**GENERAL FORMATTING**

* All attachments have at least 12 point font, 1 inch margins, and include page numbers.
* All files are uploaded as PDFs, file names are unique, no more than 50 characters, and no special characters, periods, blank spaces, or accent marks are used (underscores are okay to separate a filename).

**SF-424 R&R FORM**

* Date submitted is included in field 2.
* For renewal and continuation applications only: the NIFA assigned award number of the previously funded application is entered as the Federal Identifier (field 4a).
* For resubmission applications only: the NIFA assigned proposal number of the previously submitted application is entered as the Federal Identifier (field 4a).
* “Program is not covered by E.O. 12372” is selected for field 16.

**NIFA SUPPLEMENTAL INFORMATION FORM**

* “Program to which you are applying” contains the appropriate program code and program code name. This information must match the RFA exactly and be spelled correctly**.**
* Additional Applicant Types – 1862 Land-Grant University is selected.
* Supplemental Applicant Types – State Agricultural Experiment Station is selected IF submitting a Research project. Cooperative Extension Service is selected IF submitting a Cooperative Extension project.
* ASAP Recipient ID – 3134488 is entered.
* Key words are included.
* Conflict of Interest – USDA Conflict of Interest List template is used for all personnel listed in the senior/key person profile section. Uploaded as a single file saved as “ConflictofInterest.”

**PROJECT/PERFORMANCE SITE LOCATION(S) FORM**

* Make sure sub award sites are listed.
* UEI is included for all sites.

**R&R BUDGET FORM**

* Total budget request does not exceed cap and project duration identified in the solicitation.
* Salaries are checked against the USDA NIFA salary cap and any cash cost share is routed in NuRamp (see USDA Salary Cap Calculator at <https://research.unl.edu/sponsoredprograms/proposal-preparation-resources/>).
* Travel funds are included for the PD to attend an annual investigator meeting each year (as applicable).
* For Integrated projects only: no more than two-thirds of the budget are focused on a single component (i.e. research, education, and/or extension).
* Indirect rate used is the lesser of UNL’s negotiated rate or 30% TFFA.
* Budget Justification – titled as “Budget Justification” and file saved as “BudgetJustification.”
	+ Follows same order as the budget.
	+ Includes note about why matching funds are not required, for example:

**“Matching Funds**

Per the RFA, this proposal is exempt from any matching funds as it is not commodity specific and is national in scope.” Note: This statement is only usable if it is true for the project. If not, matching is required.

* + Equipment quotes are included (not required, but recommended).
	+ Travel is itemized (i.e. purpose, destination, dates of travel (if known), and number of individuals for each trip. If the dates of travel are not known, specify estimated length of trip (e.g., 3 days)).
	+ Materials and supplies are categorized/itemized unless under $1,000.
	+ For any named consultants, organization name, rate of pay, number of days, travel per diem, etc. is listed.
	+ Any “other” costs are itemized.
	+ For indirect costs, notes that the rate used in the proposal resulted in less indirect costs than XX% rate (either 30% TFFA or UNL’s federally negotiated rate).

**R&R PERSONAL DATA FORM**

* All required fields are completed for the PD and Co-PDs.

