



United States Department of Agriculture

Research, Education, and Economics  
Agricultural Research Service

# Agricultural Research Service

## 1890 Faculty Research Sabbatical Program (FRSP)

### FY 2024 Program Guide



**Application Deadline: April 15, 2024**



**ARS Point of Contact:**

**1890FRSP@usda.gov**

## Purpose Statement

This program guide provides potential applicants with 1890 Faculty Research Sabbatical Program (FRSP) information for a successful application process.

## Program Summary

The [U.S. Department of Agriculture \(USDA\) Agricultural Research Service \(ARS\)](#) is committed to enhancing the agricultural research capacity of the 1890 Land-Grant Universities (LGUs) by partnering with them in the 1890 Faculty Research Sabbatical Program (FRSP). The 1890 FRSP offers research and training opportunities to tenure-track and research-track faculty at 1890 LGUs, providing mutual benefit to the 1890 LGUs and ARS. 1890 LGU faculty can work alongside ARS scientists in established research programs, develop new research skills and techniques, and co-author research papers resulting from the collaborations. ARS scientists benefit from having new and talented partners associated with their research programs and creating new research partnerships with 1890 LGUs.

ARS invests, on average, \$500,000 annually in the 1890 FRSP, pending annual appropriations. ARS will make awards to selected 1890 LGUs for the selected faculty members in the form of a Non-Assistance Cooperative Agreement (NACA) as authorized under 7 U.S.C. 3318(b). The ARS-1890 LGU researchers may identify opportunities to develop additional long-term funding ideas to sustain their research relationships beyond the term of the sabbatical, including the [1890 Institution Teaching, Research and Extension Capacity Building Grants \(CBG\) Program](#) offered by the USDA National Institute of Food and Agriculture (NIFA).

## Program Description

For Federal fiscal year (FY) 2024, 1890 FRSP LGU applicants may propose to conduct their cooperative research under one of the following types of residencies:

- **Continuous residency**: A residency of 6 to 12 consecutive months onsite at an ARS laboratory.
- **Two-part residency**: A residency of 6 to 12 total months, divided in two parts and completed within a two-year period.

The 1890 FRSP awards may each be funded at up to \$125,000 to support salary, residency expenses (e.g., housing, personal living expenses), travel, and research costs, and maximum funding levels will be pro-rated according to the length of the residency, as shown in the following funding table:

Total length of residency	Maximum funding rate (total award)
12 months	\$125,000
11 months	\$117,000
10 months	\$108,000
9 months	\$100,000
8 months	\$92,000
7 months	\$83,000
6 months	\$75,000

Although this program is primarily intended to support 1890 LGU faculty members, faculty may elect to allocate a portion of their funds to support travel expenses of 1890 LGU students participating in the collaborative research project.

Funds for 1890 FRSP faculty members must be *obligated* by the Agency via a fully executed NACA, no later than September 1, 2024. Once the NACA is executed, the 1890 FRSP faculty member has the entire period of performance (total of 2 years or 24 months from the start date) to spend the awarded funds.

The 1890 LGU faculty member and the ARS host mentor / Principal Investigator (ARS PI) may decide to budget a subset of the total proposed amount for the ARS PI. Funds may be set-aside for the ARS PI to purchase supplies for direct use by the faculty member for travel of the ARS PI to the faculty member's 1890 LGU, travel to conferences related to the 1890 FRSP collaborative research project, or for ARS publication costs related to the collaborative research project. Funds budgeted for the ARS PI are not to exceed \$25,000, and ***must be spent by the end of the current fiscal year***:

Total length of residency	Maximum subset of total award that may be retained by ARS PI
<b>12 months</b>	\$25,000
<b>11 months</b>	\$23,300
<b>10 months</b>	\$21,700
<b>9 months</b>	\$20,000
<b>8 months</b>	\$18,300
<b>7 months</b>	\$16,700
<b>6 months</b>	\$15,000

#### **Budget Exclusions:**

- Indirect costs and tuition remission are prohibited from reimbursement under the 1890 FRSP, in accordance with 7 USC 3319.
- ARS has provided a unique and sole exception to the required Cooperator Resource Contributions for the 1890 FRSP NACAs, by waiving the 1890 LGU requirement for each 1890 FRSP award.

#### **Timeline**

- **April 15, 2024:** Due date for submission of the completed 1890 FRSP proposal package to [1890frsp@usda.gov](mailto:1890frsp@usda.gov).
- **June 1, 2024:** Latest date at which ARS will notify awardees.
- **June 15, 2024:** Earliest start date of the NACA
- **September 1, 2024:**
  - Earliest start date for an onsite sabbatical to begin.
  - Latest start date of the NACA. Research collaboration must begin no later than this date.
    - Research collaborations may begin virtually and involve training, planning, and other preparation work for the onsite sabbatical.
- **September 30, 2024:**
  - ***All ARS PI-received funds must be spent.***
  - 1890 FSRP awardees must begin drawing funds from their FY24 award via the DHHS-Payment Management System.

- **June 1, 2025:** Latest start date for an onsite sabbatical residency.

## Report

At the end of the NACA, the 1890 LGU faculty member and ARS host mentor / ARS PI will be required to complete an accomplishment report.

