USDA ezFedGrants

https://www.eauth.usda.gov/eauth/b/usda/login

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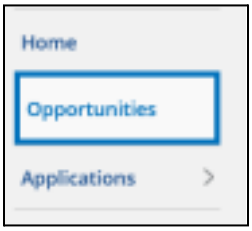
Create a Proposal

1. Log in to https://www.eauth.usda.gov/eauth/b/usda/login.
2. On the left menu, select Opportunities.

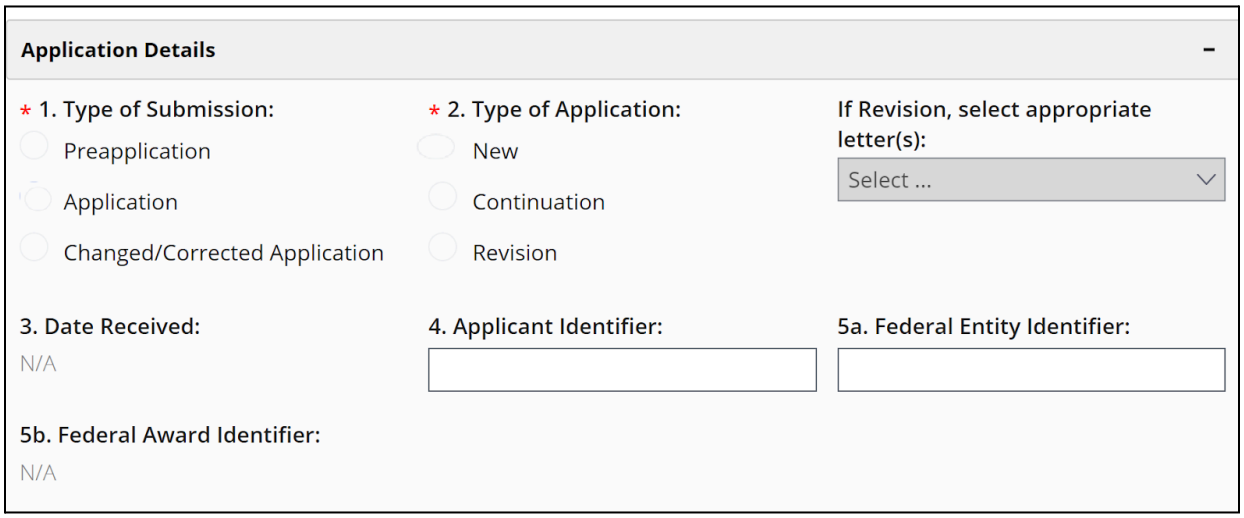


3. Searching by the Funding Opportunity Number is often the easiest method. In the resulting list, select the Create Application link.

The application comprises a series of forms/tabs. Complete each form in accordance with the funding opportunity instructions. Some fields are pre-populated and are not editable. USDA has completed the information in these fields based on our SAM.gov registration.

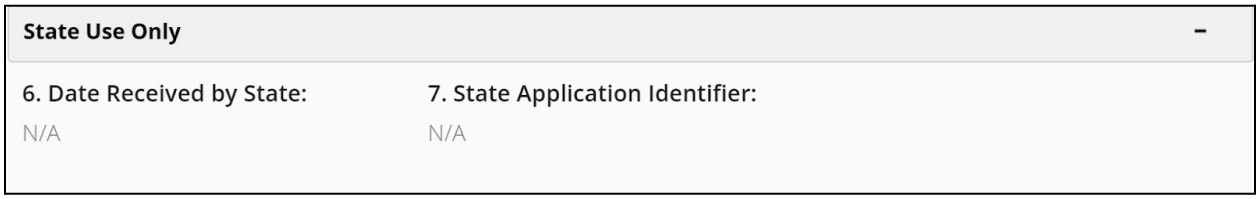
In the field Name and Contact Information of the Person to be Contacted on Matters Involving this Application, enter your department's ORA Contract Administrator and the email: oraa@umd.edu, phone: 301-405-6269.

