

Webinar for prospective subaward organizations in Phase II

FEED THE FUTURE INNOVATION LAB FOR LIVESTOCK SYSTEMS
University of Florida
April 14, 2021

TODAY'S PRESENTERS



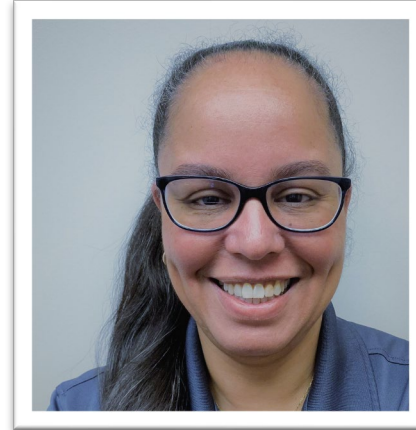
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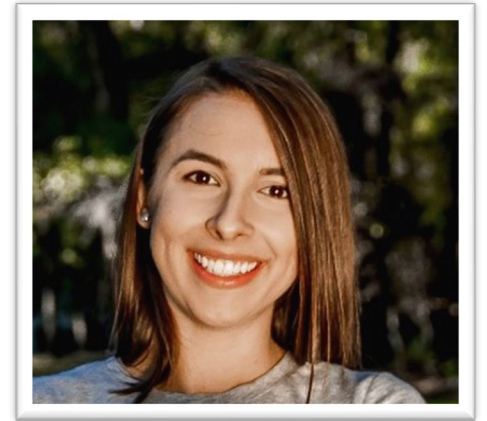
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ABOUT THIS WEBINAR

The webinar aims to outline the following procedural aspects:

1. Request for Applications (RFA) process, eligibility, and compliance aspects
2. Budget requirements and funding process
3. Organizational requirements to become a LSIL subaward organization
4. Financial reporting requirements

The **primary audience** of the webinar are researchers and administrators from first-time applicant organizations. Colleagues from organizations that worked with LSIL in Phase I are also welcome to join.

INNOVATION LAB FOR LIVESTOCK SYSTEMS



- **Rationale:** Undernutrition impairs brain development in children under two. Animal-source foods, the best source of multiple stunting-preventing nutrients, are lacking in diets of the poor.
- **Vision:** To sustainably improve livestock productivity and consumption to improve human nutrition, health, and incomes.
- **Countries:** Burkina Faso, Niger, Ethiopia, Rwanda, Nepal
- **Project period:** Started in 2015 (Phase I); extended for another 5 years in 2020 (Phase II)

