

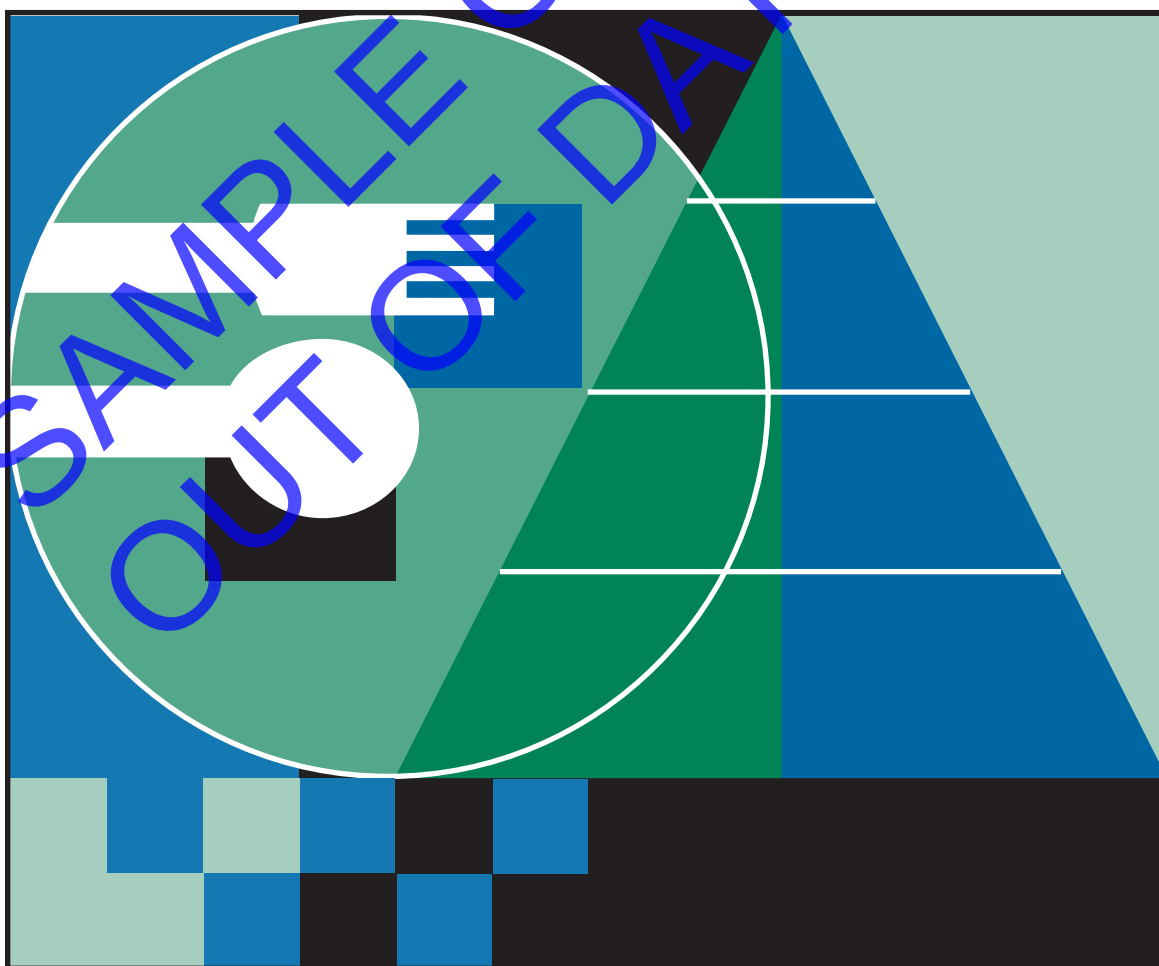


FANRP 9901

Food Assistance and Nutrition Research Program

Fiscal Year 1999

Competitive Grants and Cooperative
Agreements Program: Description
and Application Process



**Food Assistance &
Nutrition Research**

Contents

Overview	1
Authority	1
Applicable Regulations	1
Priority Research Program Areas	2
The Food Stamp Program as a Safety Net	2
Better Serving the Working Poor	3
WIC Program Research	4
Child Nutrition Issues	4
Outcome-Based Performance Measures	5
Award Types and Eligibility Requirements	6
Types of Awards	6
Peer Review of Applications	7
Evaluation Factors and Criteria	8
Research Merit of the Proposal	8
Overall Approach	8
Institutional Commitment and Resources	8
Key Personnel	8
Budget and Cost-Effectiveness	8
Overall Quality of the Proposal	8
How To Obtain Application Materials	9
Application Process	10
Overview	10
Submission Requirements	10
Format and Contents of Proposals	10
Application for Funding Cover Page	10
Table of Contents	11
Project Summary	11
Project Description	11
Citations to Project Description	12
Collaborative Arrangements	12
Vitae and Publications List(s)	13
Budget	13
Current and Pending Support	14
Additions to Project Description	14
What/Where To Submit	15
Proposal Disposition	16
Duration of Awards	17
Management Information	17
Notice of Award	17
Financial Obligations	17
Post-Award Administration	18
Release of Information	18

