

**Food and Agricultural Science Enhancement (FASE)-New Investigator  
National Institute of Food and Agriculture, United States Department of Agriculture (NIFA,  
USDA)**

**Submission Requirements Checklist**

Form #	Items to be Contained in Form		Notes
<b>SF 424 (R&amp;R)</b> <a href="#">OMB Number: 4040-0001</a>	<b>Complete All Fields</b>	See special field instructions, below.	
	<b>Field 4c – Previous Grants.gov Tracking ID</b>		Only for changed/corrected applications
	<b>Field 7 – Type of Applicant</b>	Complete as indicated.	
	<b>Field 9 – Name of Federal Agency</b>	Pre-populated field in Grants.gov.	
	<b>Field 11 – Title of Applicant’s Project</b>	Enter a brief descriptive title of the project	
	<b>Field 13 – Congressional Districts</b>	Enter the Congressional District in the format: 2-character State Abbreviation – 3-character District Number. Examples: CA-005 for California’s 5th district	
	<b>Field 15 – Estimated Project Funding</b>	Estimated program income is estimated gross income earned by the recipient that is directly generated by a supported activity	
	<b>Field 16</b>	Choose “No” Check “Program is not Covered by Executive Order 12372”	
	<b>Field 17 - Certification</b>	Check “I agree”	Attach necessary document in <b>Field 18</b>
	<b>Field 21 – Cover Letter Attachment</b>	Optional	
<b>R&amp;R Project/Performance Site Location (s)</b> <a href="#">OMB Number: 4040-0010</a>	<b>Complete all Fields</b>		If more than 8 performance site locations are proposed, provide the requested information in a separate file and attach.
<b>R&amp;R Form: Other Project Information</b>	<b>Field 1 and 1a – Human Subject Use</b>	Complete as indicated.	
	<b>Fields 2 and 2a – Vertebrate Animal Use</b>	Complete as indicated.	

<p><u>OMB Number: 4040-0001</u></p>	<p><b>Fields 3 - Proprietary/Privileged Information</b></p>	<p>Complete as indicated.</p>	<p>Patentable ideas, trade secrets, etc., the disclosure of which may harm the applicant, should be included in applications only when such information is necessary to convey an understanding of the proposed project.</p>
-------------------------------------	---	-------------------------------	--

Form #	Items to be Contained in Form		Notes
<p>R&amp;R Form: Other Project Information <u>OMB Number: 4040-0001</u></p>	<p><b>Fields 4a-4d – Environmental Compliance</b></p>	<p>Complete as indicated.</p>	<p>If the project meets one of the exemptions identified in 7 CFR Part 3407, NIFA 's implementing regulations of the National Environmental Policy Act of 1969 (see <a href="https://www.ecfr.gov/cgi-bin/text-idx?SID=e0ob7fe1ec37aa707235632274eead9e&amp;mc=true&amp;node=pt7.15.3407&amp;rgn=div5">https://www.ecfr.gov/cgi-bin/text-idx?SID=e0ob7fe1ec37aa707235632274eead9e&amp;mc=true&amp;node=pt7.15.3407&amp;rgn=div5</a>), then the explanation should include the specific exemption code.</p>
	<p><b>Field 7 – Project Summary/Abstract</b></p>	<p>A suggested template for the Project Summary/Abstract is available at: <a href="http://nifa.usda.gov/resource/application-support-templates">http://nifa.usda.gov/resource/application-support-templates</a>.</p>	<p>Approximately 250 words.</p>
	<p><b>Field 8 – Project Narrative</b></p>	<p>Complete as instructed in announcement.</p>	<p><b>Must use specific announcement for details</b></p>
	<p><b>Field 9 – Bibliography and References Cited</b></p>	<p>Provide a bibliography of any references cited in the Project Narrative.</p>	
	<p><b>Field 10 – Facilities and Other Resources</b></p>	<p>Identify the facilities to be used (Laboratory, Animal, Computer, Office, Clinical and Other).</p>	
	<p><b>Field 12 – Other Attachments</b></p>	<p>Include the following items as appropriate:</p> <ul style="list-style-type: none"> <li>• Felony and Tax Certification</li> <li>• Cooperation and Institutional Units Involve</li> <li>• Appendices to Project Narrative</li> <li>• Collaborative Arrangement</li> </ul>	<p>Felony and Tax Certification. <b>REQUIRED</b> for applications (applications from Federal agencies excluded)</p>