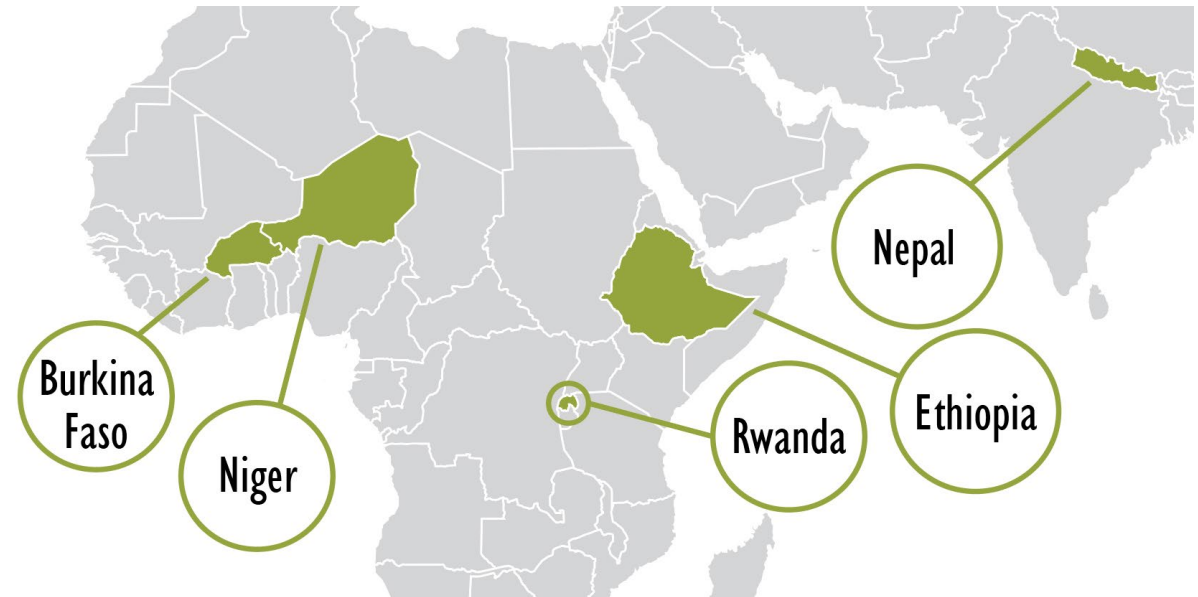
UPCOMING FUNDING OPPORTUNITIES

This fiscal year, we aim to award
(in each country)

- **1 longer term REACH project**
- **2-3 short-term FOCUS projects**

Details on maximum duration and available amount per project type will be in the RFA document.

There will be more funding opportunities in the future.



APPLICATION PROCESS

Activity	Approximate timing
Information Webinars	First half of April
Release date	May
Deadline for submission of written questions	14 days after release date
Date for posting of responses to written questions	48 hours after submission of written questions deadline
Deadline for submission of concept notes*	1 month after release date
Invitations sent for full proposals	2 weeks after deadline for submission of concept notes
Deadline for submission of full proposals* (to be confirmed with invited applicants)	6 weeks after invitations are sent
Anticipated award notifications	August/September
Anticipated start date of awards	October/ November

*Concept note and full proposal submissions only through Piestar RFX proposal submission platform:
<https://rfx.piestar.com/opportunities/livestock>

TEAM COMPOSITION AND ELIGIBILITY

- Target country & US/Western research organizations
- Inclusion of Minority Serving Institutions (MSI) is highly encouraged
- Private sector, civil society, non-governmental organizations (NGO)

IDENTIFICATION OF PARTNERS

- Possess complementary technical skills
- Have longstanding experience and network of contacts in target country
- Can navigate ethical clearance and fulfill compliance needs
- Are suitable bridging or scaling partner
- Check the LSIL website for Phase I organizations (optional to contact them):
<https://livestocklab.ifas.ufl.edu/>

NUMBER OF PROPOSALS PER ORGANIZATION

- Proposals need to be submitted by organizations, not individuals.
- There are no limits on the number of applications that can be submitted by an organization; however, consider quality over quantity!
- A researcher can be a Principal Investigator (PI) on one project proposal and a Co-PI on another project proposal from the same organization or another organization.

PI (LEAD) ORGANIZATION VS. CO-PI ORGANIZATION

- We encourage but do not require target country organizations to be the PI or lead organization.
- If requested, UF can issue a separate subaward directly with the US or international partner organization when a target country organization leads.
- The limit of direct subaward contracts per project is two.



COMPLIANCE-I

Institutional Review Board (IRB) approval is required for each organization that participates in and is responsible for the conduct of the research project regardless of where the research takes place, and whose investigators may later participate in developing publications.

Animal care and use approval should be sought; if none is required in the target country, a letter from a relevant institution should be provided.

Specific target-country clearances to conduct research may be required.

Find out at the proposal development stage to plan and budget accordingly.

Do not underestimate this aspect of your research project!
It led to long delays in previous projects.

COMPLIANCE-2

- Mitigation, Monitoring and Reporting are essential elements of environmental compliance during implementation of USAID-funded activities.
- Once a project is approved, the PIs will need to develop an **Environmental Mitigation and Monitoring Plan (EMMP)** that outlines the systematic implementation of mitigation measures.
- <https://www.usaid.gov/environmental-procedures>



Photo credit: ILRI

COMPLIANCE-3

- At the full proposal submission stage, the PI will need to complete an EMMP-related checklist.
- Completion of the checklist will give an indication of the certification requirements pertaining Biosafety Levels (BSL) for diagnostic laboratories.
- Find out what is needed to get those certificates or alternatively, consider using a laboratory that is already certified.
- PIs will need to submit the BSL certificates as part of the EMMP approval process!

This can be a time-consuming aspect of your project with the potential to delay activities → Understanding the requirements at the proposal submission stage will allow you to plan and budget accordingly.