Overview

Applications are invited for competitive grant and cooperative agreement awards from the United States Department of Agriculture for fiscal year 1999. This document provides background on the research areas of interest to the Food Assistance and Nutrition Research Program (FANRP), application procedures, deadlines for submission, and guidance for the application process.

USDA's Economic Research Service will award \$2-\$4 million in FY 1999 for competitive grants and cooperative agreements. ERS will accept proposals under this program for funding levels between \$100,000 and \$400,000 (for the duration of the grant and/or the cooperative agreement, not to exceed 3 years). Parties interested in smaller grants should consult the ERS home page on the Internet at www.econ.ag.gov/briefing/foodasst.

Authority

The authority for this program is contained in the Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 1999 (P.L. 105-277). Under this program, subject to the availability of funds, the Secretary may award competitive research grants and cooperative agreements for the support of research projects to further USDA programs, especially the Food Stamp Program (FSP), Child Nutrition Programs (School Breakfast, National School Lunch, Summer Feeding, and Adult/Child Care Feeding), and the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC). Proposals may be submitted by any State agricultural experiment station, college, university, other research institution or organization, Federal agencies, private organization, corporation, or individual.

Applicable Regulations

Regulations applicable to this program (as specified in those regulations) include the following: (a) procedures to be followed when submitting grant proposals and cooperative agreements and rules governing the evaluation of proposals; (b) the USDA Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations, 7 CFR 3019; (c) the USDA Uniform Federal Assistance Regulations, 7 CFR Part 3015; and (d) the USDA Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, 7 CFR Part 3016.

Priority Research Program Areas

ERS is accepting proposals for support of high-priority research of importance to USDA's food assistance and nutrition programs in five research areas. Anticipated funding in FY 1999 for competitive grants and cooperative agreements will be between \$2 million and \$4 million.

The research areas listed below highlight the research priorities for which ERS has determined that competitive research grants or cooperative agreements are appropriate. The suggested topics and questions are not meant to be exhaustive. Applicants are encouraged to make persuasive justifications for other relevant research in their proposals.

Applicants may address multiple issues, but must specify one of the five priority research areas below:

- The Food Stamp Program (FSP) as a Safety Net
 - Improving Capacity for Forecasting Changes in FSP Caseloads
 - Emerging Needs for the Food Stamp Program
- Better Serving the Working Poor
 - Labor Market Participation and the Increasing Value of Customers' Time
 - Quality Control Issues Associated with Welfare Reform and the Transition to Work
 - The Food Stamp Program in an Evolving System of Support for the Working Poor
- WIC Program Research
 - Expanding Assessment of WIC's Effects on Children's Health
 - Targeting Children at Risk of Obesity
- Child Nutrition Issues
 - Formation of Dietary Patterns, Mothers' Workforce Participation, and the Role of Food Assistance and Nutrition Education
 - Child Obesity and Food Assistance Programs
- Outcome-Based Performance Measures
 - Impact of Food Assistance Programs on Food Expenditures and the Agricultural and Food Sectors
 - Follow-up to the Second Food Security Measurement and Research Conference

The five priority research areas

I. The Food Stamp Program as a Safety Net

A. Improving Capacity for Forecasting Changes in FSP Caseloads

While Food Stamp Program (FSP) caseloads have not dropped as much as cash assistance caseloads, they have dropped more than expected based on improvements in the U.S. economy. Anecdotal evidence suggests that potential FSP clients may be unaware of their eligibility, may be diverted from application by caseworkers who handle multiple programs, or may think that FSP eligibility is lost when they leave cash assistance programs.

These unexplained declines in the FSP caseload follow increased participation in the early 1990s that also was not easily explained by economic factors. Some research suggests that program interactions and changes in service delivery at the local level may have been a factor in those caseload changes. There is a clear need for further research to improve models of caseload dynamics that allow policymakers and program analysts to better anticipate and forecast future fluctuations in FSP participation over the business cycle.

B. Emerging Needs for the Food Stamp Program

The FSP has evolved in response to changing needs of the population it serves. Forward-looking research is needed to identify emerging needs and illuminate how the program may continue to evolve to best serve its clientele. Costs and benefits of alternative program options should be evaluated.

