

**USDA Request for Expressions of Interest  
2017 Borlaug Fellowship Program for  
Africa: WTO Trade Facilitation/SPS**

---

**NORMAN E. BORLAUG INTERNATIONAL AGRICULTURAL SCIENCE  
AND TECHNOLOGY FELLOWSHIP PROGRAM  
(BORLAUG FELLOWSHIP PROGRAM)**

**FISCAL YEAR 2017 NOTICE OF FUNDING OPPORTUNITY  
for  
Africa: WTO Trade Facilitation/SPS**

**Application Deadline: June 16, 2017 @ 11:59 PM EDT**

**Email: [BorlaugProposals@fas.usda.gov](mailto:BorlaugProposals@fas.usda.gov)**

**Website: <http://www.fas.usda.gov/programs/borlaug-fellowship-program>**

**Catalog of Federal Domestic Assistance Number (CFDA) – 10.777**

**USDA Funding Opportunity Number: BFP-2017-AFRICA-WTO TRADE FACILITATION/SPS**

This announcement is also being distributed through USDA's EzFedGrants system under the following Notice of Funding Opportunity (NOFO) numbers:

USDA-FAS-10777-0700-10.-17-0012

USDA-FAS-10777-0700-10.-17-0013

**USDA Request for Expressions of Interest  
2017 Borlaug Fellowship Program for  
Africa: WTO Trade Facilitation/SPS**

---

**Table of Contents**

Office Of Capacity Building And Development .....	3
Federal Award Information.....	4
Eligibility Criteria .....	5
Section I: Funding Opportunity Description .....	5
A. Program Description .....	6
B. Program Responsibilities Of Host Institutions .....	6
Section II: Application And Submission Information .....	10
A. Address To Request Application Package .....	10
B. Content And Form Of Application Submission .....	10
E. Submission Deadlines And Times .....	12
F. Funding Restrictions .....	12
Allowable Costs:.....	12
Unallowable Costs:.....	13
G. Other Submission Requirements .....	13
Host University Administrative Checklist .....	14
Section III: Application Review Information .....	16
A. Review Criteria .....	16
B. Review And Selection Process .....	16
Section IV: Award Administration Information.....	16
A. Award Notices.....	16
B. Administrative And National Policy Requirements.....	16
C. Reporting Requirements:.....	17
Section V: Agency Contact .....	18
Section VI: Other Information.....	18
Section VII: Borlaug Fellow Proposal And Research Plan .....	19

**USDA Request for Expressions of Interest  
2017 Borlaug Fellowship Program for  
Africa: WTO Trade Facilitation/SPS**

---

**U.S. DEPARTMENT OF AGRICULTURE  
FOREIGN AGRICULTURAL SERVICE  
OFFICE OF CAPACITY BUILDING AND DEVELOPMENT  
NORMAN E. BORLAUG INTERNATIONAL AGRICULTURAL SCIENCE AND TECHNOLOGY FELLOWSHIP  
PROGRAM**

**ISSUED BY:** USDA Foreign Agricultural Service, Office of Capacity Building and Development

**CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CDFA) NUMBER:** 10.777.

**CDFA TITLE:** Norman E. Borlaug International Agricultural Science and Technology Fellowship

**NOTICE OF FUNDING OPPORTUNITY TITLE:** Borlaug Fellowship Program 2017, Africa, WTO Facilitation/SPS

**NOTICE OF FUNDING OPPORTUNITY NUMBER:** BFP-2017-AFRICA-WTO TRADE FACILITATION/SPS

This announcement is also being distributed through USDA's EzFedGrants system under the following Notice of Funding Opportunity (NOFO) numbers:

USDA-FAS-10777-0700-10.-17-0012

USDA-FAS-10777-0700-10.-17-0013

**AUTHORIZING AND APPROPRIATION AUTHORITIES:** The legislative authority for the Borlaug Fellowship Program is provided in 7 USC 3319j, Pub. L. 95-113, title XIV, §1473g, as added Pub. L. 110-234, title VII, §7139, May 22, 2008, 122 Stat. 1231, and Pub. L. 110-246, §4(a), Title VII, §7139, June 18, 2008, 122 Stat. 1664, 1992. Authority also comes from the National Agricultural Research, Extension, and Teaching Policy Act of 1977 enacted as Title XIV of the Food and Agriculture Act of 1977, 7 U.S.C. 3319(a), 7 U.S.C. 3318(b).

**PROGRAM TYPE:** New

**AWARD TYPE:** Cost Reimbursable Agreement for U.S. Universities

**PROGRAM OVERVIEW, OBJECTIVES, AND PRIORITIES**

The United States Department of Agriculture's (USDA) Foreign Agricultural Service (FAS) announces the availability of funding through cost reimbursable agreements for the Norman E. Borlaug International Agricultural Science and Technology Fellowship Program (Borlaug Fellowship Program). These Fellows have been competitively selected based on research priorities, academic and professional accomplishments, commitment to Borlaug Fellowship Program goals, and leadership qualities. The Fellow's proposal and research plan appears at the end of this notice. USDA recommends that the program begin in the fall of 2017; however, priority should be given to a time that is appropriate for the Fellow's proposed research topic. The program's duration should be 12 weeks unless otherwise indicated.

**USDA Request for Expressions of Interest  
2017 Borlaug Fellowship Program for  
Africa: WTO Trade Facilitation/SPS**

---

Here is a summary of the applicant and a brief description of his or her research topic:

Fellow #1 (male); Ghana; *Microbial risk assessment of the poultry and meat food chain in Ghana for improving trade and market development.*

Fellow #2 (male); Ghana; *Identify challenges/constraints in the poultry value chain system in Ghana, review import regulations and constraints to market development.*

[Section VII](#) provides the Fellow's research proposal with background information and research plan.

