BORLAUG FELLOWSHIP PROGRAM
MENTORS WORKSHOP

REQUEST FOR EXPRESSIONS OF INTEREST

Application Deadline: **Friday, April 1, 2016 at noon EST**
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Catalog of Federal Domestic Assistance Number (CFDA) - 10.960
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FOREIGN AGRICULTURAL SERVICE
U.S. DEPARTMENT OF AGRICULTURE
BORLAUG FELLOWSHIP PROGRAM

Summary of Award Opportunity

The United States Department of Agriculture’s (USDA) Foreign Agricultural Service (FAS) seeks an institutional partner to assist with and host a workshop for mentors of FAS’ Borlaug Fellowship Program, to be held in June 2016.

This notice identifies the request deadline, legislative authority, eligibility and proposal requirements, funding restrictions, cost share requirements, allowable and unallowable costs, reporting requirements, program purpose and priorities, focus areas and recommended topics, application and submission information, application review, selection, and notification process, agency program contact information, mailing address, and frequently asked questions.

Catalog of Federal Domestic Assistance:
This program is listed in the Catalog of Federal Domestic Assistance at [www.CFDA.gov](http://www.CFDA.gov) and under the program number 10.960.

Deadline:
Applications must be received by **April 1, 2016 at noon EST**. Applications received after this deadline will not be considered.

Legislative Authority:
The legislative authority for this funding opportunity may be found in the National Agricultural Research, Extension, and Teaching Policy Act of 1977 enacted as Title XIV of the Food and Agriculture Act of 1977. When selecting a proposal for funding, FAS reserves the right to select the applicable authorization for an award. Available authorizations for this opportunity include: 7 USC 3318(b), 7 USC 3319(a), and 7 USC 3291. FAS grants officials will verify that all proposals and budgets comport with the legal requirements of the selected authorization before an award can be made.

FAS reviews proposals and project costs to make certain they adhere to the provisions of 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, as adopted by USDA through 2 CFR part 400. Recipients/cooperators (including, universities, non-profits, States, Cities/Counties, Tribes, for-profits, and foreign organizations) are subject to Title 2 of the Code of Federal Regulations and other legal requirements, including, but not limited to:
- 2 CFR Part 25, Universal Identifier and Central Contractor Registration
- 2 CFR Part 170, Reporting Sub award and Executive Compensation Information
- 2 CFR Part 175, Award Term for Trafficking in Persons
Section I: Funding Opportunity Description

A. PROGRAM DESCRIPTION
Since its inception in 2004, the Borlaug Fellowship Program has helped over 800 up and coming agricultural scientists from low to middle income countries develop their research skills to promote food security and economic growth. Key to the program has been the engagement of the mentors in driving fellows’ passion for research and understanding in their respective fields.

As FAS reviews all of its technical agricultural assistance programming worldwide, FAS seeks to capture the experiences of Borlaug mentors. To that end, FAS will hold a 1.5-day workshop on June 2 & 3, 2016, to enable us to learn from best practices, successes, and lessons learned. The feedback received will be used to strengthen the Borlaug program.

The Land-Grant University will be responsible for contributing to the planning of this workshop in conjunction with USDA/FAS staff, hosting the event, and contributing to an analysis of the information gathered. While close to 200 mentors are eligible to attend, USDA/FAS expects the total attendance, including from USDA headquarters, will not exceed 40 persons.

In planning for the event, the university shall work in conjunction with USDA/FAS staff to craft an agenda that will enable FAS to come away with an understanding of:
- How the Borlaug Program is understood by mentors;
- What motivates mentors to participate in the Borlaug Program;
- What points mentors have learned that would be useful information for future mentors;
- How Borlaug Fellows generally fit in to mentors’ ongoing research agendas;
- Ways in which mentors and fellows continue collaboration after the conclusion of the fellowship program, and how the program can encourage such collaboration;
- What elements of the program, if any, might be considered for adjustment;
- How to better capture program successes or highlights; and
- Any other matters which would be useful in determining, documenting, and disseminating the program’s achievements.

For the event, the university shall arrange for a suitable venue, preferably in an on-campus location. The venue should include all needed A/V equipment to project a PowerPoint presentation, along with flipchart and markers around the room, and notepads and pens for all participants. The university shall also arrange sufficient transportation between designated lodging facilities and the venue. For each day of the event, the university shall ensure that lunch is provided on-site to encourage the attendees to remain present and encourage networking. Coffee/tea should be available throughout.

The university shall identify and engage at least the following personnel:
(1) A facilitator to act as a “master of ceremonies,” whose responsibilities include, inter alia:
   (a) Keeping the event on-schedule, or exercising sound judgement to deviate from the schedule if appropriate; and
   (b) Eliciting active engagement from participants throughout the session
(2) Such administrative staff as are required to make logistical arrangements and resolve problems as they arise. This includes ensuring that A/V equipment is operational and presenters are able to project any PowerPoint presentations without undue delay or interruption

(3) A note-taker to record the proceedings

Following the event, USDA/FAS staff will remain on-site for an additional half-day to discuss the outcomes observed, recommended follow-up activities, and what step(s) might be taken to either alleviate the concerns raised, or act upon suggestions. These proceedings should be incorporated in to the final report.