II. Better Serving the Working Poor

A. Labor Market Participation and the Increasing Value of Customers' Time

As Food Stamp recipients move onto employment rolls, they have less time for household activities, particularly food preparation. The additional earnings capacity also raises the opportunity costs of their time and increases their transaction costs in complying with program application and certification requirements. Research is needed to determine the extent of change in employment activity and time allocation by Food Stamp recipients and to estimate the effects of such changes on food choices, diet quality (as measured by the Healthy Eating Index), and food preparation patterns. Research on changes in perceptions by Food Stamp clientele of the costs and benefits of FSP participation is also of interest.

B. Quality Control Issues Associated with Welfare Reform and the Transition to Work

Households with earnings are expected to comprise a larger proportion of the FSP caseload, as public assistance recipients move into the workforce. Such cases have traditionally been difficult to administer. Frequent changes in eligibility and benefit levels occur when income and employment status fluctuate, and reviews of cases find those with earnings to be more error-prone. Because State administering agencies receive incentives or sanctions based on quality control (QC) error rates, there is interest in understanding their determinants. Research examining the extent to which State-level QC error rates are associated with the employment behavior and demographic characteristics of their caseloads would be useful to administrators in assessing their exposure. In addition, policy-relevant research is needed to suggest program innovations that would better manage cases with income fluctuations, reduce error rates, and more effectively serve the working poor.

C. The Food Stamp Program in an Evolving System of Support for the Working Poor

With increased policy emphasis on work and personal responsibility, cash and in-kind assistance programs of all types—transportation, child care, health benefits—are evolving to provide support for the working poor. In addition, the Earned Income Tax Credit is specifically designed to supplement the income of working families. In this environment, cross-program effects on incentives to participate in all programs would be more important. Eligible parents may forgo cash assistance benefits to preserve future eligibility and partially offset the forgone benefits by participating in the Food Stamp Program (FSP). Assistance from several programs—each with its own income requirements and regulations—may combine with work and informal social and family support to provide a household with food, housing, and other essentials. Conceptual analysis of the whole work-support/assistance system could yield useful insights for future FSP policy decisions.

III. WIC Program Research

A. Expanding Assessment of WIC's Effects on Children's Health

WIC administrative data contain a wealth of information that could address research issues if placed in compatible formats and linked with other appropriate data. Yet, these extant data are vastly underutilized for research purposes because they are not in a format conducive for research. For example, maternal and child records are not linked to one another, nor with administrative records from other relevant programs, such as the Food Stamp Program, Medicaid, and child protective services. A few States have initiated partnerships and demonstrated the feasibility of linking administrative data from WIC and other programs and the fruitfulness of such partnerships. Proposals are encouraged to facilitate the development of additional partnerships between WIC program agencies and researchers to create a research infrastructure for assessing program impacts.

B. Targeting Children at Risk of Obesity

The growing prevalence of obesity in children, particularly low-income children, has led to increased interest in identifying children at risk of becoming obese in an effort to improve program targeting and effectiveness. Research is needed to develop a methodology that can be easily implemented by food assistance and nutrition education programs for identifying and targeting infants and young children at risk of becoming obese. Furthermore, since the risk of adult obesity is greater at higher levels of childhood obesity (for any given age), additional research is needed to further our understanding of the determinants and levels of obesity.

IV. Child Nutrition Issues

A. Formation of Dietary Patterns, Mothers' Workforce Participation, and the Role of Food Assistance and Nutrition Education

The frequency of snacking and eating out has increased in the past decades, but neither the determinants nor the impacts of these changes on dietary intake and diet quality of children are well understood. For example, to what extent does mothers' workforce participation influence the dietary intakes and diet quality of their children? Research is needed on the establishment of different dietary patterns, such as frequency of snacking and the choices of foods eaten as snacks, particularly among low-income children. Of particular interest are the roles of working mothers, food assistance, and nutrition education in the formation of dietary patterns. Research is also needed to identify the relationship between dietary patterns and diet quality.

B. Child Obesity and Food Assistance Programs

The growing prevalence of obesity and its occurrence at earlier ages is of concern to public health officials. However, the factors influencing childhood obesity—including the role of food assistance programs—are not well understood. Research is needed on the determinants of childhood obesity and how food assistance programs affect the likelihood of obesity for the child.

V. Outcome-Based Performance Measures

A. Impact of Food Assistance Programs on Food Expenditures and the Agricultural and Food Sectors

Food assistance program participation and outlays have increased significantly over the past decades. Little research has been conducted on the combined impacts of food assistance programs on aggregate food expenditures and the agricultural and food sectors. Research is needed to quantify the impacts of food assistance programs on food expenditures, prices, and the agricultural and food sectors. Of particular interest are model developments and research on behavior of low-income households that can be integrated with the ERS economywide model.