This notice identifies the Borlaug Fellowship Program deadline, legislative authority, eligibility and proposal requirements, funding restrictions, cost share requirements, allowable and unallowable costs, reporting requirements, program purpose and priorities, focus areas and recommended topics, application and submission information, application review, selection and notification process, agency program contact information, and mailing address.

**FEDERAL AWARD INFORMATION**

**AVAILABLE FUNDING:** Up to \$40,000 for each award

**PROJECTED NUMBER OF AWARDS:** Up to 2

**PERIOD OF PERFORMANCE:** 2 years

An extension to the period of performance may be permitted in certain circumstances. The awardee must request an extension at least 90 days prior to the end of the period of performance, including a justification to explain why the statement of work cannot be completed during the original period of performance.

**PROJECTED PERIOD OF PERFORMANCE START DATES:** between July 1, 2017 and January 1, 2018

**PROJECTED PERIOD OF PERFORMANCE END DATES:** between June 30, 2019 and December 31, 2019

**FUNDING INSTRUMENT:** Cost Reimbursable Agreement

**DEADLINE:** Applications must be received by June 16, 2017 by 11:59 p.m. Eastern Daylight Time. Applications received after this deadline will not be considered for funding.

**USDA Request for Expressions of Interest  
2017 Borlaug Fellowship Program for  
Africa: WTO Trade Facilitation/SPS**

---

**ELIGIBILITY CRITERIA**

**ELIGIBLE APPLICANTS:** Public and state controlled institutions of higher education.

FAS will accept proposals from U.S. state cooperative institutions or other colleges and universities and minority serving institutions (MSIs). Proposals from smaller academic institutions, MSIs (in particular American Indian, Alaska Native, Pacific Islander, Hispanic, Asian American, and African American institutions) are especially encouraged to apply.

A proposal from a consortium of organizations must be submitted as a single proposal with one U.S. institution serving as the lead and all other organizations as team members, when applicable. An individual mentor must be identified for each Borlaug Fellow. A single mentor may not host two fellows simultaneously. The Principal Investigator (PI) and mentor must hold a position at an eligible U.S. institution.

FAS reviews proposed project costs to make certain those costs are reasonable and allowable per applicable federal regulations. This program is subject to the provisions of 2 CFR Part 200, grant, cooperative, joint venture, and cost-reimbursable agreement recipients/cooperators (including, universities, non-profits, States, Cities/Counties, Tribes, for-profits, and foreign organizations) are subject to Title 2 of the Code of Federal Regulations and other legal requirements, including, but not limited to:

- 1.2 CFR Part 25, Universal Identifier and Central Contractor Registration
- 2.2 CFR Part 170, Reporting Subaward and Executive Compensation Information
- 3.2 CFR Part 175, Award Term for Trafficking in Persons
- 4.2 CFR Part 180 and Part 417, OMB Guidelines to Agencies on Government wide Debarment and Suspension (Nonprocurement)
- 5.2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, as adopted by USDA through 2 CFR part 400.

University indirect costs for cost reimbursable agreements are limited to 10% of direct costs in accordance with 7 USC 3319a. A cost share or cost match is not required. Management and Administration (M&A) Costs are not allowable. In addition to the above mentioned, all recipients are subject to the Federal Award's general terms and conditions, project narrative, and budget narrative, as well as the applicable authorization used to issue the Federal Award.

In addition to the above mentioned, all recipients/cooperators are subject to the Federal Award's general terms and conditions, project narrative, and budget narrative, as well as the applicable authorization used to issue the Federal Award.

**USDA Request for Expressions of Interest  
2017 Borlaug Fellowship Program for  
Africa: WTO Trade Facilitation/SPS**

---

**Section I: FUNDING OPPORTUNITY DESCRIPTION**

**A. PROGRAM DESCRIPTION**

The Norman E. Borlaug International Agricultural Science and Technology Fellowship Program promotes food security and economic growth by increasing scientific knowledge and collaborative research to improve agricultural productivity. This program targets promising, early- to mid-career, English-speaking scientists and policymakers from developing or middle-income countries. Fellows spend 8-12 weeks in the United States and work one-on-one with U.S. scientists in their field. Mentors coordinate the Fellows' training, and they visit the Fellows' countries for 5-10 days within 6-12 months after completion of the training in the U.S. to continue collaborative efforts.

During the program, the Fellows learn new research techniques, gain exposure to the latest scientific developments in various fields of agriculture, access fully-equipped laboratories and libraries, and learn about unique public-private partnerships that help fund agricultural research and science. Equally important, this program provides international scientists and policymakers with opportunities to establish long-term contacts with U.S. scientists and to apply newly gained knowledge from U.S. institutions to their country's research and development programs.

**B. PROGRAM RESPONSIBILITIES OF HOST INSTITUTIONS**

**Assignment of a Principal Investigator (Training Coordinator)**

The host institution will designate a contact person as the Principal Investigator (PI) responsible for coordinating all administrative and programmatic arrangements.

**Assignment of a Mentor**

A key component of the program is matching the Fellow with a mentor. The host institution will select an appropriate mentor for one-on-one work with the Fellow for the duration of the program.

