

CSREES/AFRI
Bioactive Foods for Optimal Health (91130)
Human Nutrition and Obesity (93330)

http://www.csrees.usda.gov/funding/rfas/pdfs/09_afri.doc (RFA)

<http://apply07.grants.gov/apply/opportunities/instructions/oppUSDA-CSREES-AFRI-002010-cfda10.310-instructions.pdf> (Instructions)

Checklist of Key Application Facts

1. Go to Grants.gov to download RFA & Grant Application Guide
https://apply07.grants.gov/apply/forms_apps_idx.html
Click on Step 1: Enter: USDA-CSREES-AFRI-002010 in the Funding Opportunity# box
2. Margins are **1"**; Font is **12**; no more than six lines per vertical inch.
3. Number each page in the attachment sequentially.
4. All attachments are to be in **pdf**.
5. Title each attachment in the document header and save each file as listed (See below)
6. Title of application = **140** character spaces max (included spaces)
7. Complete at least 8 components of the SF 424 R&R Package: (See RFA pg. 115 Part IV Application and Submission Information)
 - 1) Cover Sheet
 - 2) Project/Performance Site Locations(s)
 - 3) Other Project Information –
Field 1-5 – See page 117 of RFA

Field 6 = Project Summary – pdf. 250 word max.

Suggested template: (Undo Write Protection)

http://www.csrees.usda.gov/funding/templates/project_summary.doc

- a) Identify the type of project in the first sentence of project summary. Function: Research, Education, Extension, Integrated. Project Type: Standard, FASE, Conference, or CAP
- b) Indicate which FY 2009 Priority is addressed
 - 1) Bioactive Foods: Priority:
 - a) Prevention of Inflammation,
 - b) Promotion of Bone Health
 - 2) Human Nutrition
 - a) Improve understanding of behavioral factors that influence obesity
 - b) Develop and implement behavioral and environmental instruments

Field 7 = Project Narrative – pdf. 18 page max (7pg if Sabbatical, Seed, Equipment. Page limitation includes figures/tables) – See page 119-121 of RFA

- a) Introduction
- b) Progress Report
- c) Rationale & Significance
- d) Approach
- e) Appendices (Allowed 2 Preprints – not part of 18 page limit)

Field 8 = Bibliography & References Cited – pdf. No Page Limit

- a) All references must be complete, include titles, co-authors, conform to journal format, and be listed alphabetical order using last name of 1st author, or list by order of citation.

Field 9 = Facilities & Other Resources – pdf. No Page Limit

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Field 10 = Equipment – pdf. No Page Limit

Field 11 = Other Attachments

- a) Key Personnel Roles – pdf. **2 page Limit** - Describe roles of PI/Co-PI/Collaborators
 - b) Logic Model – For integrated projects only – pdf. **2 page limit**
 - c) Management Plan – For integrated projects only – pdf. **3 page limit**
 - d) Documentation of Collaboration – pdf. **No Page Limit** (letters of support)
 - e) Appendices to Project Narrative – **Max. 2 Preprints**
 - f) Other documents (as requested) – check program description
- 4) Senior/Key Person Profile
- a) Attach Biosketch – pdf. **2 page limit (excluding Pub. Listings)** per PI, CoPI, Senior Assoc, other professional personnel
 - b) Attach Current & Pending Support – pdf. **No page limit**
- 5) Personal Data form
- 6) Budget – See Diana Wixson
- a) Annual & Cumulative budgets required
 - b) Budget/justification for all Subs
 - c) Justification – pdf. Attachment – **No page limit**
- 7) Supplemental Information Form
- Field 1 = Funding Opportunity = Pre-populated info
- Field 2 = Program Code Name & Code
- Bioactive Foods for Optimal Health (91130)
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- Field 8 = Conflict of Interest List = pdf. **No Page Limit**; 1 for each BioSketch.
- Collate all into one pdf document. See Page 125 of RFA
- Suggested Template:
- http://www.csrees.usda.gov/funding/templates/conflict_of_interest.doc.
- 8) Sub-Award, as appropriate