SF-424

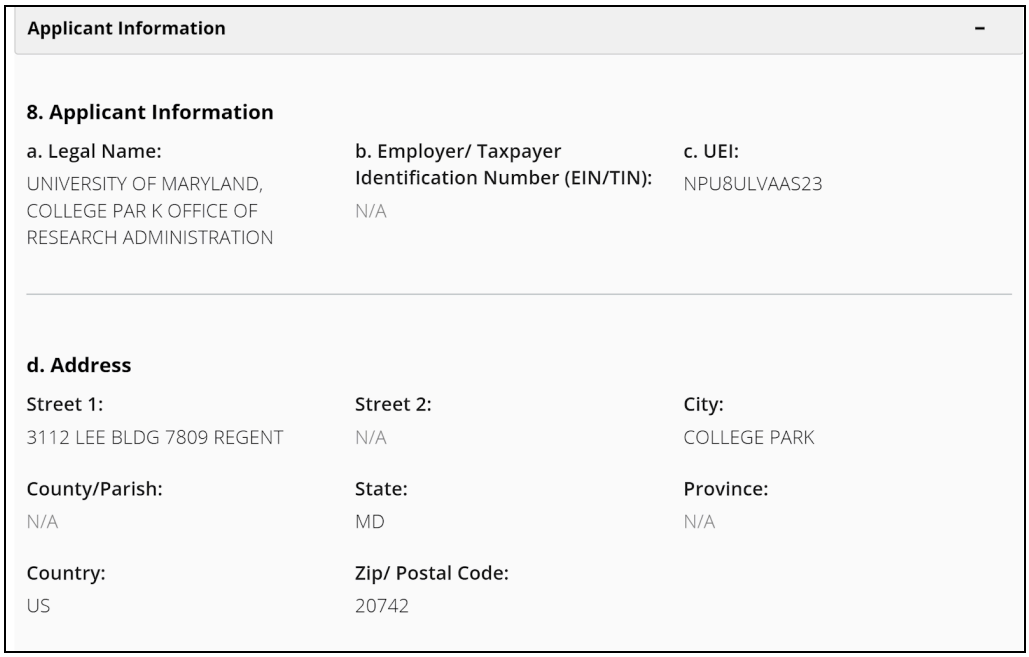


Application Details:

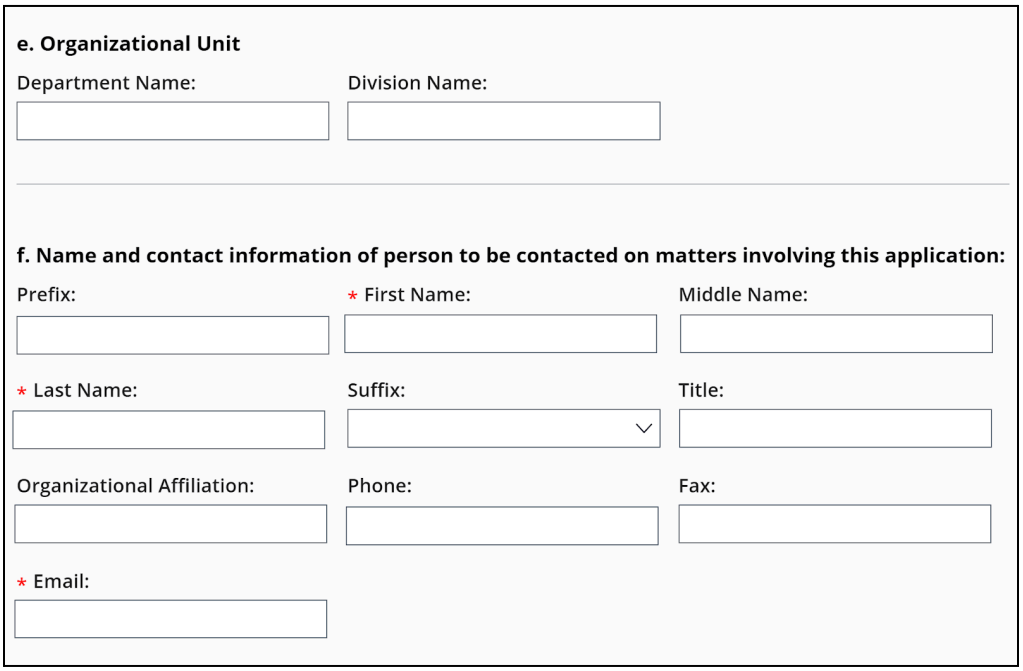
1. Type of submission:
    - Preapplication
    - Application
    - Changed/corrected Application
2. Type of application:
    - New
    - Continuation
    - Revision
        - If Revision, select appropriate letter(s): may be required if the type of application is a revision.
3. Date Received: N/A
4. Applicant Identifier: N/A
5. A. Federal Entity Identifier: Not required. This number is assigned to an organization by a federal agency, if applicable.
   B. Federal Award Identifier: Use accordingly; see solicitation for guidance.