**Mentor Roles**

- The mentor will establish a professional relationship, providing guidance and training in the Fellow's research and studies.
- The mentor will work with the Fellow before arrival to discuss appropriate work plan, site visits, and other arrangements. A work plan should be agreed upon and finalized no later than 2 weeks after the program start date.
- The mentor will provide draft of work plan through the PI to USDA/FAS for consultation and approval approximately 2 weeks before the commencement of the program.
- The mentor agrees to commit a significant amount of time each week for one-on-one work with the Fellow during the program.
- The mentor will continue communicating with the Fellow beyond the end of the program in the U.S. through the mentor visit.
- Mentor will submit semi-annual progress reports that indicate all program activities conducted (form SF-PPR).
- The mentor may assign other faculty members to assist with Fellow's training and research activities.
- Mentor may not be assigned to multiple Fellows during the same time frame.

**USDA Request for Expressions of Interest  
2017 Borlaug Fellowship Program for  
Africa: WTO Trade Facilitation/SPS**

---

**Mentor Follow-up Visit**

- The mentor visit is an essential and unique part of the Borlaug Fellowship Program. The reciprocal visit is required, not optional.
- The mentor will work with the Fellow to plan a follow-up visit to the Fellow's home country. The trip should occur within 6 months to 1 year after the program ends.
- The PI should provide USDA/FAS with an agenda for mentor's travel, including goals and objectives.
- The PI **must** consult with USDA/FAS **prior** to finalizing plans or purchasing plane tickets for the reciprocal visit. Mentor's travel information must be provided for emergency contact purposes and country clearance (if required by the FAS Overseas Office).
- The mentor will provide a **trip report** highlighting the trip's activities and results through the PI to USDA/FAS within 30 days after the visit.
- The mentor should plan to meet with the USDA/FAS Attaché or staff from the U.S. Embassy while they are traveling, if feasible. USDA/FAS can assist with coordination prior to the trip.

**Visa**

- USDA/FAS will provide a DS-2019 for the Fellow to request and obtain a J-1 Visa. USDA/FAS will provide instructions to the Fellow regarding the application process, the amount of lead-time needed, and any paperwork required. The visa start and end date will be coordinated with the host institution who will be responsible for purchasing round trip plane tickets for the fellow to come to the U.S. for his or her program.

**Travel and Transportation**

- The host institution must comply with the Federal Travel Regulations (41 CFR 300 *et seq.*).
- The host institution will provide round trip, economy class, international airfare from the Fellow's home to the university.
- The host institution is responsible for arranging and purchasing all domestic travel related to the Fellow's training program.
- The host institution will provide housing for the Fellow for the duration of the training program, taking into account gender and cultural norms.
- The host institution will pay lodging fees directly. The host institution will not require the Fellow to pay for his or her lodging expenses, whether through reimbursement or advance payment.
- Lodging will include a private bedroom, private or shared bathroom, access to a laundry room, and access to a kitchen with pots, pans, and utensils.
- Basic necessities, such as sheets, towels, and cleaning supplies (if not already provided), will be provided for Fellow's use. The Fellow should not have to pay for these items.
- Lodging will be within walking distance to the campus/training location or easily accessible by public transportation.
- If public transportation is required to access campus/training location, the host institution will provide the Fellow with a bus pass or proper allowance for transportation expenses.
- When planning lodging options, the host institution should check with the Fellow and account for any special dietary restrictions or preferences.

**USDA Request for Expressions of Interest  
2017 Borlaug Fellowship Program for  
Africa: WTO Trade Facilitation/SPS**

---

**Meals and Incidentals (M&IE)**

- The host institution will provide each Fellow with meal and living allowances for the duration of stay.
- Daily M&IE allowance shall be calculated based on current [GSA per diem rates](#).
- The host institution can determine the frequency of per diem allotments, but the Fellow **must** receive per diem within the first week of the Fellowship. The PI must inform the Fellow and USDA/FAS immediately if this cannot be accommodated.

**Emergency Health Insurance**

- The host institution will purchase emergency health insurance for the Fellow for the duration of stay, as required for all J1 Visa holders ([22 CFR 62.14](#)).
- The Fellow will not be required to purchase his or her health insurance and then be reimbursed.
- The host institution will educate the Fellow as to what is covered under health insurance policy, especially highlighting that **pre-existing medical conditions are not covered**.
- The host institution will alert USDA/FAS staff if any health/medical conditions arise during the Fellowship.

**Communication**

- The host institution will initiate contact with the Fellow as soon as possible.
- The host institution will develop the training program in consultation with USDA/FAS and the Fellow.
- The host institution will keep USDA/FAS informed regarding any logistical or program planning.
- The host institution will notify USDA/FAS immediately upon Fellow's physical arrival and departure from the U.S.
- The host institution will provide USDA/FAS with the Fellow's temporary U.S. address and phone number, and emergency contact numbers for the PI, mentor, or other appropriate institution personnel. This information is **required** so that Fellow can be reached in the event of an emergency.

**Fellowship Program**

- The host institution will provide educational materials and supplies to each Fellow necessary for their full participation in the fellowship.
- The host institution will pay for all fees related to the Fellow's training program, such as (but not limited to) technology fees, administrative fees, laboratory fees, etc.
- The host institution will arrange relevant field visits to a local farm, processing plant, private industry, or other related industry as applicable to the Fellow's training program.
- The host institution will ensure the Fellow submits an interim and final report (2-3 pages each) to USDA/FAS before the Fellow leaves the United States. USDA/FAS will provide a report template.