RFA BUDGET APPLICATION

	A	B	G	H
1	Institution: XXX			
2	TITLE: XXX			
3	SPONSOR: USAID/University of Florida Feed the Future Innovation Lab for Livestock Systems			
4	University of Florida's Cooperative Agreement: No. AID-OAA-L-15-00003			
5				
6	COST SCHEDULE - LINE ITEMS			
7	Salaries			
8	Role in the project	Name	Indirect	Total
9	PI - CHANGE AS Needed		-	-
10	Co-PI - CHANGE AS Needed		-	-
11			-	-
12			-	-
13			-	-
14			-	-
15			-	-
16			-	-
17			-	-
18	Salaries Total		-	-
19	Fringe Benefits	Employee Type	IDC	Total

- At the full proposal stage, a budget must be prepared in Microsoft **Excel** using the provided template.
- A detailed **budget narrative** will be required. The narrative must be clear and concise so that costs in the budget can be easily verified.

KEY BUDGET ITEMS

When preparing the budget application, some key items to consider:

- **Personnel costs:**
 - Ensure adequate fiscal/admin support is budgeted, especially for long term projects with multiple partners
- **Travel costs:**
 - Budget should follow established institutional travel policy for costs such as per diem, lodging, mileage, meal rates etc. Must not exceed rates established by U.S. Dept. of State.
- **Participant Support costs:**
 - Participant support costs are those direct costs paid to (or on behalf of) participants or trainees (not employees) for participation in meetings, conferences, symposia, and workshops or other training projects. These costs must be separately identified in the budget application as they require specific approval.

KEY BUDGET ITEMS: *SUBAWARDS V. PROCUREMENT*

When identifying partners, it is important to classify them correctly. Consider key differences between a subaward relationship and a procurement relationship.

Subrecipient	Contractor/Vendor/Supplier
Scope involves Analysis and Interpretation. Has a question to be answered.	Scope is to provide services explicitly requested, manufacture goods, or turning over unanalyzed data from testing
Participates substantially in the design and direction of the overall scope of work.	Has not participated significantly in the design of the work
Has the freedom/ability to make decisions within the terms of the agreement	Has little or no independent decision making in the design or conduct of the work being completed
Makes operational decisions on how to carry out the work	Paid for deliverables only; not on a reimbursement for actual costs incurred
Generates Data and retains for future research use	Normally operates in a competitive environment with other like vendors;
Likely co-author on overall reports and publications	Unlikely to be a coauthor on publications

A separate budget and budget narrative will be required for all identified subawards.

KEY BUDGET ITEMS: *EQUIPMENT, MATERIALS, AND SUPPLIES*

- **Equipment** (unit cost over \$5,000) must be separately identified; these items require prior approval
- **Restricted commodities:**
examples include seeds, pesticides, fertilizer, vehicles, pharmaceuticals. If the budget includes any of these items, ensure you are aware of the restrictions and process and indicate so in application (budget narrative).
- **Shipping/logistics / import duties / customs etc.**
research the process and potential costs for importing any items that will need to be purchased internationally



IN COUNTRY SPENDING REQUIREMENT

At least 50% of the project budget (including direct and indirect costs) will need to be spent in target countries.

Primary example of expenses considered to be in-country spending:

- Subawards given to in-country organizations
- In-country activities such as trainings, seminars, workshops or stakeholder meeting costs
- Consultants, service contracts etc. made with in-country suppliers
- Equipment and supplies purchased in the target country



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YOUR PROPOSAL WAS SELECTED

SUBAWARD REQUIREMENTS - DUNS NUMBER DEFINITION

DUNS: Data Universal Numbering System Number

- Unique entity registration number required by U.S. Government.
- Required for any entity leading a proposal submitted to UF.
It is not required for your subrecipients.
- Registration is free of charge.
- To register: <https://fedgov.dnb.com/webform/displayHomePage.do>
or call 1-866-705-5711

SUBAWARD REQUIREMENTS - FINANCIAL ASSESSMENT

We need to assess if your administrative systems and policies enable you to comply with USAID requirements:

- Written Accounting Policies and Procedures
- Inventory System for Tracking Equipment
- Written Procurement/Purchasing Policy
- Written Travel Policy
- Written Policy for Currency Conversion

SUBAWARD REQUIREMENTS - FINANCIAL ASSESSMENT

Required Documents:

- Scope of Work, Budget, and Budget Justification
- Negotiated Cost Rate Agreement
If you do not have one, your budget is limited to 10%.
- Fringe Rate Documentation
You will need to provide a detailed written explanation on how your fringe costs were calculated.
- Most recent audited financial statements
If you do not have audited financial statements, you must provide an internal balance sheet and an annual revenue/expense statement.