Form #	Items to be Contained in Form	Notes
<p style="text-align: center;"><b>Research and Related Senior/Key Person Profile (Expanded)</b></p> <p style="text-align: center;"><u><a href="#">OMB Number: 4040-0001</a></u></p>	<p>Attachments must include:</p> <ul style="list-style-type: none"> <li>• Biographical Sketch</li> <li>• Current and Pending Support</li> </ul>	<p>Submission is required.</p> <p><b>Biosketch is limited to 2 pages, excluding publications listings. List all publications in refereed journals during the past 4 years.</b></p> <p>A suggested template for the Current and Pending support is available at <a href="http://nifa.usda.gov/resource/application-support-templates">http://nifa.usda.gov/resource/application-support-templates</a>.</p> <p>You must attach “Current and Pending Support” information for each key person identified. Even if no other funding is currently reported as “Active,” this application is to be identified as “Pending” in the information submitted.</p>
<p style="text-align: center;"><b>Research and Related Personal Data</b></p> <p style="text-align: center;"><u><a href="#">OMB Number: 4040-0001</a></u></p>	<p>Information is provided for the Project Director/Principal Investigator and all other persons identified as Co-Project Director(s)/Co-Principal Investigator(s).</p> <p>Applicants who do not wish to provide some or all the information should check or select the “Do not wish to provide” option.</p>	<p>Submission is required.</p> <p>Provision of the demographic information in the form is voluntary.</p>

Form #	Items to be Contained in Form		Notes
<p align="center"><b>Research and Related Budget</b></p> <p><u>OMB Number: 4040-0001</u></p>	<p>You must complete the required fields on each page of the first budget period which includes attaching a budget justification (see Field K. Budget Justification, of this section) to activate the “Next Period” button on the form</p> <p>Fields:</p> <ul style="list-style-type: none"> <li>A. Senior/Key Person</li> <li>B. Other Personnel</li> <li>C. Equipment</li> <li>D. Travel</li> <li>E. Participant/Trainee Support Costs</li> <li>F. Other Direct Costs</li> <li>G. Direct Costs</li> <li>H. Indirect Costs</li> <li>I. Total Direct and Indirect Costs</li> <li>J. Fee (NOT ALLOWED COSTS)</li> <li>K. Total Costs</li> <li>L. Budget Justification</li> </ul>		<p>Submission is required.</p> <p><b>See <u>R&amp;R Subaward Budget Attachment Form</u> for Subawards.</b></p> <p>Complete the subawardee budget(s) in accordance with the R&amp;R budget instructions (this includes the preparation of a budget justification for the subaward and attaching it in Field K. of the subaward budget).</p>
<p><b>NIFA Supplemental Information Form</b></p> <p><u>OMB Number: 0524-0039</u></p>	<p><b>Field 1 – Funding Opportunity</b></p>	<p>Pre-populated</p>	
	<p><b>Field 2 - Program</b></p>	<p>Enter Program Code Name Enter Program Code</p>	
	<p><b>Field 3 – Type of Applicant</b></p>	<p>Pre-populated</p>	
	<p><b>Field 4 – Additional Applicant Types</b></p>	<p>Select one option</p>	<p>If applicable</p>
	<p><b>Field 5- Supplemental Applicants Types</b></p>	<p>Select any of the listed options</p>	<p>If applicable</p>
	<p><b>Field 6 – ASAP Recipient Information</b></p>	<p>Payments will be made via the Automated Standard Application System (ASAP) operated by the U.S. Department of Treasury’s Financial Management Service.</p>	
	<p><b>Field 7 - Keywords</b></p>	<p>Most relevant words which describe the proposed project.</p>	
	<p><b>Field 8 – Conflict of Interest List</b></p>	<p>Attach a single attachment containing a COI list for each Senior/Key Person</p>	<p>A suggested template for the COI list is available at <a href="http://nifa.usda.gov/resource/application-support-templates">http://nifa.usda.gov/resource/application-support-templates</a></p>

Form #	Items to be Contained in Form		Notes
<b>AFRI Project Type Form</b> <a href="#">OMB Number: 0524-0039</a>	<b>This form is only for the Agriculture and Food Research Initiative (AFRI) program, which includes the New Investigator Program.</b>		
	<b>Project Type</b>	Select one	
	<b>Grant Type</b>	Food and Agriculture Science Enhancement (FASE) Grant. If FASE is the selected grant type, you must identify the type of FASE Grant by selecting one from the list of four, as appropriate, types: <ul style="list-style-type: none"> <li>• <b>New Investigator</b></li> <li>• Postdoctoral Fellowship grant</li> <li>• Predoctoral Fellowship grant</li> <li>• Strengthening</li> </ul>	
<b>Key Contacts Form</b> <a href="#">OMB Number: 4040-0010</a>	<b>Applicant Organization Name</b>	Enter the legal name of the applicant that will undertake the assistance activity	
	<b>Contact 1</b>	Enter all contact information for the contact person	
<b><a href="#">Attachments Form</a></b>	All attachments to an application must comply with NIFA font, spacing and margin requirements and MUST be in .pdf Follow the following requirements: (More details in USDA Grants Application Guide) <ol style="list-style-type: none"> <li>A. Format of Contents</li> <li>B. File Format</li> <li>C. File Name Restrictions</li> <li>D. File Protections</li> </ol>		Optional  <b>Only use form if explicitly stated in the RFA.</b>  <b><u>ANY APPLICATION CONTAINING ATTACHMENTS (ALL SECTIONS ABOVE ARE INCLUDED) THAT ARE NOT COMPLIANT WITH A. THROUGH D. ARE AT RISK OF BEING EXCLUDED FROM CONSIDERATION.</u></b>