**Orientation**

- The PI/Training Coordinator will communicate directly with the Fellow at least 4-8 weeks **before** his or her arrival in the U.S. to ensure that all pertinent information is provided, including:
  - Name and contact information of PI/Training Coordinator
  - Name and contact information of mentor

**USDA Request for Expressions of Interest  
2017 Borlaug Fellowship Program for  
Africa: WTO Trade Facilitation/SPS**

---

- Institution information, weather information, and clothing needs
- Housing and M&IE allowance
- Program plan and anticipated site visits
- Professional development expectations
- Reminder to bring any necessary prescription medications
- Explain what is and is not covered under emergency health insurance policy (e.g. no pre-existing conditions, no dental, etc.)
- Institution will provide an orientation upon the Fellow's arrival to acquaint them with campus and community resources:
  - Explain and demonstrate local bus/transportation options
  - Explain cultural and legal expectations
  - USDA will provide a welcome and orientation packet for mentors

**Progress Reports**

- The Principal Investigator or Mentor will submit **semi-annual** progress reports. The Principal Investigator or Mentor will use *Performance Progress Report (SF-PPR)* to submit semi-annual progress reports.
- The Principal Investigator or Mentor will submit a final report to USDA/FAS within 30 days after the Mentor visit. USDA/FAS will provide additional guidance and a template for the final report.
- Reports should include the following:
  - Summary of activities, accomplishments, and any problems encountered or overcome
  - Photographs, when possible
  - Completed program evaluations and action plan
- An invoice cannot be paid if a progress report is past due, and will not be paid until the required report has been received.

**Financial Reporting**

- Financial reports will follow the Uniform Administrative Requirements for Grants and Agreements, 2 CFR Part 200.
- Invoices will use the *Request for Advance or Reimbursement (SF-270)*.
- Invoices will be submitted electronically to [SF-270InvoicesMailbox@fas.usda.gov](mailto:SF-270InvoicesMailbox@fas.usda.gov) and copied to the USDA/FAS program manager and USD/FAS program assistant.
- A summary of expenses that aligns expense totals to the agreement's budget line items must be included.
- A detailed breakdown of expenses must be included with SF-270. Payment will not be processed without supporting documentation.
- A final invoice must be submitted within 90 days of the end of the period of performance for the agreement.
- Costs must be reported in accordance with the regulations that govern the agreement, and must follow the applicable Federal cost principles 2 CFR 200. The institution cannot be reimbursed for costs that are contrary to the specific terms of the agreement or are outside its scope.
- A *Federal Financial Report (SF-425)* must be submitted semi-annually and within 90 days of the end of the period of performance for the agreement.

**USDA Request for Expressions of Interest  
2017 Borlaug Fellowship Program for  
Africa: WTO Trade Facilitation/SPS**

---

- An invoice cannot be paid if a financial report is past due, and it will not be paid until the required report has been received.

**SECTION II: APPLICATION AND SUBMISSION INFORMATION**

**A. ADDRESS TO REQUEST APPLICATION PACKAGE**

This announcement contains all instructions and links to all forms required to complete the application. All applications must be submitted as PDF or Word documents. No mailed or facsimile submissions will be accepted. Email address is [BorlaugProposals@fas.usda.gov](mailto:BorlaugProposals@fas.usda.gov).

**B. CONTENT AND FORM OF APPLICATION SUBMISSION**

Institutions may submit proposals to host more than one Borlaug Fellow. Institutions interested in hosting one or more Fellows should submit a proposal following the guidelines below:

- Complete *SF-424 Application for Federal Assistance* for a single Borlaug Fellow. USDA/FAS cannot accept applications for multiple fellows in a single application.
- Indicate the name of the institution applying to host the Fellows.
- Indicate the country, research interest, and reference number.
- Identify a Primary Investigator.
- Identify a Mentor. A Mentor may not be assigned to multiple Fellows who are in the U.S. at the same time.
- Provide a tentative research plan based on the Fellow's research proposal and action plan, including topics covered, field visits, and other activities.
- Include a narrative description of the proposed fellowship, how it will be administered, and the role of the university faculty and support staff.
- Provide a summary of relevant institutional capabilities for hosting international scientists and policymakers in the proposed field.
- Briefly describe the research expertise and international experience of the mentor in the Fellow's field of interest.
- Provide a one to two page curriculum vitae for the mentor and other collaborating researchers involved in the proposed program.
- Identify the expected skills or knowledge to be acquired by the Fellow at the end of the program
- Provide a program budget using *Standard Form -424A- Budget Information Non Construction Programs*, including a detailed budget worksheet (see page 12).
- Provide a budget narrative. All line items should be described in sufficient detail to enable FAS to determine that the costs are reasonable and allowable for the project in accordance with federal regulations.
- If attendance at the World Food Prize in Des Moines, Iowa during October 2017 is feasible, then the Fellowship may be extended one additional week, not to exceed 13 weeks, to ensure the Fellow receives up to 12 weeks of training.
  - If attending the World Food Prize, the budget should include time and funding for the Fellow and Mentor to attend. An adjustment to the Fellow's M&IE must be made for the time spent in Iowa.
- Complete [\*AD-3030, Representations Regarding Felony Conviction and Tax Delinquent Status for Corporate Applicants\*](#).

**USDA Request for Expressions of Interest  
2017 Borlaug Fellowship Program for  
Africa: WTO Trade Facilitation/SPS**

---

- Complete [AD-3031, Assurance Regarding Felony Conviction or Tax Delinquent Status for Corporate Applicants](#)
- Complete the Host University Administrative Checklist on university administrative policies
- **If not submitting applications through the ezFedGrants portal at <https://grants.fms.usda.gov>, Submit all application materials as attachments to a single email.**
  - The primary document submitted in response to this REI with all information requested should be titled *Statement of Work*.
  - Include all application information that is not a specific form in a single PDF document.

