

1 Cooperative State Research, Education, and Extension Service
U.S. Department of Agriculture
OMB No. 0524-0039
CSREES Application Kit for Research and Extension Programs

1SUBJECT: Supporting Statement for Paperwork Reduction Act Submission for the Cooperative State Research, Education, and Extension Service Application Kit for Research and Extension

A. JUSTIFICATION

1. CIRCUMSTANCES MAKING COLLECTION OF INFORMATION NECESSARY

The United States Department of Agriculture (USDA), Cooperative State Research, Education, and Extension Service (CSREES) sponsor ongoing research, education, and extension programs under which competitive, formula, and special awards of a high-priority nature are made. These programs are authorized pursuant to the authorities contained in the National Agricultural Research, Extension, and Teaching Policy Act of 1977, as amended (7 U.S.C. 3101), the Smith-Lever Act, and other legislative authorities.

Before awards can be issued, certain information is required from applicants as part of an overall application. In addition to a project summary, proposal narrative, vitae of key personnel, and other pertinent technical aspects of the proposed project, supporting documentation of an administrative and budgetary nature also must be provided. This information is obtained via applications through the use of federal-wide standard grant application forms and CSREES specific application forms. Because competitive applications are submitted, many of which necessitate review by peer panelists, it is particularly important that applicants provide the information in a standardized fashion to ensure equitable treatment for all.

Similarly, information must be obtained in order to evaluate the impact of the CSREES fellowship and scholarship awards. Such information includes contact information for the fellows/scholars, their progress, and future plans.

CSREES receives applications through Grants.gov and uses standard forms in the SF-424 Research and Related form family and the SF-424 Mandatory form family along with agency-specific forms. CSREES is renewing its agency-specific collection of information necessary to administer its authorized programs.

CSREES is revising this collection to make minor programmatic changes to one of its agency specific forms and adding one new form as a result of 7 CFR 3406.6.

2. HOW, BY WHOM, AND PURPOSE FOR WHICH INFORMATION IS TO BE USED

The fundamental purpose of the information requested is to provide applicants the ability to provide information that is not obtained in the federal-wide application forms but is necessary for the CSREES proposal and award process. The information is usually only reported to CSREES at the time of award application. Some of the information is used to respond to inquiries from Congress, other governmental agencies, and the grantee community. Records are usually required to be kept for three years after the expiration of the award. Below is a breakdown of the types of information requested:

Supplemental Information Form: This form is used in all application packages, and collects the program name and program code to which the applicant is applying, additional applicant type information, Department of Health and Human Services Payment Management System account information, key words, and the conflict of interest information, when necessary, as an attached file.

Application Type Form: This form is used principally by the Agriculture and Food Research Initiative Competitive Grants Program to collect the specific type of application being submitted. This form is being revised to change the applicant type names and some business rules on the form. This form was previously called the NRI Proposal Type. This change will make the form more generic and also accommodate revised program requirements.

Application Modification Form: This form is used to indicate the forms or narrative portions of an application that an applicant has modified from a previously submitted application. CSREES does not currently use this form for its applications, however may need to use it in the future and wishes to maintain approval for its use.

Form CSREES–2008, Assurance Statement(s): This form is used in formula grant programs and provides required assurances of compliance with regulations involving the protection of human subjects, animal welfare, and recombinant DNA research.

Form CSREES–2010, Fellowships/Scholarships Entry/Annual Update/Exit Form: This form applies only to CSREES award recipients to document fellowships and scholarships, pertinent demographic data on the fellows/scholars, the progress of the fellows/scholars under the program, and performance outcomes of the student beneficiaries.

Summary of USDA/1890 Cooperation: This new form applies only to 1890 Institution Capacity Building Grants Program applicants. This program is designed specifically to build the institutional teaching and research capacities of the 1890 land-grant institutions through cooperative programs with Federal and non-Federal entities. The form serves as a certification of cooperation between a cooperating USDA agency and the 1890 applicant institution, and collects information regarding the benefits of the partnership to the institution and USDA agency.