FINANCIAL REPORTING

Type	Frequency	Due
Cost Reimbursable Invoices	Monthly to Quarterly	Within 30 days of reporting period end date
VAT/Foreign Tax Report	Annually	March 1st
Property Report	One-time	Within 45 days of project end date
Final Cost Reimbursable Invoice	One-time	Within 45 days of project end date



SPECIAL REPORTING: ADVANCE PAYMENTS

Type	Frequency	Due
Request for Advanced Payments Report	Monthly	Upon subaward execution, monthly thereafter
Liquidation Report	Monthly	Within 15 days after reporting period end
Final Cost Reimbursable Invoice	One-time	Within 45 days of project end date



****Note: Though receiving advanced funds, will overall reconcile to actual expenses***

ADMINISTRATIVE CONSIDERATIONS

- ✓ Financial reporting templates will be provided
- ✓ Administrative investment
 - ***Distinguish costs and related documentation from other projects/activities***
 - ***Certify personnel effort and/or timekeeping***
 - ***Provide financial reports and support documentation in English***
 - ***Produce reports within deadline!***



FUNDING PROCESS

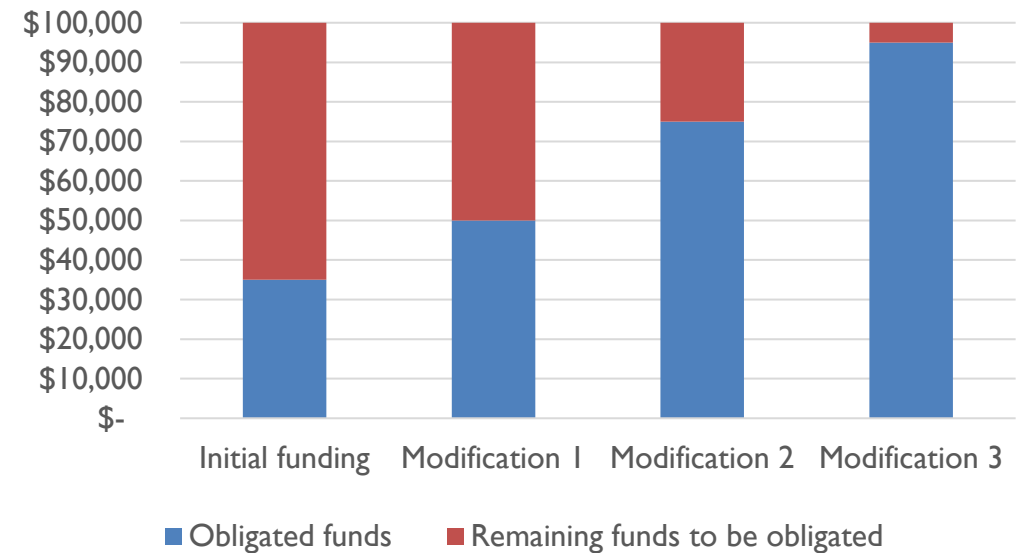
Budget v. obligated amounts.

Funds will be incrementally obligated through agreement modifications

Our obligation to pay is limited to amount authorized/funded/obligated/committed

How much funding we obligate to each subawardee is determined by:

