**ABOUT USDA**

- Funds research, development, and outreach of new varieties and technologies to mitigate animal/plant diseases and increase productivity, sustainability and quality
- Many funding opportunities provided through National Institute of Food and Agriculture (NIFA)
- Office of the Chief Scientist (OCS) coordinates USDA research, education and extension across government, university and private partners.

**Research, Education and Economics Action Plan** priority research topics:

- Climate and Energy Needs
- Education and Science Literacy
- Food Safety
- Global Food Supply and Security
- Nutrition and Childhood Obesity
- Rural-urban Interdependence/Rural Prosperity
- Sustainable Use of Natural Resources

**APPLYING TO USDA**

---

**MISSION**

“...provides leadership on food, agriculture, natural resources, rural development, nutrition and related issues based on sound public policy, the best available science, and efficient management.”

**GOVERNANCE**

The USDA is a federal executive department, led by the Secretary of Agriculture, who reports to the president. Individual programs have governance boards that provide strategic leadership.
1) **Search for Grant**
   a. Find a funding opportunity: search [USDA site](https://www.usda.gov) or [Grants.gov](https://www.grants.gov)
   b. Determine Eligibility
   c. Each funding opportunity page provides links to RFAs and application forms
   d. RFAs contain instructions for preparing and submitting applications
2) **Application Requirements**
   a. Plan and prepare, closely adhere to requirements
3) **Apply for Grant**
   a. Submit your application via Grants.gov’s [Workspace](https://www.grants.gov)
   b. To be considered for funding, all forms must be submitted
   c. If you missed the deadline due to extenuating circumstances, you should review the [late application consideration documentation](https://www.grants.gov) for further information
4) **USDA Reviews List of Grant Applicants**
5) **USDA sets up a review panel** *(Review Panelists Selected)*
   a. National Program Leaders (NPL) exercise principal responsibility for panel proceedings and award administration
6) **USDA holds Grant Panel**
   a. Peers conduct online evaluation prior to meeting
   b. Peer Review Panel held; discussions to reach consensus
7) **USDA Reviews Applications**
   a. Applicants may receive questions and have opportunity to respond
   b. The NPL considers the panel’s consensus on rankings to make funding recommendations
8) **USDA makes award Announcements**
   a. Applicants selected
9) **Hear back from NIFA**
   a. Applicants notified
10) **USDA Administrative Review**
    a. Review of budget and other considerations necessary
    b. You may be asked to submit additional information or documentation
11) **Respond to Agency**
    a. Project may be negotiated, if applicable
12) **Award**
    a. Finalized

*Please Note: application process varies based on type of funding - competitive, capacity, or non-competitive grant*

**RESOURCES**
- General Grant Writing Tips for Success
- Logic Model Planning Process
- Budget and Project Evaluation Webinar