**TSU College of Agriculture**

**Faculty Research Information: Capacity and Competitive Grants**

This document contains information about research at TSU to support your successful research at the College of Agriculture. Please don’t hesitate to stop by or reach out if you have any questions. The Research office is in Room 102 of the Farrell-Westbrook Complex.

* Dr. Fulya Baysal-Gurel, Associate Dean for Research, [fbaysalg@tnstate.edu](mailto:fbaysalg@tnstate.edu)
* Dr. Kumuditha Liyanage, Grants & Technical Reporting Manager, [kchandra@tnstate.edu](mailto:kchandra@tnstate.edu)
* Kelly Sobel, Grant Writer, [ksobel@tnstate.edu](mailto:ksobel@tnstate.edu)

**NIFA CAPACITY GRANTS (Evans-Allen, Extension, and McIntire-Stennis)**

* **Every faculty member is required to have an active NIFA Capacity Grant.**
* If you are a new faculty member, you must submit your proposal **within 2 months of your start date**. Research faculty will submit either an Evans-Allen or a McIntire-Stennis (forestry) proposal, and Extension faculty will submit an Extension proposal. Please discuss your idea/plan for your proposal with your Department head.
* All proposals are for a three-year time period. You must submit a new proposal

**at least two months before** your current grant expires.

* + For more information about NIFA Capacity Grants:<https://www.nifa.usda.gov/grants/programs/capacity-grants>.
  + For step-by-step instructions on writing/submitting these grants:

See **Appendix** at the end of this document.

* **Creating an account on the NRS (NIFA Reporting System) portal**
* NIFA’s NRS portal is where you will submit your proposal and your annual progress/final reports. Please create an account (which requires you to verify your identity on Login.gov) **at the same time as you begin working on your proposal**.
  + NRS info: <https://www.nifa.usda.gov/data/nifa-reporting-system>
  + Resources: <https://www.nifa.usda.gov/data/nifa-reporting-system/nrs-resources>
  + FAQs:<https://www.nifa.usda.gov/data/nifa-reporting-system/nrs-faq>
  + NRS registration guide: <https://www.nifa.usda.gov/data/nifa-reporting-system/nrs-resources/nifa-reporting-system-registration-guide>
  + NRS user guide: <https://www.nifa.usda.gov/data/nifa-reporting-system/nrs-resources/nifa-reporting-system-user-guide>
* If you have any questions about NRS that are not answered on its website, you can email the **NRS Help Desk at** [**nrs@usda.gov**](mailto:nrs@usda.gov).
* If you have any problems creating an account on Login.gov or need help logging in:
  + Please visit the[Login.gov help page](https://login.gov/help/) or [Login.gov cannot verify my identity, what do I do now? FAQ](https://www.eauth.usda.gov/eauth/b/usda/faq?gid=PublicCustomer&qid=PublicCustomerComingSoonFaqItemId4).
* If you experience a problem linking an eAuth account to login.gov:

[https://www.eauth.usda.gov/eauth/b/usda/helpdesk/requesthelp.](https://www.eauth.usda.gov/eauth/b/usda/helpdesk/requesthelp)

* **Progress and Final Reports**
  + NIFA requires you to submit annual progress reports and a final report.
* Please plan to submit your annual and final progress reports **by November 30** each year. You can do so directly on the NRS portal.

**COMPETITIVE GRANTS**

* **The College of Agriculture Research Policies and Procedures** are designed to support your efforts to win grant funding. Details are at:

<https://www.tnstate.edu/agriculture/policies_and_procedures/Principal%20Investigator%20Grant%20Management%20Protocol%20for%20TSU%20College%20of%20Agriculture.pdf>.