B. Follow-up to the Second Food Security Measurement and Research Conference

In February 1999, ERS co-sponsored a conference on food security measurement and research with the Food and Nutrition Service and the National Center for Health Statistics. Discussions at the conference resulted in a set of priorities for future work in measuring, explaining, and understanding the consequences of household food insecurity in the United States. Research activities to advance that emerging agenda are needed.

SAMPLE ONLY
OUT OF DATE

Award Types and Eligibility Requirements

The Food Assistance and Nutrition Research Program (FANRP) may award competitive research grants or cooperative agreements under this announcement. Applicants need not specify the type of award in their proposal. FANRP reserves the right to determine the type of award. The type of award made for a selected proposal will be governed by the nature and degree of involvement desired by FANRP in the project and the type of institution requesting funding (see “Authority,” page 1). ERS does not pay overhead on some agreements with universities.

Types of Awards

- **Competitive Research Grants:** Competitive grants will be supported when the research topic does not require substantial involvement between ERS staff and the recipient during the performance of the award; or
- **Cooperative Agreements:** Cooperative agreements will be supported when the research topic requires substantial involvement between ERS and the investigators.

Proposals may be submitted by any State agricultural experiment station, college, university, other research institution or organization, Federal, State, or county agencies, private organization, corporation, or individual.

Proposals submitted by non-United States organizations will not be considered. The research proposed must be specifically designed for the Priority Research Program Areas described previously.

Proposals may include requests for conferences that bring together members of the interested research community to identify research needs, update information, or advance an area of research recognized as an integral part of the research effort.

Peer Review of Applications

All proposals received will be acknowledged. If you do not receive an acknowledgment within 30 days of the submission deadline, please contact the FANRP business office at (202) 694-5405 or E-mail: Foodsec1@econ.ag.gov. Prior to technical examination, a preliminary review will be made for responsiveness to the Priority Research Program Area (for example, relationship of the proposal to one of the five research areas and proposed requirements).

Proposals that do not fall within the guidelines as stated in this document will be eliminated from program competition, and the applicant will be notified in writing.

Peer review panels will be convened to review proposals in each research area. All applicants will be notified in writing by October 31, 1999, as to whether their proposal has been accepted for an award by FANRP.

Peer review panel members will be selected based upon their training and experience in relevant research or technical fields, taking into account the following factors:

- The level of formal social science or technical education and other relevant experience of the individual as well as the extent to which an individual is engaged in relevant research and other relevant activities;
- The need to include as peer reviewers experts from various areas of specialization within relevant social science or technical fields;
- The need to include as peer reviewers experts from a variety of organizational types (for example, universities, industry, private consultant(s), and geographic locations); and
- The need to include as peer reviewers individuals with relevant program knowledge and experience.

During the peer evaluation process, extreme care will be taken to prevent any actual or potential conflicts of interest that may have an impact on review or evaluation. Names of submitting institutions and individuals, as well as proposal content and peer evaluations, will be kept confidential.

Evaluation Factors & Criteria

The proposal evaluation process includes both internal staff review and evaluation by peer review panels with members drawn from universities, industry, private consultants, and government officials. Peer review panels will be selected and structured to provide optimum expertise and objective judgment in the evaluation of the proposals.

The peer review panel will use the following criteria and weights to evaluate proposals:

Research Merit of the Proposal (weight: 70 points)

This criterion is used to assess the conceptual adequacy of the hypothesis or research question, clarity and delineation of objectives, adequacy of the description of the undertaking, and policy program relevance.

Overall Approach (weight: 60 points)

This criterion relates to the demonstration of feasibility through the presentation of preliminary data; probability of success of project; time allocated for systematic attainment of objectives; novelty, uniqueness, and originality; and suitability and feasibility of methodology.

Institutional Commitment and Resources (weight: 20 points)

This criterion relates to the institution's experience and competence in the subject area and the adequacy of available or attainable support personnel, facilities, and instrumentation.

Key Personnel (weight: 20 points)

This criterion relates to the adequacy of the number and qualifications of the key persons who will carry out the project.

Budget and Cost-Effectiveness (weight: 20 points)

This criterion relates to the extent to which the total budget adequately supports the project and is cost-effective.

Overall Quality of the Proposal (weight: 10 points)

This criterion relates to the overall quality of the proposal and the degree to which the individual evaluation components contribute to make a high-quality project.