Successful applicants will be required to submit all relevant national certifications and compliance documents prior to awards being issued.

**C. UNIQUE ENTITY IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT (SAM)**

All applicants are required to:

1. Be registered in SAM before submitting its application;
2. Provide a valid DUNS number in its application; and
3. Continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency.

FAS may not make a Federal award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements and, if an applicant has not fully complied with the requirements by the time FAS is ready to make a Federal award, the Federal awarding agency may determine that the applicant is not qualified to receive a Federal award and use that determination as a basis for making a Federal award to another applicant.

FAS is using ezFedGrants, which is an electronic grants management system. Applicant(s) with electronic access are to submit their applications electronically through: <https://grants.fmmi.usda.gov>. As stated above before you can apply, you must have a DUNS number, be registered in SAM, and have access to the ezFedGrants website.

Applicants are encouraged to register early. The registration process can take approximately four weeks to be completed. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required submission deadlines.

DUNS number. Instructions for obtaining a DUNS number can be found at the following website: <http://www.dnb.com/duns-number.html>. The DUNS number must be included in the data entry field labeled "Organizational DUNS" on the Standard Forms (SF)-424 forms submitted as part of this application.

System for Award Management. In addition to having a DUNS number, applicants applying electronically through ezFedGrants must register with SAM. Step-by-step instructions for registering with SAM can be found here: [www.sam.gov](http://www.sam.gov). Failure to register with SAM will result in your application being rejected during the submissions process.

**USDA Request for Expressions of Interest  
2017 Borlaug Fellowship Program for  
Africa: WTO Trade Facilitation/SPS**

---

**D. ezFedGrants System Access and Electronic Signature**

Level 2 eAuthentication. The next step in the registration process is to obtain a Level 2 eAuthentication account that will allow access to the ezFedGrants system. Instructions for getting a Level 2 eAuthentication account can be obtained by emailing [GrantorHelpdesk@fas.usda.gov](mailto:GrantorHelpdesk@fas.usda.gov).

Requesting a role in ezFedGrants: After obtaining eAuthentication, users will need a role in the system. Descriptions of the roles available and instructions on how to request a role can be obtained by emailing [GrantorHelpdesk@fas.usda.gov](mailto:GrantorHelpdesk@fas.usda.gov).

Electronic Signature. Applications submitted through ezFedGrants constitute a submission as electronically signed applications. When you submit the application through ezFedGrants, the name of your Signatory Official on file will be inserted into the signature line of the application.

If you experience difficulties accessing information or have any questions please email the Helpdesk at [GrantorHelpdesk@fas.usda.gov](mailto:GrantorHelpdesk@fas.usda.gov).

FAS may not make a Federal award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements and, if an applicant has not fully complied with the requirements by the time the FAS is ready to make a Federal award, FAS may determine that the applicant is not qualified to receive a Federal award and use that determination as a basis for making a Federal award to another applicant.

**E. SUBMISSION DEADLINES AND TIMES**

Submit all application materials in a single email. Include all application information that is not a specific form in a single PDF document. The following forms are required: SF-424, SF-424A, AD-3030, and AD-3031. The primary document submitted in response to this NOFO with all information requested should be titled *Statement of Work*.

Funding opportunities will be distributed through ezFedGrants and advertised via the USDA/NIFA listserv. All proposals must be submitted through the ezFedGrants portal at <https://grants.fms.usda.gov> or to the email address below with all required forms. Proposals not submitted by the stated deadline will not be accepted. Borlaug Fellowship Program Proposal Email: [BorlaugProposals@fas.usda.gov](mailto:BorlaugProposals@fas.usda.gov)

**F. FUNDING RESTRICTIONS**

**Allowable Costs:**

To help in this review and to expedite the award process, budgets must include a narrative detailing all line items. The categories listed below are examples of some of the more common items found in project budgets. All items should be described in sufficient detail that would enable FAS to determine that the costs are reasonable and allowable for the project per federal regulations.

**1. Salaries and Fringe Benefits:**

Requested funds may be allocated toward salaries, fringe benefits, or the combination thereof. No more than 20% of the requested funds may be allocated toward salaries, consultant fees, fringe benefits, or the combination thereof. Only individuals that hold positions at eligible U.S. institutions should be listed in this category.

**USDA Request for Expressions of Interest  
2017 Borlaug Fellowship Program for  
Africa: WTO Trade Facilitation/SPS**

---

**2. Travel:**

For domestic travel, provide the purpose of the travel and information used in calculating the estimated cost, such as the destination, number of travelers, and estimated cost per trip. There are several restrictions associated with traveling on federal funds. In most cases, airfare must be purchased in economy class from a U.S. carrier. Travelers must also adhere to federally mandated domestic per diem guidelines. Additional information may be found in the circulars listed in the “Legislative Authority” section of this announcement.

**3. Supplies:**

All personal property excluding equipment, intangible property, and debt instruments as defined in this section.

**4. Other Direct Costs:**

Other Direct Costs are those anticipated charges not included in other budget categories, including materials and supplies, lab fees, publication costs, reasonable consultant fees, computer services, sub-awards (the level of detail required for the sub-award budget is the same as the recipient organization), equipment rental, facility rental, conferences and meetings, speaker fees, honorariums.

**5. Indirect Costs:**

Indirect Costs may not exceed 10% of direct costs.