6. Do not use.
7. Do not use.

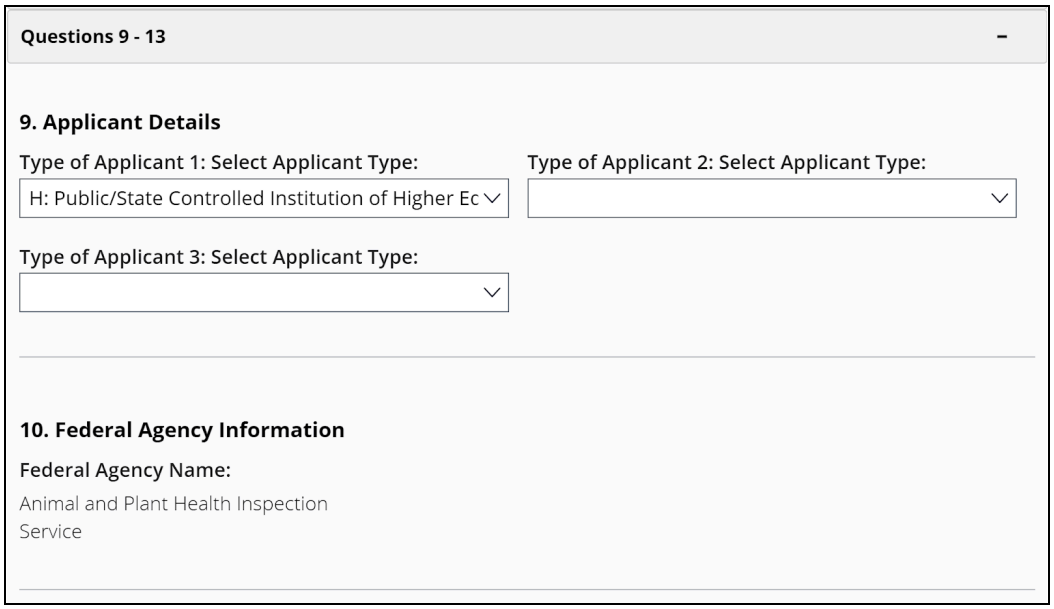


8. Applicant information:
a/b/c/d are pre-populated.



e. Organizational Unit
Department Name: Name of Department.
Division Name: Name of College.

f. PI information



9. Applicant Details:

Type of applicant 1:

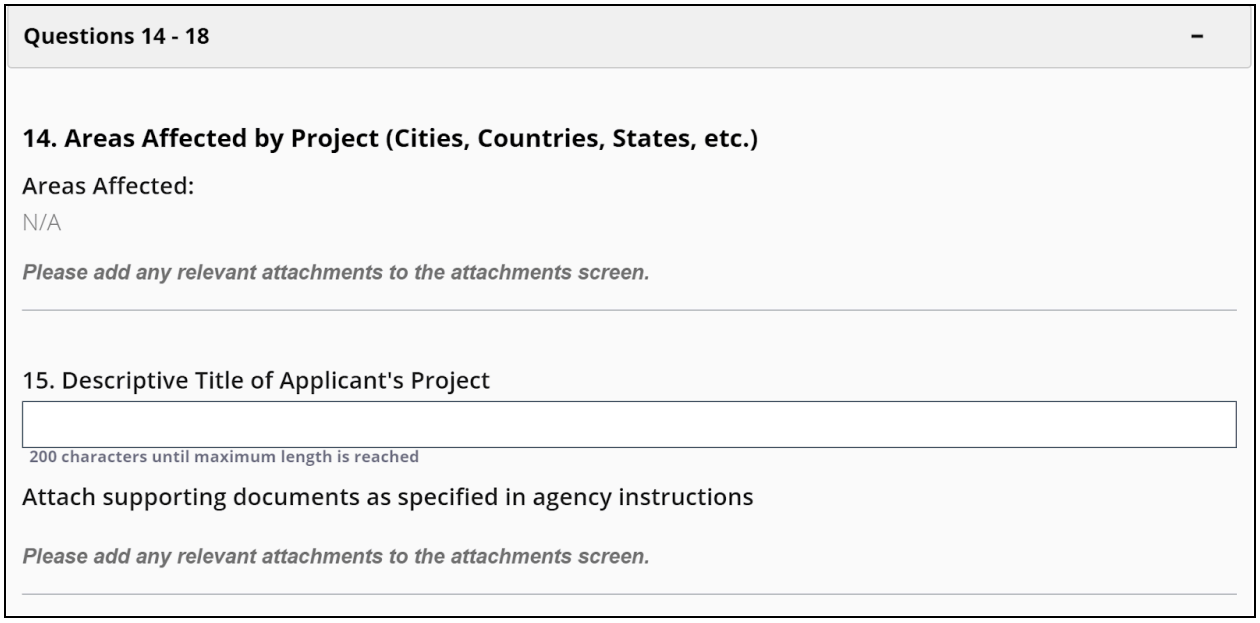
Select Applicant Type: Select H. Public/State Controlled Institution of Higher Education.