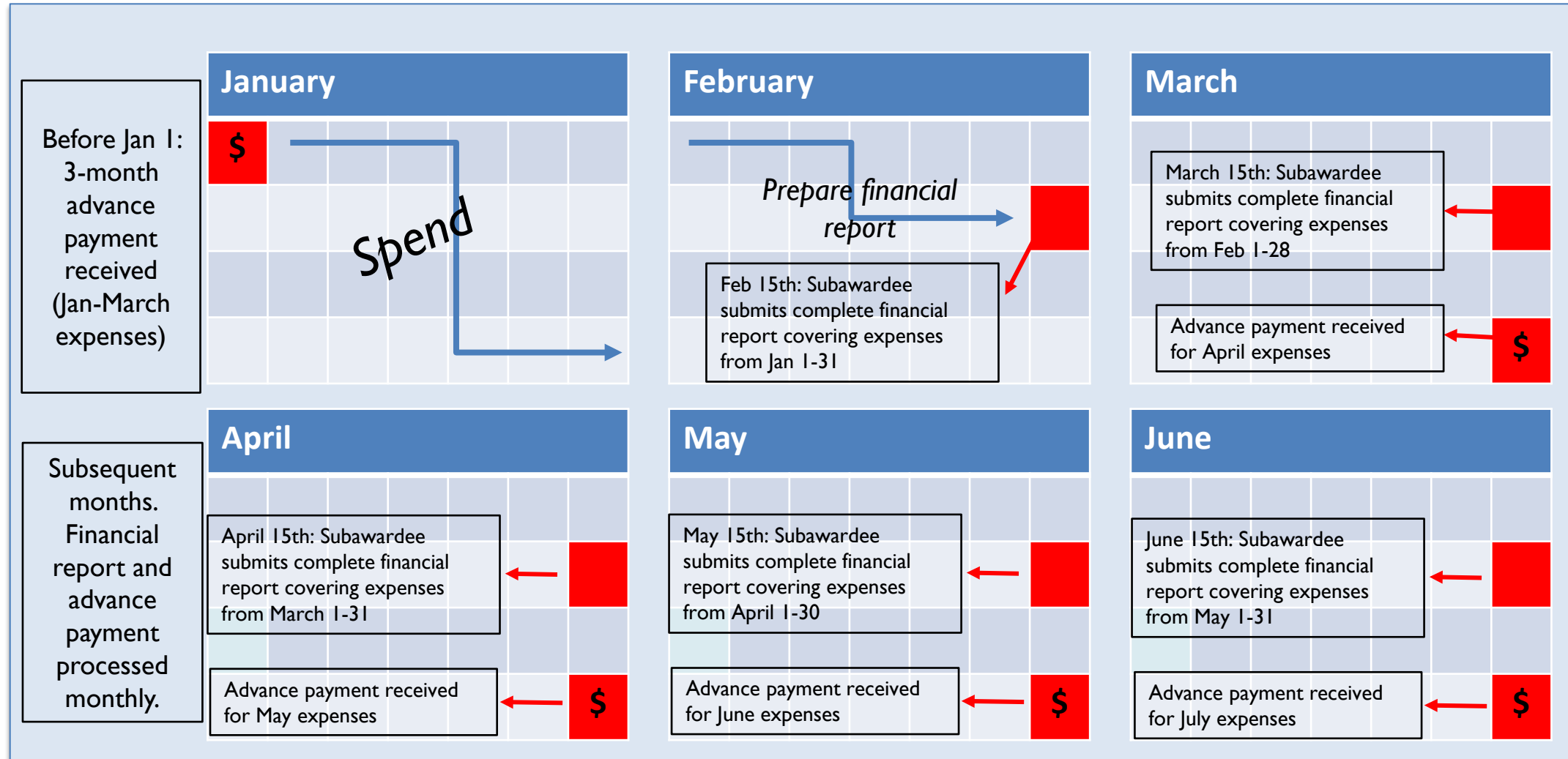
- Obligated funds we receive from USAID
- Spending rate of subawardee
- *The best way for a subawardee to secure obligated funds is to submit timely financial reports.*



IMPORTANCE OF TIMELY FINANCIAL REPORT SUBMISSION

Example payment schedule for subawardee receiving advances.

If a financial report is not submitted within 15 days after reporting period end (monthly), your project will run out of funds.





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Q&A

NEXT STEPS

- | | |
|-------------------|---|
| Complete | Event evaluation survey |
| Stay tuned | Join the mailing list (newsletter)
https://livestocklab.ifas.ufl.edu/contact/ |
| Questions? | Submit via email to
livestock-lab@ufl.edu |
| May 2021 | Anticipate release of the RFA |





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CLOSING REMARKS

Dr. Gbola Adesogan



Disclaimer

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