How To Obtain Application Materials

Please note that this document, with a downloadable budget form, is available on the ERS website at www.econ.ag.gov/briefing/foodasst. Photocopies of materials and budget form are acceptable. Paper copies may also be requested from:

Ms. Cathi Ferguson
FANRP/ERS
1800 M Street, NW, Room N2129
Washington DC 20036-5831
Telephone: (202) 694-5405
Fax: (202) 694-5677
E-mail: foodsec1@econ.ag.gov

SAMPLE ONLY
OUT OF DATE

Application Process

Overview

These guidelines are provided to assist you in preparing a proposal to the Food Assistance and Nutrition Research Program Competitive Grant and Cooperative Agreement Program. Please read these guidelines carefully before preparing your submission.

The necessary information for completing a proposal is included in the back of this document and may be duplicated.

Submission Requirements

The purpose of a grant or cooperative agreement proposal is to persuade the FANRP and members of the food assistance and nutrition research community who provide advice to the FANRP that the proposed project is important, methodologically sound, and worthy of support under the criteria listed on page 8. Therefore, the proposal must be submitted in response to one of the five Priority Research Program Areas (page 2). The application should be self-contained, should clearly present the merits of the proposed project, and should be written with care and thoroughness. It is important that all essential information for comprehensive evaluation be included. Omissions often result in processing delays and may jeopardize funding opportunities.

In preparing the proposal, applicants are urged to ensure that the name of the principal investigator and, where applicable, the name of the submitting institution are included on the Application for Funding Cover Page **and at the top of each page**. This will permit easy identification in the event that the application becomes disassembled during the review process.

Format and Contents of Proposals

Application for Funding Cover Page

Each copy of the proposal must contain an Application for Funding Cover Page. This is designed by the applicant but must be the first page of the application. At least one copy of this information must contain pen-and-ink signatures as outlined below. In completing this cover page include the following information:

- *Title of Proposal.* The title of the proposal must be brief (80-character maximum), yet represent the major thrust of the project. Because this title will be used to provide information to those who may not be familiar with the proposed project, highly technical words or phraseology should be avoided where possible. In addition, phrases such as “Investigation of” or “research on” should not be used.
- *Program to Which You Are Applying.* “FANRP”
- *Priority Research Program Areas.* Choose the research area that is most appropriate to the research being proposed (i.e., The Food Stamp Program as a Safety Net, Better Serving the Working Poor, WIC Program Research, Child Nutrition Programs, and Outcome-Based Performance Measures). It is important that only one research area be selected. When the appropriateness of the chosen research area may be in question, the final program area assignment will be made by the FANRP staff. The principal investigator will be informed of any changes in assigned research area.
- *Principal Investigator(s)/Project Director(s).* List the name(s) of the proposing principal investigator(s). If there is more than one investigator, all must be listed and all must sign

the Application for Funding Cover Page. Co-principal investigators should be limited to those required for major research collaboration; minor collaborators or consultants are more appropriately designated as collaborators (see page 12). Only the principal investigators listed will receive direct correspondence from the FANRP.

- *Telephone Numbers.* Please list the telephone and fax numbers and the E-mail address (if available) of the principal investigator(s) in this block. In addition, please include a telephone number where a message can be left, if different from above.
- *Signatures.* Sign and date the Application for Funding Cover Page. All proposals must be signed by the proposing principal investigator(s) and, for those proposals being submitted through institutions or organizations, endorsed by the authorized organizational representative who possesses the necessary authority to commit the applicant's time and other relevant resources. Investigators who do not sign the Application for Funding Cover Page will not be listed on the grant or cooperative agreement award document in the event that an award is made. Proposals that do not contain the signature of the authorized organizational representative cannot be considered for support.

Table of Contents

A Table of Contents, itself unpaginated, should be placed immediately after the Application for Funding Cover Page. This table should direct the reader to the pages for all sections of the proposal, beginning with the Project Description on page 1.

Project Summary

The proposal must contain a Project Summary, and must be assembled as the third page of the proposal (immediately after the Table of Contents) and should not be numbered. The names and institutions of all principal and co-investigators should be listed on the summary page (if space is insufficient, please use a separate sheet immediately following the Project Summary in the proposal). The project summary is limited to 250 words. The summary is not intended for the general reader; consequently, it may contain technical language comprehensible by persons in disciplines relating to the food and agricultural sciences. The project 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; and
- Plans to accomplish project goal(s).

The importance of a concise, informative project summary cannot be overemphasized.