10. Federal Agency Information: Pre-populated based on the funding announcement.

11. Catalog of Federal Domestic Assistance Information: Pre-populated based on the funding announcement.

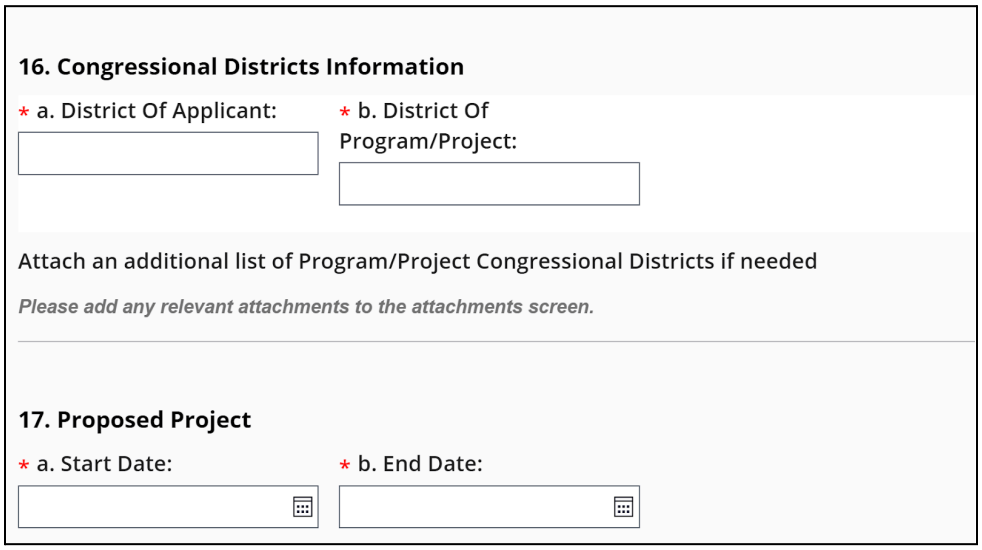
12. Funding Opportunity Information: Pre-populated based on the funding announcement.

13. Competition Identification Information: Pre-populated based on the funding announcement.



14. Areas Affected by Project (Cities, Countries, States, etc)
Depending on the funding announcement.

15. Descriptive title of applicant's project: The title has a 200-character limit. The sponsor title length limit may be shorter.



16. Congressional District Information.
a. District of applicant: MD-004.
B. District of Program/Project: MD-004.
17. Proposed project
   a. Start Date:
   b. End Date:

18. Estimated Funding Information

a. Federal:	b. Applicant:	c. State:
——	——	——
d. Local:	e. Other:	f. Program Income:
——	——	——

g. TOTAL:
$0.00

18.a Federal: Request amount (Indirect + Direct cost).
18.b Sum of all cost share amount.

* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?

- [ ] a) This application was made available to the State under the Executive Order 12372 Process for review on

M/d/yyyy

- [ ] b) Program is subject to EO 12372 but has not been selected by the State for review
- [ ] c) Program is not covered by EO 12372

* 20. Is the Applicant Delinquent On Any Federal Debt? (If Yes, provide explanation in attachment)