3. USE OF IMPROVED INFORMATION TECHNOLOGIES

CSREES has been involved in activities under Pub. L. 106-107, Federal Financial Assistance Management Improvement Act. The purposes of this law were to:

- improve the effectiveness and performance of Federal grant programs,
- simplify grant application and reporting requirements,
- improve the delivery of services to the public, and

- facilitate greater coordination among those responsible for delivering such services.

While Pub. L. 106-107 expired in November 2007 the Grants Policy Committee continues to build on this momentum, advancing existing efforts and leveraging new opportunities to enhance Federal financial assistance. Through such efforts agencies worked together to provide a common electronic portal at Grants.gov (www.grants.gov) for organizations to find and apply for grant programs. Grants.gov is the Federal Government's single site for grant-making agencies and organizations to publish grant funding opportunities and application packages online. Grants.gov enables the grant community to search for grant opportunities, and download, complete and electronically submit applications. In partnership with federal grant-making agencies and the applicant community, Grants.gov established the Standard Forms 424 (SF-424) form families as the core government-wide standard data sets and forms for grant application packages. CSREES uses forms available through two of the SF-424 form families; the Research and Related, and SF-424 Mandatory form families. In addition, CSREES also uses standard agency-specific forms to satisfy agency collection needs. Electronic submission is required unless exceptions are warranted.

4. EFFORTS TO IDENTIFY DUPLICATION

CSREES' use of the federal-wide forms reduced duplication efforts and leveraged federal application submission standards. CSREES continues to analyze the data elements in its agency-specific forms to determine if further streamlining is possible.

5. METHODS TO MINIMIZE BUDGET OF SMALL BUSINESSES OR ENTITIES

1Small Businesses are not impacted by this information collection.

6. CONSEQUENCE IF INFORMATION COLLECTION WERE LESS FREQUENT

Information is collected only when the grantee chooses to submit an application to CSREES for consideration of financial assistance award therefore it is not feasible to collect it less frequently. The submission of information must be timely in order to receive applications in CSREES, properly screen applications, when necessary accomplish steps to establish and carry out the evaluation process, perform the administrative review of applications recommended for award, and process and issue awards within a pre-established timeframe.

7. SPECIAL CIRCUMSTANCES FOR INFORMATION COLLECTION

- Requiring respondents to report information to the agency more often than quarterly:

The agency does not require respondents to report information more often than quarterly.

- Requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it.

The agency usually does not require a written response to a collection of information in fewer than 30 days after receipt of it; the respondents are usually given 30-90 days to respond. However, infrequently for certain grants the agency may require a response in less than 30 days. This could happen if funds were not made available until late in the fiscal year.

- Requiring respondents to submit more than an original and two copies of any document:

CSREES requires electronic submission through Grants.gov. Paper copies are not required. In the event a paper application is requested, no more than an original and two copies would be required.

- Requiring respondents to retain records, other than health, medical, government contract, grant-in-aid, or tax records for more than three years;

The agency usually does not require respondents to retain records other than health, medical, government contract, grant-in-aid, or tax records for more than three years after grant close out. However, the Department of Agriculture has established exceptions in 7 CFR 3019.53 in paragraphs (b)(1-4). Examples of exceptions include but are not limited to: 1) a litigation, claim or audit that started before the expiration of the 3-year period; 2) records for real property and equipment acquired with Federal funds must be retained for 3 years after final disposition.

- In connection with a statistical survey, that is not designed to produce valid and reliable results that can be generalized to the universe of study;

This information collection does not include statistical surveys.

- Requiring the use of a statistical data classification that has not been reviewed and approved by OMB;

This information collection does not require the use of statistical data classification that has not been reviewed and approved by OMB.

- That includes a pledge of confidentiality that is not supported by authority established in statute or regulation, that is not supported by disclosure and data security policies that are consistent with the pledge, or which unnecessarily impedes sharing of data with other agencies for compatible confidential use;

This information collection does not require a pledge of confidentiality that is not supported by authority established in statute or regulation, that is not supported by

disclosure and data security policies that are consistent with the pledge, or which unnecessarily impedes sharing of data with other agencies for compatible confidential use.