Project Description

The written text may not exceed 15 pages (whether single- or double-spaced) of written text and may not exceed a total of 20 pages including figures and tables. The proposal should be assembled so that the Project Description immediately follows the Project Summary. To clarify page limitation requirements, page numbering for the Project Description should start with 1, and should be placed on the bottom of the page. Figures and tables are not included in the 15-page limitation. All proposals are to be submitted on standard 8½" x 11" paper. In addition, margins must be at least 1 inch, type size must be 12 point (equivalent to this size for some printers is 10 pitch or 10 characters per inch, which is also acceptable), there should be no more than 6 lines per inch, and there should be no page reductions. The project description must contain the following components:

- *Introduction.* A clear statement of the long-term goal(s) and supporting objectives or research questions of the proposed project should be included. The most significant

published work in the field under consideration, including the work of key project personnel on the current application, should be reviewed. The current status of research in this field should also be described.

- *Preliminary Data.* Data pertinent to the proposed research should be included in a separate section. All data collection activities and data sources (including that of key personnel) should be referenced.
- *Rationale and Significance.* Concisely present the rationale behind the proposed research. The objectives' specific relationship to the potential long-term improvement in the efficiency of the USDA's food assistance and nutrition programs should be shown clearly. These purposes are described under Research Priorities on page 2. Any novel ideas or contributions that the proposed project offers should also be discussed in this section.
- *Research Methods.* The hypotheses or questions being asked and the methodology being applied to the proposed project should be stated explicitly. Specifically, this section must include:
 - A description of the research proposed in the sequence in which it is to be performed;
 - Techniques to be used in carrying out the proposed project, including the feasibility of the techniques;
 - Results expected;
 - Means by which data will be analyzed or interpreted;
 - Means of applying results or accomplishing technology transfer, where appropriate;
 - Pitfalls that may be encountered;
 - Limitations to proposed procedures; and
 - A tentative schedule for conducting major steps involved in these investigations and/or experiments.

In describing the research plan, the applicant must explain fully any materials, procedures, situations, or activities that may be hazardous to personnel (whether or not they are directly related to a particular phase of the proposed project), along with an outline of precautions to be taken to avoid or mitigate the effects of such hazards.

Note: The sections detailed below are not included in the page limitations for the Project Description section.

Citations to Project Description

All references cited should be complete, including titles and all co-authors, and should conform to an accepted journal format.

Collaborative Arrangements

If the nature of the proposed project requires collaboration or subcontractual arrangements with other research scientists, corporations, organizations, agencies, or entities, the applicant must identify the collaborator(s) and provide a full explanation of the nature of the collaboration. Evidence (that is, letters of intent) should be provided to assure peer reviewers that the collaborators involved have agreed to render this service.

When a project requests funds for multiple institutions, a lead institution must be designated. Only one proposal may be submitted for the project and only from the lead institution. Other institutions may be designated as subcontractors. Proposals with Application for Funding Cover Pages from more than one institution are not permitted and will be returned without

review. Identical proposals submitted by different investigators from different institutions are also not permitted and will be returned without review.

Vitae and Publications List(s)

To assist peer reviewers in assessing the competence and experience of the proposed project staff, all personnel who will be involved in the proposed project must be identified clearly. For each principal investigator listed on the Application for Funding Cover Page, for all collaborators and other senior personnel who expect to work on the project in a significant fashion (for instance, expectation of co-authorships on ensuing publications), whether or not funds are sought for their support, and for all subcontractors, the following should be included:

Curriculum Vitae (CV). The curriculum vitae should be limited to a presentation of academic and research credentials, such as educational, employment, and professional history, honors, and awards. The vitae shall be no more than two pages each in length, excluding publications listings, and

Publications List(s). A chronological list of all publications in refereed journals during the past 5 years, including those in press, must be provided for each professional project member for whom a curriculum vitae is provided. Also list only those nonrefereed technical publications relevant 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 references as these usually appear in journals.

Budget (Form ARS-455)

A summary budget is required detailing requested support for the overall project period, which is not to exceed 3 years. Funding levels accepted are between \$100,000 and \$400,000 for the duration of the project (not to exceed 3 years).

Funds may be requested under any of the budget categories listed, provided that the item or service requested is identified as necessary for successful conduct of the proposed project, allowable under applicable Federal cost principles, and not prohibited under any applicable Federal statute or regulation.

Budget items include:

- Salaries and wages
- Nonexpendable equipment
- Materials and supplies
- Domestic travel
- Publication costs/page charges
- Computer costs
- Other direct costs
- Indirect costs
- Cost sharing (ignore this category, not applicable for FANRP)

Salaries of faculty members and other personnel who will be working on the project may be requested in proportion to the effort they will devote to the project.

This form is included as an insert to this brochure. Also see p. 9 to obtain a paper copy or an electronic copy.

Current and Pending Support

The information in this section of the proposal provides reviewers with an opportunity to evaluate the contribution the proposed work will make to the investigators' overall research program.