- ( ) Yes
- ( ) No

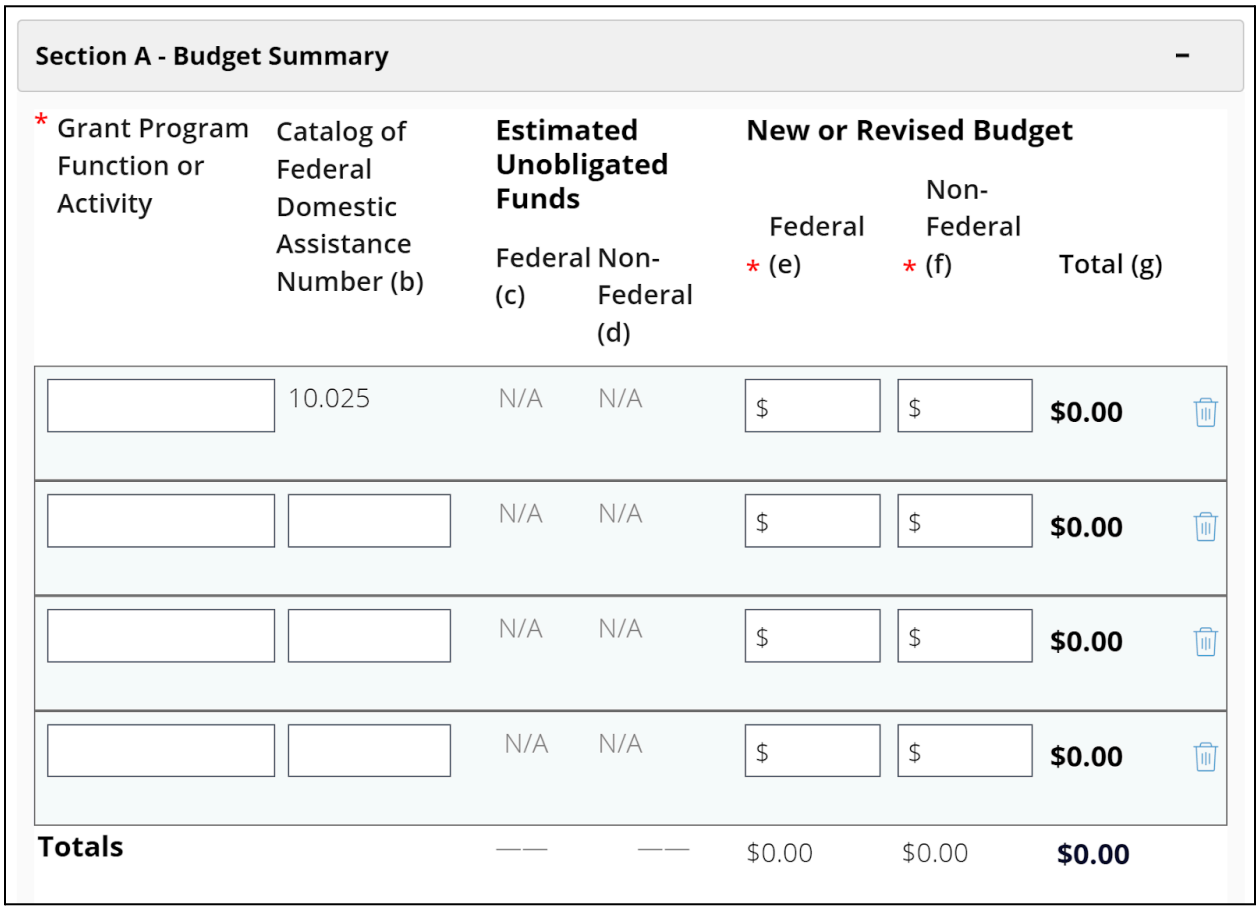
If "Yes", provide explanation and attach

Please add any relevant attachments to the attachments screen

19. State Under Executive Order 12372 Process?
Answer based on funding announcement.

20 Applicant Delinquent on Any Federal Debt?
No

SF424A Budget Information - Non-Construction Programs



Section A - Budget Summary

* Grant Program Function or Activity	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	* Federal (e)	* Non-Federal (f)	Total (g)
	10.025	N/A	N/A	$	$	**$0.00**
		N/A	N/A	$	$	**$0.00**
		N/A	N/A	$	$	**$0.00**
		N/A	N/A	$	$	**$0.00**
Totals		——	——	$0.00	$0.00	**$0.00**

(e) Total Sponsor Cost (need to match SF424 18A)
(f) Sum of All Cost Share (need to match SF424 18B)

