

involving content specialists, instructional designers, and quality production resources, and that the individuals are qualified to perform these roles. Is there an outline (management plan) demonstrating integration?

(5) Project Sustainability—20 points.

Does the proposal include convincing evidence of the project's ability to continue and grow after receiving the funding?

(6) Budget—10 points.

Is there a budget and a detailed narrative in support of the budget included in the proposal? Are the following funding sources and itemized costs shown by the following line items: Salary costs, fringe benefits costs, equipment, materials and supplies, travel, publication/printing/duplication costs, computer costs, and all other costs? Is less than 10 percent of the funds requested for equipment?

Are all items or services for which support is requested identified as necessary for successful conduct of the project, allowable under the authorizing legislation and the applicable Federal cost principles, and not prohibited under any applicable Federal statute? Are salaries of project personnel who will be working on the project in proportion to the effort they will devote to the project?

(7) Capability Assessment—40 points.

Is there a detailed assessment of capability or a fully developed plan for assessing capability? Does it include the following areas of consideration: Faculty development, support resources, production/technical capability, delivery capability, and building learner capacity?

(8) Project Objectives—20 points.

Are program objectives stated in terms of what the program will deliver? Are the outcomes measurable and tied to the evaluation strategy?

(9) Evaluation—20 points.

Does the evaluation include both formative and summative design for evaluating success in meeting project objective(s)? Is there a description of the strategy for evaluating overall effectiveness of program in terms of teaching and learning, behavior change/problem-solving, immediate application, meeting learner need, and potential for replication? Are the individuals skilled in evaluation strategies and procedures?

(10) Dissemination—20 points.

Is there a detailed plan for sharing results with the institution, organization or agency?

(11) Institutional Commitment—30 points.

Is there evidence to substantiate that the institution attributes high-priority to the project; that the project is linked to the achievement of the institution's long-term goals; that it will help satisfy the institution's high-priority objectives; or that the project is supported by the institution's strategic plans? Is there a plan for integration into the outreach mission of the institution, organization, or agency.

Proposal Disposition

When the peer review panel has completed its deliberations, the USDA program coordinator, based on the recommendations of the peer review panel, will recommend to the Awarding Official that the project be (a) approved for support from currently available funds or (b) declined due to insufficient funds or unfavorable review.

USDA reserves the right to negotiate with the Project Director and/or the submitting entity regarding project revisions (e.g., reductions in scope of work), funding level, or period of support prior to recommending any project for funding.

A proposal may be withdrawn at any time before a final funding decision is made. One copy of each proposal that is not selected for funding (including those that are withdrawn) will be retained by USDA for one year and remaining copies will be destroyed.

Proposal Submission

(1) What to Submit

An original and two copies of the proposal must be submitted. Each copy of each proposal must be stapled securely in the upper left hand corner (Do Not Bind). All copies of the proposal must be submitted in one package.

(2) Where and When to Submit

Proposals submitted through regular mail must be received by close of business July 28, 1995, and sent to:

By Surface Mail (U.S. Postal Service)
Cooperative State Research, Education,
and Extension Service, USDA,
Cooperative Funds Division, Ag Box
0995, Washington, DC 20250-0995

By Overnight Mail or Courier

Cooperative State Research, Education,
and Extension Service, USDA,
Cooperative Funds Division, 2nd
Floor Mezzanine, Cotton Annex, 300-
12th Street, SW, Washington, DC
20250-0995, (202) 401-4314

Hard copy proposals must be received by close of business July 28, 1995.

Include the following information on the proposal cover page:

(a) Name, address, telephone, fax number, and e-mail address of applicant and project director.

(b) Signatures and date. The cover page must contain the original signatures of the Project Director and the Authorized Organizational Representative who possesses the necessary authority to commit the applicant's time and other relevant resources.

(c) Project Summary. Each proposal must contain a 200 word abstract containing a brief description of the project. The abstract should describe the situation, targeted audience, purpose of project, program goal, methodology, and expected outcomes of the project.

Proposals may also be submitted electronically via the Internet in addition to the required hard copy version to the address listed. To obtain a copy of the electronic application submission information, send an electronic mail message to: ALMANAC@es USDA.gov. In the body of the message, type the following one-line-only message: Send atf-guidelines. To submit a copy of your proposal electronically, send an ascii text version to: Atf-proposal@es USDA.gov. Additionally, when submitting electronically, applicants are still required to submit three hard copies of the Proposal Cover Page which contains original signatures and date (i.e., three cover pages with original signatures and date must be submitted even though electronic submission is used). Electronically submitted proposals and the hard copy Proposal Cover Pages must be received by close of business July 28, 1995.

SUPPLEMENTARY INFORMATION:

(a) Federal Assistance Awards

Within the limits of funds available for such purposes, the awarding official shall make awards to those responsible, eligible applicants whose proposals are judged most meritorious under the evaluation criteria and procedures set forth in these application guidelines.

The date specified by the awarding official as the beginning of the project period shall not be later than September 30, 1994.

All funds awarded under the Program shall be expended solely for the purpose for which the funds are awarded in accordance with the approved application and budget, the terms and conditions of any resulting award, the applicable Federal cost principles, and the USDA Uniform Federal Assistance Regulations (7 CFR part 3015).