**6. Tax Withholding:**

Borlaug Fellows (as trainees, *not* students) are considered EXEMPT INDIVIDUALS under the IRS Substantial Presence Test for tax purposes. The exemption falls under one or both of the following categories: either the [Foreign Government-Related Individuals](#) standard or the [Closer Connection Exception](#). Tax treaties might also exist between the U.S. and the Fellow’s home country. The only requirement is to complete [IRS Form 8843](#) (Sections 1 and 2). No taxes should be withheld from Borlaug Fellows since they are exempt.

**Unallowable Costs:**

General purpose equipment (no particular scientific, technical, or programmatic purpose) and scientific equipment exceeding \$5,000 or more; entertainment; capital improvements; thank you gifts, and other expenses not directly related to the project are not allowed.

**G. OTHER SUBMISSION REQUIREMENTS**

All applications must be submitted electronically as indicated above.

**USDA Request for Expressions of Interest  
2017 Borlaug Fellowship Program for  
Africa: WTO Trade Facilitation/SPS**

---

**HOST UNIVERSITY ADMINISTRATIVE CHECKLIST**

Please complete the following checklist concerning the university's policies on providing per diem funds to exchange visitors. This information is for USDA internal use only and does not determine your eligibility to serve as a host institution.

Host University Policies	YES	NO
Will the mentor listed in the proposal be present for the majority of the fellowship?		
Will the mentor be able to spend time meeting with fellow individually each week?		
Will the university be able to provide per diem within the first week of the Fellow's arrival?		
Will the university be able to provide fully furnished lodging with kitchen facilities?		
Does the university withhold federal tax on the participants' per diem and housing? * If so, you must list this expense as a separate line item on the budget.		

\*Note that Borlaug Fellows (as trainees, *not* students) are considered EXEMPT INDIVIDUALS under the IRS Substantial Presence Test for tax purposes. The exemption falls under one or both of the following categories: either the [Foreign Government-Related Individuals](#) standard or the [Closer Connection Exception](#). The only requirement is to complete [IRS Form 8843](#) (Sections 1 and 2). No taxes should be withheld from Borlaug Fellows since they are exempt.

**USDA Request for Expressions of Interest  
2017 Borlaug Fellowship Program for  
Africa: WTO Trade Facilitation/SPS**

**Budget Worksheet**

**Host Institution:**

**Estimated Dates:**

**REI#/Country/Fellow#**

SF-424 Category	Line Items	Rate	Days	Subtotal
	<b>Fellow's Logistical Expenses</b>			
TRAVEL/Housing	1. Lodging			
TRAVEL	2. Meals and Incidentals			
OTHER	3. Federal Tax			
TRAVEL	4. Medical Insurance			
TRAVEL	6. Local Transportation			
TRAVEL	7. Airfare - International			
TRAVEL	8. Airfare - Domestic (If Applicable)			
			<b>Subtotal</b>	
	<b>Fellow's Professional Development</b>			
TRAVEL	1. Field Tours			
SUPPLIES	2. Educational Materials and IT Expenses			
SUPPLIES	3. Shipping Materials			
			<b>Subtotal</b>	
	<b>Host Institution Fees</b>			
PERSONNEL	1. Training Coordinator (Salary)			
FRINGE BENEFITS	1.b. Training Coordinator (Fringe Benefits)			
PERSONNEL	2. Mentor Fee			
FRINGE BENEFITS	2.b. Mentor (Fringe Benefits)			
SUPPLIES	3. Laboratory Expenses			
			<b>Subtotal</b>	
	<b>World Food Prize Symposium (Oct. 2017; If Applicable)</b>			
TRAVEL	1. Domestic Transportation			
TRAVEL	2. Lodging			
OTHER	3. Conference Fee			
			<b>Subtotal</b>	
	<b>Mentor Follow up Activity (5-10 Days)</b>			
TRAVEL	1. Mentor Airfare – International			
TRAVEL	2. Mentor Domestic In-Country Travel (If Applicable)			
TRAVEL	3. Lodging			
TRAVEL	4. Meals & Incidentals			
SUPPLIES	5. Supplies for Trainings/Workshops			
			<b>Subtotal</b>	
			<b>Total Program Costs</b>	
INDIRECT			<b>Indirect Costs/Overhead (10%)</b>	
			<b>Total Request</b>	

**USDA Request for Expressions of Interest  
2017 Borlaug Fellowship Program for  
Africa: WTO Trade Facilitation/SPS**

---

**Section III: Application Review Information**

All proposals are carefully reviewed by USDA/FAS Program Officers and other FAS staff against the criteria listed below, including others who are experts in a particular field, as appropriate.

**A. REVIEW CRITERIA**

- **Technical Expertise and Experience (40 points):** Mentor must have appropriate technical background to provide the desired, advanced training. If necessary, other appropriate collaborating scientists should be identified to meet any of the objectives which the mentor cannot address. Mentor's experience and knowledge of relevant agricultural conditions within the Fellow's country or a similar location will be considered as appropriate. The trainer's experience with international training and adult-education will also be considered.
- **Overall Program (35 points):** The overall program plan and design should be relevant to the Fellow's objectives background. The program plan should be thorough, and it should help achieve the desired post-program deliverables and the Fellow's research goals and objectives. Relevant agricultural practices within the region of the university will be considered as appropriate. Relevant university resources should be identified. Additional resources/organizations should be identified as appropriate. Site visits and meetings should be meaningful to the content of the program, if included.
- **Budget (25 points):** The proposed budget should be appropriate for the length of the program. The budget should include appropriate cost savings where available. Salary and fringe benefits expenses should not be excessive.