* **RSP provides a range of services to support you**. Visit the RSP webpage (<https://www.tnstate.edu/research-1/about/contact.aspx>) to learn about:
  + The proposal submission process (Note that proposal budgets must be submitted to the Associate Dean for Research **at least 10 working days before the submission deadline and to RSP at least 5 working days prior to the deadline**).
  + Pre-award support services and contact information:

<https://www.tnstate.edu/research-1/preaward/index.aspx>

* Post-award support services/processes/contacts:

<https://www.tnstate.edu/research-1/postaward/index.aspx>

* **Grants.gov**
* You must create an account on grants.gov to pursue competitive grant opportunities.
* Quick-start guide: <https://www.grants.gov/quick-start-guide/applicants>
* **Funding Opportunities**

For information about funding opportunities, join funding agency email lists:

* NIFA: <https://www.nifa.usda.gov/grants/upcoming-request-applications-calendar>

<https://public.govdelivery.com/accounts/USDANIFA/subscriber/new?qsp=USDANIFA_2>

* SARE: <https://www.sare.org/grants/>

<https://www.sare.org/news/join-our-mailing-list/>

* NSF: <https://new.nsf.gov/funding/opportunities>

<https://service.govdelivery.com/accounts/USNSF/subscriber/new?qsp=823>

* Grants.gov: <https://www.grants.gov/search-grants>

<https://www.grants.gov/connect/manage-subscriptions/>

* TN Dept of Agriculture: <https://www.tn.gov/agriculture.html>

<https://www.tn.gov/agriculture/businesses/business-development/scbg.html>

* Foundation for Food and Agriculture Research: <https://foundationfar.org/>

<https://foundationfar.org/grants-funding/>

* **NIFA Capacity-Building Grants Program**
* All faculty are encouraged to apply for this program, which aims to build institutional capacity to strengthen teaching, research, and extension at 1890 institutions.

<https://www.nifa.usda.gov/grants/funding-opportunities/1890-institution-teaching-research-extension-capacity-building-grants>

* Because NIFA limits the number of applicants from each institution for the two types of grants it offers (standard/collaborative and professional development), TSU conducts an internal competition that begins when the RFA is issued (in early June in 2024; submission deadline ~60 days later) and includes these steps:
  + Faculty submit a four-page synopsis that describes:
    - *Area of submission i.e., project type, grant type*
    - *Why this area is important i.e., significance of the problem, opportunity and justification*
    - *The proposed activity*
    - *How the proposed activity will build or strengthen capacity at TSU*
  + Internal review panel selects the top synopses.
  + Faculty develop/submit full proposals following the RFA guidelines.
  + Review panel selects the top proposals for submission to NIFA.
    - Faculty draft letter of support for Dean’s signature (click on “Letterhead”): <https://www.tnstate.edu/agriculture/information_for_facultty_and_staff.aspx>
* It’s never too early to start thinking about/preparing your proposal ideas.
* **Grant Writing**
* Kelly’s role is to help you communicate your research ideas clearly and effectively. Contact her for assistance in editing your draft grant proposals.
* Grant-writing advice from NIFA:
  + - Tips: <https://www.nifa.usda.gov/general-grant-writing-tips-success>
    - Fact sheet: chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.nifa.usda.gov/sites/default/files/2022-03/20TipsforGrantWritingSuccess\_FactSheet.pdf
* NIFA Grants Training/Technical Assistance Resources
  + NIFA has developed a number of new resources for applicants and grantees, especially to assist new and underrepresented applicants to NIFA programs. Visit this one-stop page for most [Grants Training/Technical Assistance information](https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Flinks-2.govdelivery.com%2FCL0%2Fhttps%3A%252F%252Fwww.nifa.usda.gov%252Fgrants%252Ftraining%253Futm_content%3D%2526utm_medium%3Demail%2526utm_name%3D%2526utm_source%3Dgovdelivery%2526utm_term%3D%2F1%2F01010193dbeb830b-78908fa3-237c-45bd-87cc-29126d857c12-000000%2FokFtlhHV2Qag1r4W9mfK4ARQdrm_waUu41KNq_gbK8A%3D384&data=05%7C02%7Cksobel%40tnstate.edu%7C74475e3ead314d31d45208dd2045340b%7C7c539505f12946aea6cfecaf413b8b0d%7C0%7C0%7C638702203781636864%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=ICqwjNObM%2FL5Tak73fe%2BgNzCZt%2B1%2Bh4%2Bsbnu9gHwc54%3D&reserved=0). You will find links to recordings of some past events, including:
    - Multi-day grant support technical assistance workshops.
    - Grant applicant/awardee technical assistance sessions.
    - Webinars in collaboration with the National Agricultural Library to increase awareness about their resources.
    - This site also includes a mock panel video to demonstrate how a panel operates, information about volunteering to serve as a panelist, and required training for panel managers and panelists.
    - The Competitive Grants Application Process Overview is a new tool which assists new applicants and those at small organizations to help search and write applications. In addition, the site has information about planned activities and registration information.
    - If you have ideas about additional topics that would be helpful to be included on the website and in future webinars, please share [your feedback](https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Flinks-2.govdelivery.com%2FCL0%2Fhttps%3A%252F%252Fforms.office.com%252Fpages%252Fresponsepage.aspx%253Fid%3D5zZb7e4BvE6GfuA8-g1Gl0Q_W4mAV1VMs63Naa0Cp7JUNVRVU0xQMEowNVZOR0M4WFIzWk5EQjhHNiQlQCN0PWcu%2526route%3Dshorturl%2526utm_content%3D%2526utm_medium%3Demail%2526utm_name%3D%2526utm_source%3Dgovdelivery%2526utm_term%3D%2F1%2F01010193dbeb830b-78908fa3-237c-45bd-87cc-29126d857c12-000000%2FdOzW_nklw3Qv5d9edcw43YZERNgF6h-u1uIzxg2wBv4%3D384&data=05%7C02%7Cksobel%40tnstate.edu%7C74475e3ead314d31d45208dd2045340b%7C7c539505f12946aea6cfecaf413b8b0d%7C0%7C0%7C638702203781659312%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=2W9wq7KC%2FvSNA6E6OzjX9O7cfwAjD0%2BlMIVxhQV%2FM6Q%3D&reserved=0) with NIFA.