B. PROGRAM RESPONSIBILITIES OF HOST INSTITUTIONS:

Financial Reporting:
- Financial Reporting must be in accordance with 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. An itemized invoice must be submitted within 90 days of the Fellowship’s completion date using the standard form 270 (SF-270). This form can be located at: http://www.whitehouse.gov/omb/assets/omb/grants/sf270.pdf
- A detailed breakdown of expenses must be included with SF-270.
- Payment will not be processed without a break-down of expenses.
- Costs must be reported in accordance with the regulations that govern the agreement, and must follow the applicable Federal cost principles in 2 CFR 200. The institution cannot be reimbursed for costs that are not in accordance to the specific terms and conditions of the agreement, or are outside its scope.

A financial status report (SF-425) must be submitted quarterly and at the end of the life of the reimbursable agreement. This form can be located at: www.whitehouse.gov/sites/default/files/omb/assets/grants_forms/SF-425.pdf

Personnel:
The university shall appoint a Principal Investigator, who will be the primary point of contact for FAS staff assigned to this agreement, and who shall oversee all aspects of the agreement’s implementation. The university may propose such other staff as are appropriate to assist the PI in the execution of particular elements of this activity. The PI shall liaise with other units at the university, as needed, to ensure that all requirements of the agreement are met.

Section II: Award Information

A. ESTIMATE OF FUNDS
USDA estimates funding under this agreement will be approximately US$10,000.

B. START DATES AND PERFORMANCE PERIODS
The award under this agreement will start on April 1, 2016, and conclude on June 30, 2016. The workshop itself will be on June 2 & 3, 2016.
C. TYPE OF AWARD
USDA will enter into a cost reimbursable agreement (7 USC 3319a) with selected institutions as appropriate.

Section III: Eligibility Information

A. ELIGIBILITY REQUIREMENTS:
Proposals must be submitted by U.S. - based research universities, colleges, and state cooperative institutions accredited in the United States, acting on behalf of their institution.

Due to the scope of the activity, proposals from consortia of organizations will not be considered. Sub-awards are not anticipated under this agreement.

B. COST SHARING AND MATCHING REQUIREMENTS:
This program has no statutory formula.
This program has no matching requirements.
Cost share is not required.

C. FUNDING RESTRICTIONS:
This is a cost reimbursable agreement issued under 7 U.S.C. 3319a. Funding requests may not exceed available funds. The period of performance is not flexible: Institutions unable to adhere to the dates listed should not apply.

D. Cost Share:
Cost share is not required for this activity. Cash and in-kind (non-cash) contributions are not required but will be considered from the recipient organization. Third party (institution other than recipient organization) cash and in-kind contributions must include a letter, on official letterhead, signed by the contributing organization’s Authorizing Representative (AR) and counter-signed by the recipient organization’s AR in order for it to be recognized as a matching contribution.

E. Allowable Costs:
To help in this review, as well as to expedite the award process, budgets must include a detailed budget narrative explaining all line item costs. The five budget categories listed below should be used in your detailed budget preparation. All items should be described in sufficient detail that would enable FAS to determine that the costs are reasonable and allowable for the project per federal regulations.

1. Salaries and Fringe Benefits
2. Equipment
   This activity does not anticipate the purchase of equipment.
3. **Travel**
   For domestic travel, provide the purpose of the travel and information used in estimating the cost, such as the destination, number of travelers, and estimated cost per trip. There are several restrictions associated with traveling on federal funds. In most cases, airfare must be purchased in economy class from a U.S. carrier. Travelers must also adhere to federally mandated domestic and foreign per diem guidelines. Additional information may be found in 2 CFR 200 cited in the “Legislative Authority” section of this announcement. International travel is not authorized under this agreement.

4. **Other Direct Costs**
   Other Direct Costs are those anticipated charges not included in other budget categories, including materials and supplies, publication costs, reasonable consultant fees, computer services, equipment rental, facility rental, speaker fees, and honorariums.

5. **Indirect Costs**
   Indirect Costs may not exceed 10% of direct costs as stated in 7 USC 3319a.

6. **Unallowable Costs**
   Scholarships, stipends, sabbaticals, tuition, tuition remission, general purpose equipment (no particular scientific, technical, or programmatic purpose), entertainment, capital improvements, thank you gifts, and other expenses not directly related to the project are not allowed.

**Section IV: Application and Submission Information**

A. **ADDRESS TO REQUEST APPLICATION PACKAGE**
   This announcement contains all instructions and links to all forms required to complete the application. All applications must be submitted in a single PDF document. The application deadline is April 1, 2016 noon EST. No paper or fax submissions will be reviewed.

B. **CONTENT AND FORM OF APPLICATION SUBMISSION:**
   Institutions may submit multiple proposals that adhere to program guidelines and criteria.

   - Proposals should not exceed 2 pages in length, and should describe how the institution will undertake the tasks described. The institution may propose ancillary activities if they contribute to the overall objective, with the understanding that these may not be approved.

   - **Team Description:** Identify the PI and all other team members. Explain each team member’s role, if deviating from the roles described in section I. Provide biographical information for each team member.