**B. REVIEW AND SELECTION PROCESS**

Other factors may also be taken into consideration such as regional diversity and MSI status in the review process. After review by appropriate offices, it is expected that all applicants will be notified within 2 months after the closing date for applications.

**Section IV: Award Administration Information**

**A. AWARD NOTICES**

Applicants should expect to be contacted by program staff for clarification and additional discussion on any budget related issues before final determination of successful applicants. Any notification by the program office regarding the selection of an institution is not an authorization to begin performance. No pre-award costs can be charged. The notice of award signed by the Deputy Administrator of USDA/FAS/OCBD is the authorizing document. This document will be sent by electronic mail to the university. Both parties must sign this document before the agreement is in force. Unsuccessful applicants will be notified of the status of their application by email.

**B. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS**

Certifications regarding debarment Suspension, Drug Free Workplace, Felony Conviction and Tax Delinquent Status, and other national administrative assurances and policies are required. The cooperator must adhere to administrative requirements, cost principles, and audit requirements as contained in 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

**USDA Request for Expressions of Interest  
2017 Borlaug Fellowship Program for  
Africa: WTO Trade Facilitation/SPS**

---

All successful applicants for all cost reimbursable agreements are required to comply with Standard Administrative Terms and Conditions , which are available online at:

[https://www.fas.usda.gov/grants/general\\_terms\\_and\\_conditions/default.asp](https://www.fas.usda.gov/grants/general_terms_and_conditions/default.asp)

The applicable Standard Administrative Terms and Conditions will be for the last year specified at that URL, unless the application is to continue an award first awarded in an earlier year. In that event, the terms and conditions that apply will be those in effect for the year in which the award was originally made.

Before accepting the award the ezFedGrants GMO should carefully read the award package for instructions on administering the grant award and the terms and conditions associated with responsibilities under Federal Awards. Recipients must accept all conditions in this NOFO as well as any Special Terms and Conditions in the Notice of Award to receive an award under this program.

**C. REPORTING REQUIREMENTS:**

Primary Investigators are required to submit mid-term and final Fellow's performance reports on the U.S. portion of the Borlaug Fellowship. A final mentor's visit report including a final evaluation should be submitted no later than 30 days after the completion of the mentor visit.

- Financial reports will use SF-425.
- Progress Reports will use SF-PPR.
- Invoices will use SF-270.

**Progress Reports**

- The Principal Investigator or Mentor will submit **semi-annual** progress reports. The Principal Investigator or Mentor will use *Performance Progress Report (SF-PPR)*.
- The Principal Investigator or Mentor will submit a final report to USDA/FAS within 30 days after the Mentor visit. USDA/FAS will provide additional guidance and a template for the final report.
- Reports should include the following:
  - Summary of activities, accomplishments, and any problems encountered or overcome
  - Photographs, when possible
  - Completed program evaluations and action plan
- **An invoice/claim cannot be paid if a progress report is past due, and will not be paid until the required report has been received.**

**Close Out Reporting Requirements.** Within 90 days after the end of the period of performance, or after an amendment has been issued to close out a grant, whichever comes first, recipients must submit a final FFR and final progress report detailing all accomplishments and a qualitative summary of the impact of those accomplishments throughout the period of performance.

**USDA Request for Expressions of Interest  
2017 Borlaug Fellowship Program for  
Africa: WTO Trade Facilitation/SPS**

---

After these reports have been reviewed and approved by *Program Division*, a close-out notice will be completed to close out the grant. The notice will indicate the period of performance as closed, list any remaining funds that will be de-obligated, and address the requirement of maintaining the grant records for three years from the date of the final FFR.

The recipient is responsible for returning any funds that have been drawn down but remain as unliquidated on recipient financial records.

**Section V: Agency Contact**

Applicants can direct questions or request help before the deadline for submission of the application for these funding opportunities via the contact information below:

- Borlaug Fellowship Proposals General Email: [BorlaugProposals@fas.usda.gov](mailto:BorlaugProposals@fas.usda.gov)
- Borlaug Africa: Karen Uetrecht, (202) 690-3359 or [Karen.Uetrecht@fas.usda.gov](mailto:Karen.Uetrecht@fas.usda.gov)

**Section VI: Other Information**

The USDA Borlaug Fellowship Program began in 2004. More than 750 Fellows from 64 countries have been trained to date. Additional program information is available at <http://www.fas.usda.gov/programs/borlaug-fellowship-program>.

Related Requests for Expressions of interest will be distributed by region and topic including: Asia, Eastern Europe, Latin America, North Africa, East/ Sub-Saharan Africa. This will be posted on the NIFA listserv.

**USDA Request for Expressions of Interest  
2017 Borlaug Fellowship Program for  
Africa: WTO Trade Facilitation/SPS**

---

**Section VII: Borlaug Fellow Proposal and Research Plan**

<b>No.</b>	<b>Country</b>	<b>Proposal</b>
<a href="#">Fellow #1</a> USDA-FAS-10777- 0700-10.-17-0012	Ghana	Microbial risk assessment of the poultry and meat food chain in Ghana for improving trade and market development.
<a href="#">Fellow #2</a> USDA-FAS-10777- 0700-10.-17-0013	Ghana	Identify challenges/constraints in the poultry value chain system in Ghana, review import regulations and constraints to market development.