- Requiring respondents to submit proprietary trade secret, or other confidential information unless the agency can demonstrate that it instituted procedures to protect the information's confidentiality to the extent permitted by law.

This information collection does not require respondents to submit proprietary trade secret, or other confidential information.

8. FEDERAL REGISTER NOTICE

The notice for this proposed information collection appeared in the *Federal Register* on Wednesday, November 5, 2008 (73 FR 65823). One comment was received but it did not address the issues for which comments were solicited.

CONSULTATIONS WITH PERSONS OUTSIDE THE AGENCY

CSREES consulted with several applicants to determine burden estimates on the components of this collection. CSREES also coordinates with Grants.gov and with the Research and Related Working Group on forms changes and implementation issues related to CSREES' use of standard grant forms in the SF-424 form families.

9. DECISION TO PROVIDE ANY PAYMENT OR GIFT TO RESPONDENTS, OTHER THAN REMUNERATION OF CONTRACTORS OR GRANTEES

The agency does not provide payment or gift to respondents, other than remuneration of contractors or grantees.

10. CONFIDENTIALITY PROVIDED TO RESPONDENTS

Applicants are informed that information pertaining to an application is mutually agreed to by the respondent and CSREES to be of a privileged nature and will be held in confidence to the extent permitted by law. Further, individuals that partake in the review of applications must assure s/he will comply with the CSREES Confidentiality Guidelines.

When an application results in an award, it becomes a part of the record of CSREES transactions, available to the public upon specific request. Information that the Secretary determines to be of a confidential, privileged, or proprietary nature is held in confidence to the extent permitted by law. Therefore, applicants are advised that any information that the applicant wishes to have considered as confidential, privileged, or proprietary should be clearly marked within the application. In the event of a paper application,

the original copy of an application that does not result in an award will be retained by the Agency for a period of three years and other copies will be destroyed. Such an application will be released only with the consent of the applicant or to the extent required by law. An application may be withdrawn at any time prior to the final action thereon.

11. QUESTIONS OF A SENSITIVE NATURE

Information of a sensitive nature is requested on the Appointment Information section of the "Fellowships/Scholarships Entry/Exit Form." This information is used to document that discrimination does not occur in the evaluation of CSREES programs. Also, this information may be used to respond to Congressional inquiries regarding gender, race, etc.

None of the other CSREES agency-specific forms collect information of a sensitive nature.

12. ESTIMATE OF BURDEN

The estimate of burden was determined through survey responses with applicants. The burden for each component is estimated in the table below and separate by the affected public.

Estimated Annual Burden

Title	Form Number	Respondents	Number of Responses Per Respondent	Total Annual Responses	Hours per Response	Total Hours
Assurance Statement (State)	CSREES-2008	1,850	1	1,850	0.5	925.0
Fellowship/Scholarships Entry/Exit Form (State)	CSREES-2010	150	1	150	3	450.0
1890 Cooperator Form (State)	N/A	170	1	170	0.83	141.1
Supplemental Information Form (State)	N/A	4,350	1	4,350	2	8700.0
Supplemental Information Form (Individual)	N/A	50	1	50	2	100.0
Supplemental Information Form (Private)	N/A	600	1	600	2	1200.0
Supplemental Information Form (Federal)	N/A	50	1	50	2	100.0
Proposal Type Form (State)	N/A	2,050	1	2,050	0.25	512.5
Proposal Type Form (Private)	N/A	50	1	50	0.25	12.5
Proposal Type Form (Federal)	N/A	50	1	50	0.25	12.5
Application Modification Form	N/A	0	1	0	0.08	0.0
TOTAL						12,154