**R&R OTHER PROJECT INFORMATION FORM**

* IRB/IACUC approval dates are left blank if pending.
* Human Assurance # (if applicable): 00002258.
* Animal Welfare Assurance # (if applicable): D16-00289.
* **Project Summary/Abstract** (250 words max. & used suggested template) – titled “Project Summary” and file saved as “ProjectSummary.” Lists the names and affiliated organizations of all PDs/Co-PDs and the title of the project at the top of the page.
* **Project Narrative** – titled “Project Narrative” and file saved as “ProjectNarrative.”
	+ Does not exceed the page limitations identified in the solicitation; Foundational and Applied Science Program page limits:
		- 18 pages for Standard, New Investigator Standard, Coordinated Agricultural Project (CAP), Conference, Strengthening Standard, Strengthening CAP and Strengthening Conference Grant applications.
		- 7 pages for Sabbatical, Equipment, Seed (Strengthening or New Investigator), and Rapid Response (A1712) Grant applications.
	+ Uses 12 point font with line spacing not exceeding six lines of text per vertical inch including all figures and tables.
	+ RESUBMISSIONS only: includes Response to Previous Review (1 page max.), if applicable, before the narrative.
		- Contains previous proposal number at the beginning.
		- Titled “Response to Previous Review.”
	+ Narrative contains:
		- Introduction
		- Rationale and Significance
			* Must describe the specific relationship of the project’s objectives to one of the Program Area Priorities.
		- Approach
		- For integrated projects only: stakeholder involvement, objects for each component (i.e. research, education, and/or extension) included in the project, and dissemination plan.
* **Bibliography & References Cited** – titled as “Bibliography & References Cited” and file saved as “BibliographyReferencesCited.” All authors are listed (i.e. no “et al”). No page limit.
* **Facilities & Other Resources** – titled as “Facilities & Other Resources,” and file saved as “FacilitiesOtherResources.” No page limit.
* **Equipment** – titled as “Equipment” and file saved as “Equipment.” Lists major items of equipment. No page limit.
* **Other Attachments**
	+ **Key Personnel Roles** – 2 page limit, titled as “Key Personnel” and file saved as “KeyPersonnel.”
		- For Integrated projects, state an estimate of the percent of time devoted to research, education, and/or extension activities for key personnel.
	+ **Logic Model** – 2 page limit, required for Integrated Projects; encouraged for Research, Education, or Extension Projects. Titled as “Logic Model” and file saved as “LogicModel.”
	+ **Management Plan** – 3 page limit, required for Integrated Projects; encouraged for Research, Education, and Extension Projects. Titled as “Management Plan” and file saved as “ManagementPlan.”
	+ **Data Management Plan** (2 page max.) – required for all projects. Titled “Data Management Plan” and file saved as “DataManagementPlan.” DMP Contains:
		- Expected data type
		- Data format
		- Data storage and preservation
		- Data sharing, protection, and public access
		- Role and responsibilities
	+ **Documentation of Collaboration** – titled as “Documentation of Collaboration” and file saved as “Collaboration.” Letters of support are included for collaborators who have agreed to render services, including consultants. For named consultants, a CV, statement of work (SOW), and justification for services are included for each. For subawards, a signed letter of commitment by an Authorized Organizational Representative and SOW is included for each.
	+ **Preprints (if applicable)** – limited to 2 preprints, titled as “Preprints” and file saved as “Preprints.”
		- Only manuscripts in press for a peer-reviewed journal will be accepted and must be accompanied by letters of acceptance from the publishing journals.
		- Preprints attached in support of the application should be single-spaced.
		- Each preprint must be identified with the name of the submitting organization, the name(s) of the PD(s), and the title of the application.
	+ **Appendices to Narrative (if applicable)** –allowed if directly germane to proposed project and not used to circumvent text and/or figures and tables page limits.
		- **Progress Report** –only required for Renewal or Resubmitted Renewal Applications (included in narrative page limit).

**R&R SENIOR/KEY PERSON PROFILE (EXPANDED) FORM**

* **Bio sketch** (2 page max. for each bio, excluding publication listings) – required for each PD, Co-PD, senior associate, and other professional personnel playing an active role in the project.
	+ Titled as “Biographical Sketch” and file saved as “BiographicalSketch” followed by the last name of the individual (ex: BiographicalSketch\_Smith).
	+ Does not include any conflict of interest list.
	+ Includes a chronological list of publications in refereed journals in the past 4 years, including those in press.
* **Current and pending** – required only for those with PD or Co-PD roles.
	+ Titled as “Current and Pending Support” and file saved as “CurrentPendingSupport” followed by the last name of the individual (ex: CurrentPendingSupport \_Smith) [note: although instructions do not state to include the person’s last name, using the same file name can cause an error at submission].
	+ Suggested template is used with effort listed as a percentage and total effort not exceeding 100% for concurrent (current and pending) projects.
	+ This proposal is included under the pending section and effort matches the budget (if there is no salary requested, USDA NIFA will not view effort listed on C&P as cost share, so a reasonable percentage can be listed for effort on projects for which no salary requested)
	+ If time, search for PI in NUgrant and see if all proposals there are included here.

**R&R SUBAWARD BUDGET FORM**

* R&R budget attached for each subaward exceeding 50% of the total federal funds requested or being issued to a federal agency, and budget form includes a PDF budget justification that follows file naming requirements.