**USDA Request for Expressions of Interest  
2017 Borlaug Fellowship Program for  
Africa: WTO Trade Facilitation/SPS**

---

**Fellow #1 (male); Ghana; Microbial risk assessment of the poultry and meat food chain in Ghana for improving trade and market development.**

**Proposal:**

The goal of my research is to conduct a science-based risk assessment for Foodborne Pathogens in the poultry and meat industry in Ghana

**Research objective(s):**

- a. Conduct microbial risk assessment for listeria, campylobacter, E Coli and Salmonella in meat and poultry slaughter and processing establishments.
- b. Conduct microbial risk assessment for listeria, campylobacter, E Coli and Salmonella in meat and poultry products imported into the country
- c. To generate a tool for food processing plants based on the observations with which their food safety management systems could be developed using microbiological risk assessment

As Ghana makes strides in its development agenda, the upsurge of local food manufacturing plants and imports from Asia have been on the rise. As a regulatory firm committed to improving quality, safety, and security, Critical issues on biological hazards in relation to food safety and food-borne diseases arise. Developing countries like Ghana that aim to benefit from global food markets are obliged to adhere to international food safety standards. Technical training of regulators in the field Epidemiology of foodborne zoonosis, Quantitative microbiological risk assessment, Food hygiene, and microbiology, is essential to develop control methods to strengthen weak regulatory environments and standards regimes and upgrade limited skills and training capacities.

Working with a mentor in the U.S. would give me the necessary knowledge and expose me to the current methods of risk assessment and food safety. The experience of working with an expert from U.S. would widen my scientific knowledge.

Upon my return to Ghana and with the help and input of my mentor, I will be able to perform some creative work in reforming Ghana's existing food safety systems. I intend to help in the collection of data on the occurrence of food hazards e.g. pathogens, and the conditions and handling practices that lead to their presence in food systems. I also intend to work through my institution to set up an effective surveillance system by ensuring that the national food safety policy for the poultry and meat sector.

**Action Plan:**

Week 1: University and laboratory orientations and staff introductions

Week 2-5: Course work

Course 1: Overview of Risk Analysis

Course 2: Risk Management

Course 3 : Qualitative Risk Assessment

Course 4 : Risk Communication

Course 5: Epidemiology for Risk Analysis

Course 6: Introduction/Intermediate Quantitative Risk Assessment

Course 7: Advanced Quantitative Risk Assessment

**USDA Request for Expressions of Interest  
2017 Borlaug Fellowship Program for  
Africa: WTO Trade Facilitation/SPS**

---

Week 6- 12: project development (Microbial risk assessment of the poultry and meat food chain in Ghana) with mentor and laboratory training in the following;

Whole Genome Sequencing-Bioinformatics only

- Whole Genome Sequencing
- Laboratory Investigation of Foodborne Pathogens
- USDA Microbiological Methods for Meat and Poultry

Week 6

- Understanding role of various agencies in ensuring safe food
- Visit a slaughterhouse, in addition to retail markets to understand how product may be cross contaminated
- Visit FSIS/FDA/ORACBA and learn about the regulatory process
- Local risk analysis community webinars/lectures on past risk assessment

Week 7

- foodborne Pathogens: Issues from Fields to Table ORACBA's role in the USDA regulatory process and risk assessment
- Week 3 : Risk Management
- coordination efforts across various agencies

Week 8

- Cost of Foodborne Illnesses in the US
- Trip to Cargill Slaughterhouse
- Quantitative Risk Assessment of Escherichia coli O157:H7

Week 9

- An Introduction to FDA-iRISK®: a Comparative Risk Assessment Tool
- Introduction to FDA-iRISK Topics
- What is FDA-iRISK?- How does it work?

Building scenarios in FDA-iRISK Live demonstration of FDA-iRISK

- Walkthrough of case studies developed in FDA-iRISK
- Guided hands-on exercises

Week 10

- EPA Dietary Exposure Assessment of Pesticides: Overview and Evaluation of Updated Consumption Data on Commodity Intake and Exposure

Week 11

- Start programming in @ Risk and working on presentations

Week 12

- Presentation of final analysis

**USDA Request for Expressions of Interest  
2017 Borlaug Fellowship Program for  
Africa: WTO Trade Facilitation/SPS**

---

**Fellow #2 (male); Ghana; Identify challenges/constraints in the poultry value chain system in Ghana, review import regulations and constraints to market development.**

**Proposal:**

The goal of my research is to address the challenges in the Poultry Value-Chain in Ghana

- a. Identify the challenges/constraints in the poultry value chain system
- b. Identify the actors/stakeholders in the poultry value chain
- c. Address the challenges or required improvements develop strategies for the way forward

I hope to identify the causes of the gaps within the poultry value chain and develop a methodology to address the gaps in Ghana. As an Animal Productionist (Breeder), my greatest vision has been to contribute significantly in minimizing food insecurity especially in developing countries. This Borlaug Fellowship program would go a long way to help the livestock industry in Ghana. With the guidance from my mentor, I would be able to study how the poultry value chain in the U.S. has been robust, know the major actors along the chain and how to strengthen them back in Ghana. I strongly believe that having the opportunity to work with a mentor in the U.S. together with the excellent facilities as well as their developed poultry value chain, would be a good platform for me to meet my goals.

**Activity Plan:**

Week 1: Orientation and review identified problems in my proposal with the mentor

Week 2: Identify possible actors and their roles in the poultry value chain and design questionnaires for field visits

Week 3: Field visit to available poultry farms

Week 4: Field visit to available poultry processing plants

Week 5: Field visit to available markets for poultry products

Week 6: Field visits to available poultry input dealers

Week 7: Analyze findings from field visits/questionnaires

Week 8: Generate reports on all field visits

Week 9: Discuss the findings from all the field visits with my mentor

Week 10: Develop possible strategies to implement in Ghana

Week 11: Plan the way forward

Week 12: Preparation to return to Ghana