## Eligibility

ARS will accept proposals for the 1890 FSRP from faculty at any of the 1890 LGUs. The proposal must be co-authored by:

- A tenure-track or research-track 1890 LGU faculty member who:
  - Has been employed for a minimum of three years in their current position at the time of proposal submission; and
  - Is approved for sabbatical leave by their home 1890 LGU institution; and
- Any full time ARS scientist\* (ARS host mentor) who:
  - Is eligible to serve as the ARS PI on the NACA and host / mentor the 1890 LGU faculty member;
  - Has successfully completed the prescribed probationary period, is in good standing relative to performance, and has supervisory approval;
  - Has adequate facilities and other resources necessary to host an 1890 LGU faculty member; and
  - Has worked with the 1890 LGU faculty member to identify a research project that is complementary and relevant to their in-house research program.

Any 1890 LGU faculty member who has participated in the 1890 Faculty Research Sabbatical Program in the past may reapply for the program, provided at least three years have passed since the end date of their previous 1890 FRSP award.

*\*The ARS host mentor must have an active delegation of authority, prior to any award to the 1890 LGU. Category I, IV or VI employees (including the National Agricultural Library) who work full time are eligible to host 1890 LGU faculty through this program.*

## Resources

- The [ARS website](#) is a valuable resource which 1890 LGU scientists can use to identify current ARS research projects and locations of interest.
- ARS scientists who are potential 1890 LGU collaborators are listed on the [1890 Partnerships Hub](#).

## Proposal Submission and Preparation Instructions

A NACA is not a federal assistance award and application submission is not associated with Grants.gov. The application submission must proceed according to the following steps:

1. ARS host mentor / ARS PI submits the jointly prepared application package, to their Research Leader for approval.

2. Research Leader forwards the application package to their Area Director's Office for approval.
3. The Area Director's Office emails approved application to [1890FRSP@usda.gov](mailto:1890FRSP@usda.gov) **no later than April 15, 2024.**

**Application checklist:**

- ✓ Curriculum vitae of the 1890 LGU faculty member.
- ✓ Curriculum vitae of the ARS host scientist (including any prior mentoring experience).
- ✓ Letter from the Authorized Official of the 1890 LGU that:
  - Documents institutional approval for submission of the application and of the proposed research;
  - Describes the specific arrangements at the 1890 LGU with respect to salary and date and duration of the sabbatical leave; and
  - Recognizes the full-time nature of the sabbatical leave, including agreement that the 1890 LGU faculty member will be conducting the research at the ARS location and thus will be minimally engaged in their normal faculty duties.
- ✓ Budget for [Non-Assistance Cooperative Agreements - Research and Related Budget \(Total Fed + Non-Fed\)](#) with a budget justification; and
- ✓ Project proposal: Applicants are required to use the Project Information Template to complete their proposal. Proposals must be jointly developed between the 1890 LGU faculty member and their prospective ARS host mentor and contain the following information:
  - Names, affiliations, and contact information of the 1890 LGU faculty member and ARS host mentor;
  - An indication of whether the 1890 LGU faculty member has participated in the program in the past and a description of how the previous sabbatical built capacity;
  - Project number for the parent ARS in-house project (to be provided by the ARS host mentor);
  - Project title, sabbatical type, and anticipated start and end dates;
  - An introduction that provides background context and describes the significance of the proposed research;
  - Objectives of the work to be conducted by the 1890 LGU faculty member during his/her sabbatical leave;
  - Materials and methods required to accomplish the proposed research;
  - Resources currently available at the ARS location to support the proposed research;
  - Expected outputs and impacts of the proposed research;
  - Benefits of the proposed cooperative research to U.S. agriculture, the 1890 LGU, ARS, and the parent ARS intramural project;
  - Description of how the sabbatical will enhance the capabilities of the 1890 LGU faculty member and how capacity building will occur. This description should be prepared collaboratively by the 1890 LGU applicant and prospective ARS host mentor;

- An explanation of how the proposed project differs from the 1890 LGU faculty member's previous 1890 FRSP sabbatical, if applicable; and
- Requested budget (Refer to the Program Description in this document for budget guidance):
  - 1890 LGU faculty members shall prepare their budget on the required budget form and provide a separate budget justification. The funds requested on the budget will be provided to the 1890 LGU in the NACA, if the proposed project is funded.
  - The ARS host mentor / ARS PI shall prepare their budget justification from the [Project Information Template](#), and be prepared to spend any received budgeted funds by the end of FY24.

## **Application Review and Selection**

All application packages for the 1890 FRSP will be screened to ensure they satisfy the requirements as described in this Program Guide.

Proposals will be reviewed by an internal ARS panel and evaluated according to the following criteria:

- ✓ Relevance and utility to the base-funded research of the ARS host scientist.
- ✓ Scientific merit (i.e., does the proposed research contribute valuable, valid, and meaningful information that is justifiable, logical, and consequential to food and agricultural research?)
- ✓ Mutual benefit to the ARS and 1890 LGU collaborators (i.e., does the application articulate the complementary strengths and benefits that both the ARS and 1890 LGU partners will bring to and receive from the proposed collaboration?)
- ✓ Ability to lead to longer-term benefits and impacts for the State where the 1890 LGU is located and beyond?
- ✓ Ability to provide a foundation for future long-term collaborations between ARS and the 1890 LGU

Although ARS will attempt to maximize the number of institutions receiving awards, multiple awards may be made to the same university based on the quality of each proposal.

The ARS Administrator will make the final selection of proposals for funding based on the panel's evaluations.