Research and Related Form Family Components Used by CSREES

Component Name	OMB Control Number
SF424 (R & R)	4040-0001
Research And Related Senior/Key Person Profile (Expanded)	4040-0001
Research & Related Other Project Information	4040-0001
Research & Related Personal Data OMB # 4040-0001	4040-0001
Research & Related Budget OMB # 4040-0001	4040-0001
RR FedNonFed Budget OMB # 4040-0001	4040-0001
Research & Related Subaward Budget (Total Fed + Non-Fed) Attachment(s)	4040-0001
R & R Subaward Budget Attachment(s) Form	4040-0001
SBIR/STTR_Information	4040-0001
Faith Based EEO Survey	1890-0014
Project/Performance Site Location(s)	4040-0010
Budget Information for Construction Programs (SF-424C)	0348-0041

Mandatory Form Family Components Used by CSREES

Component Name	OMB Control Number
SF424 Mandatory Form	4040-0002
Budget Information for Non-Construction Programs (SF-424A)	0348-0044
Project/Performance Site Location(s)	4040-0010
Key Contacts	4040-0003
Budget Narrative Attachment Form	Not Available

Attachments	Not Available
-------------	---------------

ANNUALIZED COSTS TO RESPONDENTS

Based on an average faculty hourly wage of \$47.30, CSREES estimates the total annual cost incurred by these collection requirements to be \$574,884.

The hourly wage was derived from the American Association of University Professors 2007-2008 Faculty Salary Report data. The average faculty salary of \$75,677 was used for a 10 month associate level professor.

13. CAPITAL/STARTUP COSTS

The forms necessary for completion and submission to CSREES for financial assistance are made available through Grants.gov. Grants.gov is available to the public and it is free to use the Grants.gov interface to submit applications. On the other hand, some applicants utilize Grants.gov's system-to-system interface in order to submit applications to CSREES. It is difficult to estimate costs associated with the submission of applications in this manner (e.g., start-up costs, continued maintenance of system). It also is difficult to predict how many applicants utilize this feature, but the trend has been increasing. Grants.gov estimates about 350 organizations are submitting applications via system-to-system. Some institutions use a service provider at a lower cost than building their own system.

14. ANNUALIZED COST TO THE FEDERAL GOVERNMENT

It is difficult to estimate the annualized cost to the Federal Government in terms of number of hours expended, salaries, equipment involved, etc., because applications are received throughout the year and the number of applications received varies from year to year. The personnel responsible for processing applications are full-time employees ranging in grade levels from GS-7 to GS-15. CSREES estimates the total cost in personnel time to be \$2,212,415.

Estimated Totals Cost to CSREES

Job Title	Action	Hourly Pay	Hours per Transaction	Total Applications/ Grants	Estimated Costs
Program Assistant, GS-7	Clears exceptions, assembles official jacket	\$22.38	.33	5050 applications	\$37,296
Program Specialist, GS-11	Evaluates applications for preliminary review and assures all forms have been completed	\$33.12	.25	5050 applications	\$41,814
Program Manager, GS-15	Evaluates applications, coordinates application reviewers, makes final funding decisions	\$65.62	5	5050 applications	\$1,656,905
Grants and Agreements Specialist, GS-12	Reviews administrative aspects prior to final award decisions, checks budget amounts, certifications, and related items	\$39.70	4	3,000 grants	\$476,400
TOTAL					\$2,212,415

Dollar amounts derived from the 2009 Federal Pay Tables for Washington DC assuming a step five for each grade level.

15. REASONS FOR CHANGE IN BURDEN

CSREES is revising this collection to make minor programmatic changes to one of its agency specific forms and adding one new form as a result of 7 CFR 3406.6. The reason for the change in burden is due to CSREES' use of the federal-wide forms included in the SF-424 form families for all CSREES programs. CSREES was successful in streamlining its application process and therefore achieved a reduction in burden for grant applicants.

16. TABULATION, ANALYSIS AND PUBLICATION PLANS

CSREES has no plans to publish information collected.

17. SEEKING APPROVAL TO NOT DISPLAY OMB APPROVAL DATE ON FORMS

In order to avoid time intensive form changes, CSREES requests not to display the expiration date on the electronic agency-specific forms. This will enable CSREES to readily utilize the forms from one approval period to another.

18. EXCEPTION(S) TO THE CERTIFICATION STATEMENT (19) ON OMB 83-I

CSREES claims no exceptions to the certification statement 19 on OMB 83-I.