The proposal must list any other current public or private research support (including in-house support) to principal investigator(s) listed on the Application for Funding Cover Page, whether or not salary support for the person(s) involved is included in the budget. The FANRP must be informed of changes in pending grant support that arise after the proposal has been submitted. Nonflexible funds—including principal investigator and support staff salaries, overhead expenses, and office space—may be excluded when these funds are received through a noncompetitive process. Analogous information must be provided for any pending proposals, including this proposal, that are now being considered by, or that will be submitted in the near future to, other possible sponsors, including other USDA programs or agencies. Note that this proposal must be listed as Pending. In addition to completing the information, investigators also should include a brief statement of research objectives or project summaries for all projects listed in Current and Pending Support. Concurrent submission of identical or similar proposals to other possible sponsors will not prejudice proposal review or evaluation by the Program Manager or experts engaged by the Program Manager for this purpose. However, a proposal that duplicates or overlaps substantially with a proposal already reviewed and funded (or that will be funded) by FANRP will not be funded under this program.

Please include the following information under the heading "Current and Pending Support."

- Record information for active and pending projects in separate sections by name, supporting agency, total funding amount, effective and expiration dates, percentage of time committed, and title of project.
- All current research to which principal investigator(s) and other senior personnel have committed a portion of their time must be listed, whether or not salary for the person involved is included in the budgets of the various projects.

Additions to Project Description

Each project description is expected to be complete without the need to refer to additional materials. However, additions to the Project Description (appendices) are allowed if they are directly germane to the proposed research and are strictly limited to a total of **two pages**. This total may include reprints (papers that have been published in peer-reviewed journals) or preprints (manuscripts in press for a peer-reviewed journal must be accompanied by letter of acceptance from the publishing journal).

Manuscripts sent in support of the proposal should be single-spaced and printed on both sides of the page. Each manuscript must be identified with the name of the submitting organization, the name(s) of the principal investigator(s), and the title of the proposal, and be securely attached to each copy of the proposal. Staff of the FANRP will not collate applicant proposals or proposal addenda.

Information may not be appended to a proposal to circumvent page limitations prescribed for the project description. Extraneous materials will not be used during the review process.

What/Where To Submit

An original and 10 copies of the application are required. Due to the volume of proposals that are expected and the difficulty in identifying proposals submitted in several packages, all copies of each proposal must be mailed in a single package. In addition, please ensure that each copy of the proposal is stapled securely in the upper left-hand corner.

Every effort should be made to ensure that the proposal contains all pertinent information when originally submitted. Prior to mailing, it is urged that the proposal be compared with the checklist on the inside front cover.

To ensure prompt receipt of submitted proposals, use First Class or Express mail, or a courier service. To be considered for funding this fiscal year, proposals (an original and 10 copies) must be transmitted by the relevant date indicated on the last page of this announcement under "Deadline Dates" (as indicated by postmark or date on courier bill of lading). Late proposals will not be considered. Electronic or fax submissions will not be accepted.

Address for Submitting Proposals:

Economic Research Service
FANRP Business Office
1800 M Street, NW, Room S2119
Washington, DC 20036-5831

SAMPLE ONLY
OUT OF DATE

Proposal Disposition

When each peer review evaluation is completed, the responsible program staff of the FANRP will recommend that the project (a) be approved for support from currently available funds or (b) be declined due to insufficient funds or unfavorable review.

The FANRP reserves the right to negotiate with the principal investigator or project director and/or with the submitting organization or institution regarding project revisions (for example, reductions in the scope of work), funding level, or period or method of support prior to recommending any project for funding.

A proposal may be withdrawn by the principal investigator at any time before a final funding decision is made regarding the proposal; however, withdrawn proposals normally will not be returned. One copy of each proposal that is not selected for funding (including those that are withdrawn) will be retained by the FANRP for a period of 1 year. The remaining copies will be destroyed.

SAMPLE ONLY
OUT OF DATE

Duration of Awards

The total period for which a grant or cooperative agreement is awarded (including all funded and unfunded time extensions) may not exceed 3 years.

Management Information

Once a grant or cooperative agreement has been reviewed and recommended for funding, specific management and organizational information relating to the applicant shall be requested on a one-time basis prior to the award. Copies of forms needed in fulfilling the requirements will be provided by the FANRP office.

Notice of Award

A competitive grant or cooperative agreement award document, containing the budget, terms and conditions of the award, and other necessary information, will be prepared and forwarded to each grantee or cooperator, along with a Notice of Competitive Grant or Cooperative Agreement Award, by the Administrative and Financial Management Division, ARS, USDA.

