

information delivery to the Native American community. Reasonable travel expenses for at least one member of the project team to attend these meetings and for an appropriate number of personnel to attend a post-award meeting with CSREES may be requested as part of the project budget (*see* part III, B., 12.). Part VI, C. contains additional information about these requirements.

Part III. Preparation of an Application

A. Program Application Materials

Program application materials are available at the CSREES Funding Opportunities Web site (<http://www.ree USDA.gov/1700/funding/ourfund.htm>). If you do not have access to the Web page or have trouble downloading material and you would like a hard copy, you may contact the Proposal Services Unit, Competitive Programs, USDA/CSREES at (202) 401-5048. When calling the Proposal Services Unit, please indicate that you are requesting the RFA and associated application forms for the Native American Outreach Program. These materials also may be requested via Internet by sending a message with your name, mailing address (not e-mail) and phone number to psb@ree USDA.gov. State that you want a copy of the RFA and the associated application forms for the Native American Outreach Program.

B. Content of Applications

The applications should be prepared following the guidelines and the instructions below. Each application must contain the following elements in the order indicated:

1. General

Use the following guidelines to prepare an application. Proper preparation of applications will assist reviewers in evaluating the merits of each application in a systematic, consistent fashion:

(a) Prepare the application on only one side of the page using standard size (8½" x 11") white paper, one-inch margins, typed or word processed using no type smaller than 12 point font, and single or double spaced. Use an easily readable font face (*e.g.*, Geneva, Helvetica, Times Roman).

(b) Number each page of the application sequentially, starting with the Project Description, including the budget pages, required forms, and any appendices.

(c) Staple the application in the upper left-hand corner. Do not bind. An original and fourteen (14) copies of the application must be submitted in one package, along with two (2) additional

copies of the Project Summary, Form CSREES-2003, as a separate attachment. Prior to mailing, compare the application with the checklist found at the end of this document to ensure the application is complete.

(d) Include original illustrations (photographs, color prints, etc.) in all copies of the application to prevent loss of meaning through poor quality reproduction.

(e) The contents of the application should be assembled in the following order:

- (1) Proposal Cover Page (Form CSREES-2002).
- (2) Table of Contents.
- (3) Project Summary (Form CSREES-2003).
- (4) Project Description.
- (5) References to Project Description.
- (6) Facilities and Equipment.
- (7) Appendices to Project Description.
- (8) Key Personnel.
- (9) Collaborative Arrangements (including letters of support).
- (10) Conflict-of-Interest List (Form CSREES-2007).
- (11) Budget (Form CSREES-2004).
- (12) Budget Narrative.
- (13) Current and Pending Support (Form CSREES-2005).
- (14) Assurance Statement(s) (Form CSREES-2008).
- (15) Compliance with the National Environmental Policy Act (NEPA) (Form CSREES-2006).
- (16) Certification of Compliance to section 501(c)(3) of the Internal Revenue Code of 1986.

2. Proposal Cover Page (Form CSREES-2002)

Page A

Each copy of each application must contain a Proposal Cover Page, Form CSREES-2002. One copy of the application, preferably the original, must contain the pen-and-ink signature(s) of the proposing Project Directors (PDs) and the authorized organizational representative (AOR), the individual who possesses the necessary authority to commit the organization's time and other relevant resources to the project. If there are more than three co-PDs for an application, please list additional co-PDs on a separate sheet of paper (with appropriate information and signatures) and attach to the Proposal Cover Page (Form CSREES-2002). Any proposed PD or co-PD whose signature does not appear on Form CSREES-2002 or attached additional sheets will not be listed on any resulting award. Complete both signature blocks located at the bottom of the Proposal Cover Page form. Please note that Form CSREES-2002 is

comprised of two parts—Page A, which is the Proposal Cover Page, and Page B, which is the Personal Data on Project Director.

Form CSREES-2002 serves as a source document for the CSREES award database; it is therefore important that it be accurately completed in its entirety, especially the e-mail addresses requested in Blocks 4.c. and 18.c. However, the following items are highlighted as having a high potential for errors or misinterpretations:

(a) Type of Performing Organization (Block 6.a. and 6.b.). For Block 6.a., a check should be placed in the appropriate box to identify the type of organization which is the legal recipient named in Block 1. Only one box should be checked. For Block 6.b., please check as many boxes that apply to the affiliation of the PD listed in Block 16.

(b) Title of Proposed Project (Block 7.). The title of the project must be brief (140-character maximum, including spaces), yet represent the major thrust of the effort being proposed. Project titles are read by a variety of nonscientific people; therefore, highly technical words or phraseology should be avoided where possible. In addition, introductory phrases such as "investigation of," "research on," "education for," or "outreach that" should not be used.

(c) Program to Which You Are Applying (Block 8.). Enter "Native American Outreach Program".

(d) Type of Request (Block 14.). Check the block for "New".

(e) Project Director (Blocks 16.-19.). Blocks 16.-18. are used to identify the PD and Block 19. to identify co-PDs. If needed, additional co-PDs may be listed on a separate sheet of paper and attached to Form CSREES-2002, the Proposal Cover Page, with the applicable co-PD information and signatures. Listing multiple co-PDs, beyond those required for genuine collaboration, is discouraged.

(f) Other Possible Sponsors (Block 21.). List the names or acronyms of all other public or private sponsors including other agencies within USDA to which your application has been or might be sent. In the event you decide to send your application to another organization or agency at a later date, you must inform the identified CSREES program contact as soon as practicable. Submitting your application to other potential sponsors will not prejudice its review by CSREES; however, submitting the same (a duplicate) application to another CSREES program is not permissible.