Section B - Budget Categories

6. Object Class Categories	Grant Program Function or Activity (1)	(2)	(3)	(4)	(5) Total
a. Personnel	$	$	$	$	$0.00
b. Fringe Benefits	$	$	$	$	$0.00
c. Travel	$	$	$	$	$0.00
d. Equipment	$	$	$	$	$0.00
e. Supplies	$	$	$	$	$0.00
f. Contractual	$	$	$	$	$0.00
g. Construction	$	$	$	$	$0.00
h. Other	$	$	$	$	$0.00
i. Total Direct Charges (sum of 6a-6h)	$0.00	$0.00	$0.00	$0.00	——
j. Indirect Charges	$	$	$	$	$0.00
k. Totals (sum of 6i and 6j)	$0.00	$0.00	$0.00	$0.00	$0.00
7. Program Income	$	$	$	$	$0.00

Total for the Section B has to match Section A.e Total Sponsor Cost

Section C - Non-Federal Resources

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) Totals
8. N/A	$	$	$	——
9. N/A	$	$	$	——
10. N/A	$	$	$	——
11. N/A	$	$	$	——
12. Total (sum of lines 8 - 11)	——	——	——	——

Section D - Forecasted Cash Needs

	Total (1st Year)	Total (Quarter 1)	Total (Quarter 2)	Total (Quarter 3)	Total (Quarter 4)
13. Federal		$	$	$	$
14. Non-Federal		$	$	$	$
15. Total					

Section E - Budget Estimates Of Federal Funds Needed For Balance Of The Project

(a) Grant Program	(b) First	(c) Second	(d) Third	(e) Fourth
16. N/A	$	$	$	$
17. N/A	$	$	$	$
18. N/A	$	$	$	$
19. N/A	$	$	$	$
20. Total (sum of lines 16-19)				