Financial Obligations

For any competitive grant or cooperative agreement awarded, the maximum financial obligation of ERS shall be the amount of funds authorized for the award. This amount will be stated on the award instrument and on the approved budget. However, in the event an erroneous amount is stated on the grant award instrument, the approved budget, or any supporting document, ERS reserves the unilateral right to make the correction and to make an appropriate adjustment in the amount of the award to align with the authorized amount.

Nothing in these guidelines or any program announcement shall obligate ERS, the Department, or the United States to take favorable action on any application received in response to any announcement, or to support any project at a particular level. Further, neither the approval of any application nor the award of any project grant or cooperative agreement shall commit or obligate the United States in any way to make any renewal, supplemental, continuation, or other award with respect to any approved application or portion of an approved application.

Post-Award Administration

Awardees will be required to ensure that all funds are expended in accordance with the terms and conditions of grant or cooperative agreement award, Departmental regulations, and the applicable Federal cost principles in effect on the date of the award. Responsibility for the use and expenditure of grant or cooperative agreement funds may not be transferred or delegated in whole or in part to another party (even if a grantee or cooperator enters into a contractual relationship with that party), unless the grant or cooperative agreement itself is transferred in whole or in part to another party by ERS.

Authorization to make changes in approved project plans, budget, period of support, etc., will be governed largely by the terms and conditions of the competitive grant award or cooperative agreement. Among other things, these terms and conditions will set forth the kinds of post-award changes that may be made by the awardee and the kinds of changes that are reserved to the FANRP Office. It is urged that all key project personnel and authorized organizational representatives read them carefully.

Release of Information

ERS receives grant and cooperative agreement proposals in confidence and will protect the confidentiality of their contents to the extent permitted by law. When a proposal results in a grant or cooperative agreement, however, it becomes part of the public record and is available to the public upon written request. Copies of proposals (including excerpts from proposals) that are not funded will not be released. Information regarding funded projects will be made available to the extent permitted under the Freedom of Information Act, the Privacy Act, and implementing USDA regulations.

Requests to obtain authorized information (and fee schedule relating to the handling of this information), or to obtain information regarding procedures related to release of grantor cooperative agreement information should be directed to the Freedom of Information Act (FOIA) Coordinator, ARS Information Staff, 5601 Sunnyside Ave., Bldg. 1, Rm. 2248, Mail Stop 5128, Beltsville, MD 20705-5128; telephone (301) 504-1640.

Checklist

All proposals submitted under the FANRP must contain the applicable elements described in this brochure. The following checklist has been prepared to assist in ensuring that the proposal is complete and in the proper order prior to mailing:

- ✓ Application for Funding Cover Page
 - Is all required information accurate and complete?
 - Have all principal investigators and the authorized organizational representative (when required) signed the Cover Page?
 - Does one copy contain pen-and-ink signatures?
 - Have you included a telephone number/E-mail address where a message may be left for you?
 - ✓ Table of Contents
 - Are page numbers included for each item?
 - ✓ Project Summary
 - Has the Project Summary been included?
 - Do the name and institution of all investigators appear on the page, or on the following page?
 - Does it include research objectives?
 - Is it no more than 250 words?
 - ✓ Project Description
 - Is the project fully described?
 - Does this section adhere to the format and page limitations, as specified?
 - Does this section begin as page 1, as specified?
 - ✓ Citations to Project Description
 - Are all references cited?
 - Are all citations referenced?
 - Do all citations contain a title and are they in accepted journal format?
 - ✓ Documentation from Collaborator(s), or Host Institution (where appropriate)
 - ✓ Vitae and Publications List(s)
 - Are vitae included for all investigators, senior associates, and other key project personnel (including subcontractors—see instructions)?
 - Are the vitae current and pertinent?
 - Are the publications lists complete and limited to the last 5 years?
 - ✓ Budget (form ARS-455)
 - Are budget items complete?
 - Is summary budget included?
 - Is the funding level total in line N within the stated limit of \$400,000 for the 3-year duration of the project?
 - Is the budget duration within the stated limit of 3 years?
 - ✓ General
 - Does the proposal conform to all format and page limitations and deadline requirements?
 - Are there an original and 10 copies?
 - Are all copies complete?
-

Deadline Dates

To be considered for funding in fiscal year 1999, proposals must be received by the date listed below (as indicated by postmark or date on courier bill of lading).

Postmarked Date	Program Area
June 1, 1999	The Food Stamp Program as a Safety Net
June 1, 1999	Better Serving the Working Poor
June 2, 1999	WIC Program Research
June 2, 1999	Child Nutrition Programs
June 3, 1999	Outcome-Based Performance Measures

SAMPLE ONLY
OUT OF DATE