   - **Budget:** Include a line item budget on an excel spreadsheet, and a detailed narrative as a word document that explains how each line item amount will be used and how it was calculated. All line items should be described in sufficient detail that would enable FAS to
determine that the costs are reasonable, allowable, and allocable to the project activity per federal regulations.

- Forms SF-424, SF 424a, AD-3030, and AD-3031 will be required of the selected institution. Including these forms, correctly completed, with the application package, is encouraged.

C. SUBMISSION DEADLINES AND TIMES
Please also include the Standard Form (SF) 424, and the Standard Form 424A with all proposals. The application deadline is April 1, 2016 at noon EST.

Note: The SF-424 and SF-424A may be found on the grants.gov website. Funding opportunities will be advertised via the NIFA listserv. All proposals must be submitted to the email addresses below with the accompanying required SF-424 forms. Proposals not submitted to the below email address by the stated deadline will not be accepted.

Jim.Suits@fas.usda.gov

Applicants will receive an email confirming receipt of their application package.

Section V: Application Review Information

All proposals are carefully reviewed by USDA/FAS Program Officers and other USDA staff against the criteria listed below.

A. REVIEW CRITERIA
- Does the proposal meet the needs of the activity? (20 point maximum)
  Includes whether the proposal is aligned with the request, suitability of the venue, ease of logistics (i.e. availability of long-distance transportation infrastructure), etc.
- Whom does the institution propose to work on this activity? (30 point maximum)
  Includes the background and qualifications of the staff (including contracted staff) who will be assigned to this activity, whether they are aligned with the objectives of the activity, whether they will contribute to the program, and whether the LoE is sufficient.

Minority Serving Institutions (MSIs) and demonstrated cost shares over 20% of total costs will result in 3 additional points each, provided that the total score cannot exceed 50 points.

Section VI: Award Administration Information

A. AWARD NOTICES
We estimate that successful candidates will be notified by March 18th.

As necessary, applicants may be contacted by program staff for clarification and additional discussion on any budget related issues before final determination of successful applicants. Any notification by the program office regarding the selection of an institution is not an authorization to begin performance. The notice of award signed by the Deputy Administrator of
USDA/FAS/OCBD is the authorizing document. This document will be sent by mail to the university. Both parties must sign this document before the agreement is in force. Unsuccessful applicants will be notified of the status of their application by email.

B. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS
Certifications regarding debarment Suspension, Drug Free Workplace, Felony Conviction and Tax Delinquent Status, and other national administrative assurances and policies are required. The cooperator must adhere to the provisions of 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, as adopted by USDA through 2 CFR part 400.

C. REPORTING REQUIREMENTS:
FAS will request teleconferences as needed to discuss progress in preparation, if and as needed. A representative from the university (generally the principal investigator or program coordinator) should participate.

“Milestone reports,” not to exceed 2 pages in length, shall be submitted as appropriate to document progress.

A final technical report shall be prepared using form SF-PPR, outlining the activities undertaken, the outcomes observed, and recommended follow-up activities, no later than 30 days after the activity completion date. FAS reserves the right to refuse proposals from PIs that previously received an award but did not meet applicable reporting requirements.

Section VII: Agency Contact

Potential applicants can direct their questions or request help with problems before the deadline for submission of the application for these funding opportunities via the contact information below:

- Jim Suits: 202-720-6328; Email: Jim.Suits@fas.usda.gov

FREQUENTLY ASKED QUESTIONS:

1. Will the institution be making travel arrangements for mentors?
   The institution is not being asked to make travel arrangements for mentors. If the institution anticipates engaging outside personnel under contract to facilitate the event, domestic travel could be authorized if requested.

2. Does this activity require cost sharing?
   This activity does not require cost sharing.

3. May I submit my application directly to the www.grants.gov portal?
   No, FAS will only accept applications that are submitted to Jim.Suits@fas.usda.gov.
4. What process does FAS use to evaluate applications?
   USDA/FAS reviews proposals submitted using a points-based system described in Section V.

5. When will I be notified if my application was accepted?
   It is expected that the appropriate Program Officers will notify applicants within one week of the application deadline.

6. How soon after notification that my proposal has been accepted can I begin charging expenses against the project?
   Successful applicants are not permitted to charge expenses against the project until both the USDA/FAS Authorized Representative (AR) and the recipient’s AR have signed the cost reimbursable agreement and the start date of the agreement is effective. Unless pre-award approval is granted, any charges associated with the agreement prior to complete signature are at the expense of the institution.

7. What should I expect regarding reimbursements?
   Payments will be made with proper request for reimbursement, using SF-270, Request for Advance or Reimbursement. *Invoices will not be paid if applicable progress and financial reports have not been submitted to the Program Manager.*

8. What is the limit on indirect costs for this program?
   Indirect costs may not exceed 10% of direct costs.

9. What is the process to receive final payment and/or officially closing out the agreement?
   Final billing must be made within 90 days of the end of the agreement period. Final payments will not be made until all activities identified in the agreement have been completed, including submission of final reports and other documentation required under the agreement terms and conditions.