R&amp;R budget with accompanying budget justification attached. R&amp;R subaward budget should be extracted from the grants.gov solicitation and uploaded back into the grants.gov package when completed</li> <li>➤ Proposed subcontracts must have accompanying letters of institutional support (upload signed letters into GTS)</li> </ul>   |  |  |
| <p><b>Matching</b></p>   |  |  |
| <ul style="list-style-type: none"> <li>➤ Equipment Grant – 100% matching (AR letters required)</li> <li>➤ Applied Research – if commodity specific and not of national scope, matching required on a dollar-for-dollar basis</li> </ul> <p>Sources and amount from third parties should be summarized on a separate page and placed in the application immediately following the Budget Justification.</p>   |  |  |

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| <b>Supplemental Information Form (Part IV, Section C.8)</b> |   |  |  |
|---|---|--|--|
| ➤   | Field 1 – Funding Opportunity (Pre-populated)   |  |  |
| ➤   | Field 2 – Program Code Name (refer to Program Area Description for Code name)   |  |  |
| ➤   | Field 6 – Check <b>YES</b> – PIN# <b>6J60B</b> (ANR)  |  |  |
| ➤   | Field 8 – Conflict of Interest List – no page limit. <i>*Collate all individual Conflict of Interest lists into a single pdf document</i> |  |  |

### ***Establishing your proposal in ANR’s Grant Tracking System (GTS)***

To enable ANR Office of Contracts and Grants to review/approve your proposal/grant application, you need to establish your proposal in ANR’s Grant Tracking System. To ensure proper review of your proposal please submit final documents 5 business days prior to sponsor due date.

Log into the ANR Portal: <https://ucanr.org/portal/login/universallogin.cfm?appname=Portal>

- 1) Click on the ANR Grant Tracking System Link
- 2) Go to “My Worksheets”
- 3) Create New Proposal

#### ***Are you ready to upload the final proposal documents to the GTS?***

\*Is the budget and budget justification final?

\*Is the technical narrative final?

\*Do you have all letters of collaboration, cost-share commitment and third-party support?

If **YES**, you may begin uploading your documents into GTS. At a minimum upload the following documents (file format as noted):

- Final Technical /Project Narrative (MS Word)
- Final Internal Budget Worksheet, if created/used (MS Excel)
- Final Budget Justification (MS Word)
- All letters of collaboration, cost-share commitment and/or third-party support if applicable (PDF)

Please do not upload the grants.gov application package to the GTS. You will email the final grants.gov application package to the assigned C&G Administrator when complete. The assigned administrator will confirm receipt of application. Please contact 530.754.3944 if you do not receive a confirmation of receipt within 2 hours.

**Submit** your proposal to reviewers and ANR Office of Contracts & Grants. You will be notified of the assigned C&G administrator when submitted. **To ensure proper review of your proposal please submit final documents 5 business days prior to due date.**

**APPLICATIONS ARE DUE AT 5PM EASTERN TIME**

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## Useful Links

### USDA/AFRI

<http://www.csrees.usda.gov/funding/afri/afri.html> (main page)

[http://www.csrees.usda.gov/funding/rfas/afri\\_rfa.html](http://www.csrees.usda.gov/funding/rfas/afri_rfa.html) (link to all RFAs)

[http://www.nifa.usda.gov/funding/grant\\_forms/applicationinstructions.pdf](http://www.nifa.usda.gov/funding/grant_forms/applicationinstructions.pdf) (USDA NIFA grants.gov Application Guide)

### USDA FORMS/TEMPLATES

[http://www.nifa.usda.gov/funding/templates/project\\_summary.doc](http://www.nifa.usda.gov/funding/templates/project_summary.doc) (Project Summary/Abstract)

[www.nifa.usda.gov/funding/templates/project\\_type.doc](http://www.nifa.usda.gov/funding/templates/project_type.doc) (Project Type)

[http://www.nifa.usda.gov/funding/templates/current\\_pending.doc](http://www.nifa.usda.gov/funding/templates/current_pending.doc) (Current & Pending)

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

[http://www.nifa.usda.gov/funding/integrated/integrated\\_logic\\_model.html](http://www.nifa.usda.gov/funding/integrated/integrated_logic_model.html) (Logic Model website)

### GRANTS.GOV

[www.grants.gov](http://www.grants.gov)

### UC/ANR

<http://www.ucanr.org/sites/PSU/> (Program Support Unit)

<https://ucanr.org/portal/login/universallogin.cfm?appname=Portal> (ANR Portal/GTS)

[http://ucanr.org/sites/anrstaff/Administration/Business\\_Services/Contracts\\_&\\_Grants/Overhead\\_costs/](http://ucanr.org/sites/anrstaff/Administration/Business_Services/Contracts_&_Grants/Overhead_costs/) (ANR Indirect Cost Information)

[http://accounting.ucdavis.edu/EX/UCD\\_F&A\\_Rate.pdf](http://accounting.ucdavis.edu/EX/UCD_F&A_Rate.pdf) (Current Indirect Cost Rate Agreement – ANR)

### OTHER

<https://writerep.house.gov/writerep/welcome.shtml> (US House of Representative search for Congressional District)