
PRINCIPAL CHANGES IN THIS EDITION

The guidance and instructions in this *Workbook* are primarily based on the 2021 *NIFA Grants.gov Application Guide* and the 2021-2022 RFA for the AFRI Foundational and Applied Science Program. USDA has many other AFRI and non-AFRI competitive and noncompetitive grant programs (<https://nifa.usda.gov/programs>). The individual RFA to which you are responding will include the specific, detailed information that you will need to follow. Should there be a conflict between our guidance and that of the RFA, please defer to the RFA.

Principal additions and changes to this edition of the *Workbook* include:

- Updated screenshots and URLs to reflect current information
- Expanded content on preparing the Overview subsection of the *Introduction* section of the Project Narrative, including specific format modification strategies for proposals that do not involve hypothesis-testing research (Chapter 6)
- A sample Overview subsection from an AFRI-funded proposal that reflects successful application of the concepts in Chapters 6 and 7
- New prompts/thought questions and sample “sentence stems” for the primary components of the *Overview* section (Chapter 7)
- A sample *Rationale & Significance* section and *Project Summary* section from the AFRI-funded proposal mentioned above that depict how to utilize the guidance in Chapters 8 and 18, respectively
- Additional suggestions on constructing a project timetable, along with a new sample (Chapter 9)
- Expanded strategies for presenting preliminary studies information and ensuring that its conceptual or methodological connection to the proposed work is explicit (Chapter 11)
- Extended guidance on preparation of the Biographical Sketch, including tips on describing Synergistic Activities, sample entries, and common formatting errors/inconsistencies (Chapter 12)
- New content on Data Management Plans, which in FY2019, became required for all competitive NIFA research, education, extension, and integrated projects (Chapter 15)
- Full indexing