**APPENDIX**

**Capacity Grant Proposal Guidelines: Evans-Allen and McIntire-Stennis Grants**

1. Write a summary of your proposed research. The summary should include two sections:
   1. Non-technical description (no more than 8,000 characters, including spaces) that covers, in simple language:
      * The issue you plan to address and why it’s important
      * Your goals and objectives
      * Your target audiences and how they will benefit
      * How your activities will lead to the outcomes described in your goals/objectives
   2. Methodology (no more than 8,000 characters, including spaces)

* Describe how the project will be conducted, with an emphasis on the general scientific methods you will use and any unique aspects or significant departures from usual methods.

1. To begin the internal review process, please send your summary (as a Word document) to Kelly Sobel and cc: Dr. Fulya Baysal-Gurel.
2. Kelly will review the summary and provide copyediting suggestions to you.
3. Once you have revised the summary, please return it to Kelly. She will send it to two faculty members who have been identified by Dr. Baysal-Gurel as internal scientific reviewers.
4. Kelly will send you the reviewers’ comments when their reviews are complete.
5. You can then finalize the summary and return it to Kelly for a final proofreading review.
6. You will then enter your final version of the summary into the NIFA NRS system and let Dr. Baysal-Gurel and Dr. Liyanage know that you have done so.
7. After Dr. Baysal-Gurel has signed off in the NRS portal, the proposal will be released to NIFA for review/approval.
8. The NIFA review takes approximately 30 days. You will receive an email from NIFA when your proposal has been approved.

**Capacity Grant Proposal Guidelines: Extension Grants**

* + - 1. Write a **non-technical summary** of your proposed research (no more than 8,000 characters, including spaces). The summary should describe, in simple language:
* The issue you plan to address and why it’s important
* Your goals and objectives
* The target audiences and how they will benefit
* How your activities will lead to the outcomes described in your goals/objectives

1. Send your summary (as a Word document) to Kelly Sobel and cc: Dr. Fulya Baysal-Gurel and Dr. Latif Lighari for the internal review process.

1. Kelly will provide copyediting suggestions to you.
2. After you have revised the summary, please return it to Kelly. She will share it with two faculty members who have been identified by Dr. Baysal-Gurel/Dr. Lighari as the internal scientific reviewers.
3. Kelly will send you the reviewers’ comments when their reviews are complete.
4. You can then finalize the summary and return it to Kelly for a final proofreading review.
5. After the review, you can enter the summary into the NIFA NRS portal and notify Dr. Baysal-Gurel, Dr. Lighari, and Dr. Liyanage that you have submitted your proposal.
6. After Dr. Baysal-Gurel has signed off in the NRS portal, the proposal will be released to NIFA for review/approval.
7. The NIFA review takes approximately 30 days. You will receive an email from NIFA when your proposal has been approved.