**Standard USDA NIFA Proposal Submission CHECKLIST**

**Funding Opportunity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Application due date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*This document is designed only to serve as a project management tool. It does NOT replace the detailed information available within the relevant funding solicitation, the funding agency’s forms, instructions, or review criteria.* *In cases where the instructions in the funding solicitation you are responding to deviate from the standard USDA instructions given in this checklist, follow the detailed instructions in the funding solicitation.* **For any questions, please refer directly to the funding solicitation or contact your program officer.**

**Current NIFA Grants Application Guide:** <https://www.nifa.usda.gov/nifa-22-001-nifa-grants-application-guide>

**Current NIFA Forms and Templates**: <https://www.nifa.usda.gov/application-support-templates>

Note: Select the “**FASE**” type application when available. This will unlock EPSCoR funding and could increase your chances of a successful proposal. See more at this address: <https://www.nifa.usda.gov/grants/programs/agriculture-food-research-initiative-afri/afri-fase-epscor-program>

**USDA Formatting Requirements:** Use font no smaller than 12 point, regardless of line spacing. Use at least 1-inch margins, number each page of an attachment sequentially.

**Before you get started:**

1. **Confirm** [PI eligibility](https://www.uvm.edu/spa/principal-investigator-eligibility#:~:text=PI%20Eligible&text=All%20extension%20professors%2C%20assistants%2C%20associates,Department%20Chair%20and%20SPA%20approval.)
2. **Identify** pre-award specialist in your unit (e.g., [SPA 2.0](https://www.uvm.edu/spa/spa-20)) and [SPA Research Administrator](https://www.uvm.edu/spa/departmental-assignments)
3. **Create** a new proposal entry in [UVM Click](https://www.uvm.edu/ovpr/uvmclick)

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| **REQUIRED Documents**  **(uploaded as separate PDFs)** | **Notes** |
| Project Summary | **Limit**: 250 words  Use suggested template (link above). Directors/co-PDs and the title of the project at the top of the page. Must contain statement of objectives and methods to be employed. |
| Project Narrative | RFA specific for page limit and any required subheadings (e.g. Introduction, Objectives, Approach, Project Timeline, Centers of Excellence Justification) |
| Bibliography & References Cited | Generally, no page limit  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. |
| Budget | \*Easiest to build budget directly in UVM Click – interfaces with PeopleSoft for accurate salary information |
| Budget Justification | Generally, no page limit |
| Current & Pending Support | Use suggested template (link above)  Required for all key personnel |
| Conflict of Interest List | Use suggested template (link above)  Required for all key personnel |
| Biographical Sketch | **Limit**: 2 pages, excluding publications  Required for all key personnel  Recommended information includes:  • Education and Training  • Research and Professional Experience  • Collaborators and Affiliations (for conflicts of interest)  • Publications and Synergistic Activities |
| Data Management Plan | **Limit**: 2 pages |
| Facilities and Other Resources | Generally, no page limit |
| Equipment | Generally, no page limit |

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| **Documents to Complete If Applicable** | **Notes** |
| (Documentation of Collaboration)/ Letters of Support | Generally no page limit |
| Key Personnel Roles | **Limit**: 2-pages |
| Management Plan | **Limit:** 3 pages |
| Logic Model | **Limit:** 2-pages  NIFA has a [generic logic model](https://nifa.usda.gov/sites/default/files/resource/Generic%20Logic%20Model%20for%20NIFA%20Reporting.pdf) that includes the following components: Situation, Inputs, Activities, Outputs, Outcomes, External factors, Assumptions |
| Cooperation and Institutional Units Involved | When submitting a cooperative, multi-institutional or multidisciplinary application |
| Appendices to Project Narrative | Allowed if directly germane to the proposed project. Do not use appendices to circumvent the text and/or figures and tables page limitations. |
| Collaborative Arrangements | May be allowed (check RFA). Generally no page limit |
| Non-key consultant/collaborator CV(s) | Can provide in addition to a letter of support |
| Representation Regarding Felony Convictions or Tax Delinquent Status | Use suggested template (link above) |
| Confidentiality Agreement Template | Use suggested template (link above) |
| NIFA-666 form | Use suggested template (link above) |
| Preprints | When allowed, generally limited to 2 |
| [UVM Cost Share Approval Request Form](https://www.uvm.edu/sites/default/files/Sponsored-Project-Administration/Cost_Share_Approval_Request_Form.pdf) | Required if proposal includes cost share from multiple Departments and/or Colleges. |

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| **Subawards[[1]](#endnote-2) (if applicable – Required Documents from an external collaborator)** | **Notes** |
| Subrecipient Commitment Form  (including endorsement/signature from subrecipient’s Authorized Official) | Required UVM internal form.   * If subrecipient participates in the FDP Expanded Clearinghouse, can substitute a signed document by an authorized representative containing similar information. |
| Scope of Work | Short narrative, for UVM’s records |
| Budget | Required as part of USDA application – use SF424 (R&R) Subaward budget attachment |
| Budget Justification | Required as part of USDA application |
| Biographical Sketches | Required as part of USDA application for key personnel |
| Current and Pending Support | Required as part of USDA application for key personnel |
| Conflict of Interest List | Required as part of USDA application for key personnel |
| Facilities, and Other Resources | Add collaborator information into main document |
| Equipment | Add collaborator information into main document |

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| **Forms (for reference – all forms will be filled out through the System-to-System interface with UVM Click)** | **Notes** |
| SF-424 (R&R) | Data entry (mostly prepopulated from Click) |
| Project/ Performance Site Locations | Data entry (mostly prepopulated from Click) |
| R&R Other Project Information | Data entry (mostly prepopulated), AND upload attachments: Project Summary, Narrative, Bibliography, Facilities & Resources, Equipment, Other Attachments |
| R&R Senior/Key Person Profile (Expanded) | Data entry (mostly prepopulated) AND attach biographical sketches and current and pending support |
| NIFA Supplemental Information Form | Data entry AND attach all personel conflict of interest as one attachment |
| R&R Budget | Budget imports from Click AND attach budget justification |
| R&R Subaward Fed/Non-Fed Budget Attachments Form | Required if there is a subaward or consortium |
| Key Contact Form | May be required—see RFA |
| Attachments Form | May be required—see RFA |

1. [↑](#endnote-ref-2)