

reproduced as needed by applicants. Funds may be requested under any of the categories listed on the form, provided that the item or service for which support is requested is allowable under the authorizing legislation, the applicable statutes, regulations, and Federal cost principles, and these program guidelines, and can be justified as necessary for the successful conduct of the proposed project. Applicants must also include a Budget Narrative to justify their budget requests (see 13., below).

13. Budget Narrative

A budget narrative should be included which discusses how the budget specifically supports the proposed project activities. All budget categories, with the exception of indirect costs, for which support is requested must be individually listed (with costs) in the same order as the budget and justified on a separate sheet of paper and placed immediately behind the budget. The budget narrative should explain how each budget item (such as salaries and wages for professional and technical staff, student workers, travel, equipment, *etc.*) is essential to achieving project objectives. Funds may be requested under any of the categories listed on the budget form, provided that the item or service for which support is sought is allowable under the enabling legislation and the applicable Federal cost principles.

14. Matching

If an applicant concludes that matching funds are not required (as specified under Part I, E.), a justification should be included in the Budget Narrative. CSREES will consider this justification when ascertaining final matching requirements or determining if required matching can be waived. CSREES retains the right to make final determinations regarding matching requirements.

For those grants where matching funds are required, as specified under Part I, E., applications should include written verification of commitments of matching support (including both cash and in-kind contributions) from third parties. Written verification means:

For any third party cash contributions, a separate pledge agreement for each donation, signed by the authorized organizational representative of the donor organization and the applicant organization, which must include: (1) The name, address, and telephone number of the donor; (2) the name of the applicant organization; (3) the title of the project for which the donation is made; (4) the dollar amount

of the cash donation; and (5) a statement that the donor will pay the cash contribution during the grant period.

For any third party in-kind contributions, a separate pledge agreement for each contribution, signed by the authorized organizational representative of the donor organization and the applicant organization, which must include: (1) The name, address, and telephone number of the donor; (2) the name of the applicant organization; (3) the title of the project for which the donation is made; (4) a good faith estimate of the current fair market value of the third party in-kind contribution; and (5) a statement that the donor will make the contribution during the grant period.

The sources and the amount of all matching support from outside the applicant organization should be summarized on a separate page and placed in the application immediately following the Budget Narrative. All pledge agreements must be placed in the application immediately following the summary of matching support.

The value of applicant contributions to the project shall be established in accordance with the applicable cost principles. Applicants should refer to OMB Circulars A-21, Cost Principles for Educational Institutions, A-87, Cost Principles for State, Local, and Tribal Governments, A-122, Cost Principles for Non-Profit Organizations and For-Profit Organizations, and the cost principles in the Federal Acquisition Regulation at 48 CFR 31.2 (see 7 CFR 3015.194) for further guidance and other requirements relating to matching and allowable costs.

15. Assurance Statement(s), (Form CSREES-2008)

A number of situations encountered in the conduct of projects require special assurances, supporting documentation, *etc.*, before funding can be approved for the project. In addition to any other situation that may exist with regard to a particular project, applications involving any of the following elements must comply with the additional requirements, as applicable.

(a) *Recombinant DNA or RNA Research.* As stated in 7 CFR part 3015.205 (b)(3), all key personnel identified in the application and all endorsing officials of the proposing organization are required to comply with the guidelines established by the National Institutes of Health entitled, "Guidelines for Research Involving Recombinant DNA Molecules," as revised. If your project proposes to use recombinant DNA or RNA techniques,

you must so indicate by checking the "yes" box in Block 20 of Form CSREES-2002 (the Cover Page) and by completing Section A of Form CSREES-2008. For applicable applications recommended for funding, Institutional Biosafety Committee approval is required before funds will be released. Please refer to the application forms for further instructions.

(b) *Animal Care.* Responsibility for the humane care and treatment of live vertebrate animals used in any grant project supported with funds provided by CSREES rests with the performing organization. Where a project involves the use of living vertebrate animals for experimental purposes, all key project personnel identified in a application and all endorsing officials of the proposing organization are required to comply with the applicable provisions of the Animal Welfare Act of 1966, as amended (7 U.S.C. 2131 *et seq.*) and the regulations promulgated thereunder by the Secretary in 9 CFR parts 1, 2, 3, and 4 pertaining to the care, handling, and treatment of these animals. If your project will involve these animals, you should check "yes" on Block 20 of CSREES-2002 and complete Section B of Form CSREES-2008. In the event a project involving the use of live vertebrate animals is recommended for a grant award, funds will be released only after the Institutional Animal Care and Use Committee has approved the project. Please refer to the application forms for further instructions.

(c) *Protection of Human Subjects.* Responsibility for safeguarding the rights and welfare of human subjects used in any grant project supported with funds provided by CSREES rests with the performing organization. Guidance on this issue is contained in the National Research Act, Public Law 93-348, as amended, and implementing regulations promulgated by the Department under 7 CFR part 1c. If you propose to use human subjects for experimental purposes in your project, you should check the "yes" box in Block 20 of Form CSREES-2002 and complete Section C of Form CSREES-2008. In the event a project involving human subjects at risk is recommended for a grant award, funds will be released only after the Institutional Review Board (IRB) has approved the research plan and CSREES has accepted documentation of the approval. Please refer to the application forms for further instructions.

16. Certifications

Note that by signing Form CSREES-2002 the applicant is providing certifications required by 7 CFR part