Section F - Other Budget Information

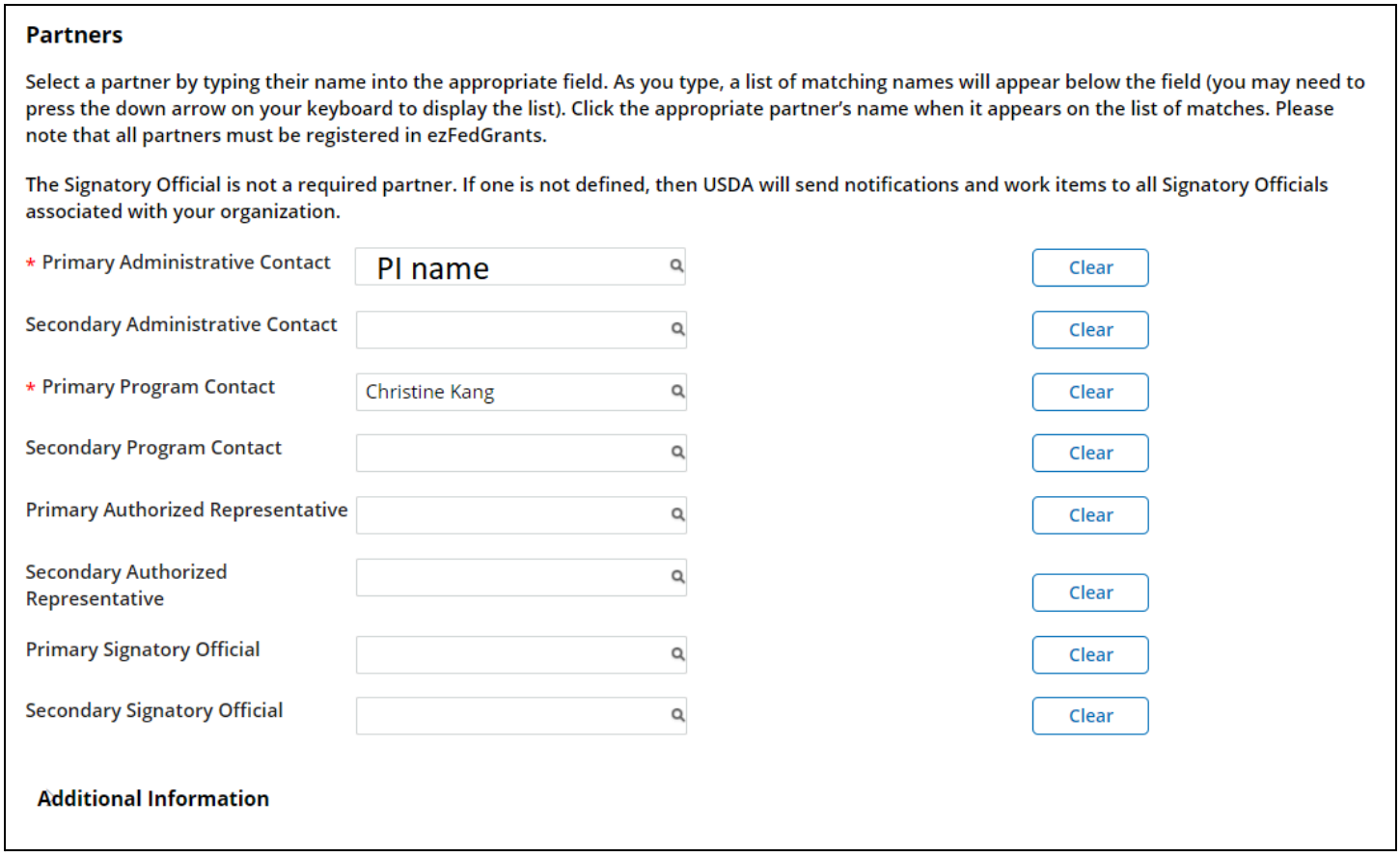
21. Direct Charges

22. Indirect Charges

23. Remarks

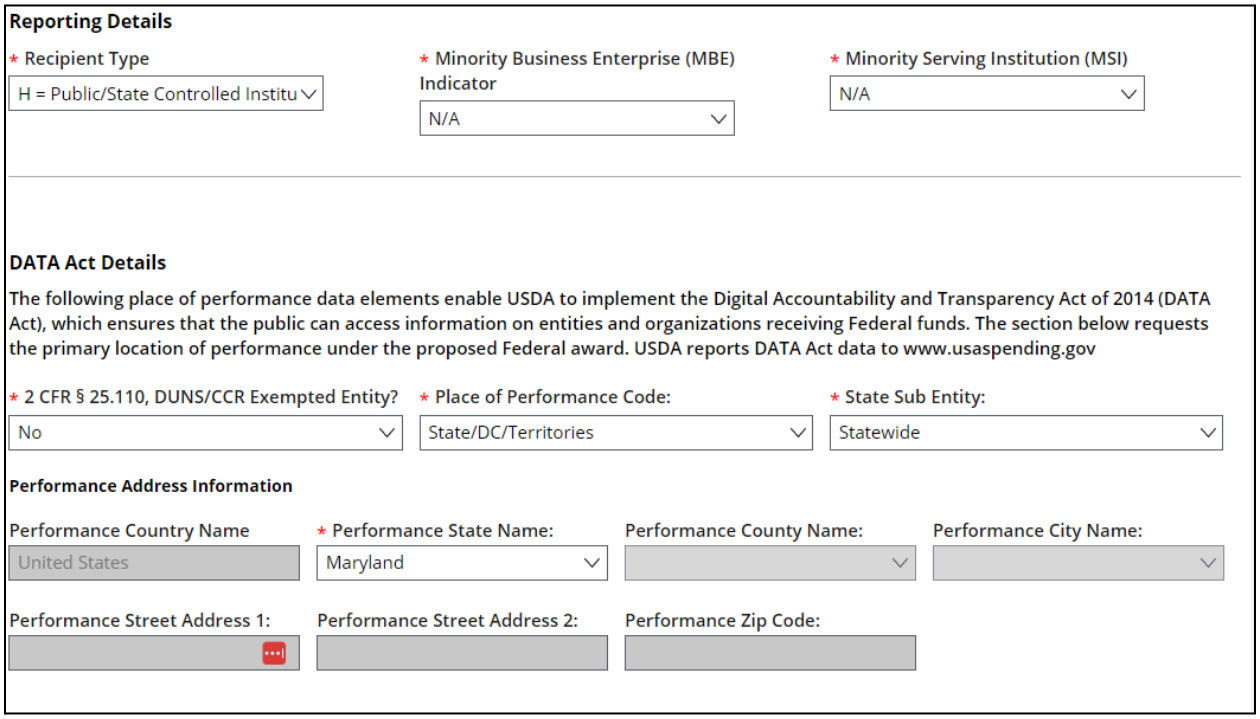
Partners

Individuals listed on this form must have USDA ezFedGrants Accounts. Begin to type the name in the field and names will appear below. You must select the name from the list.

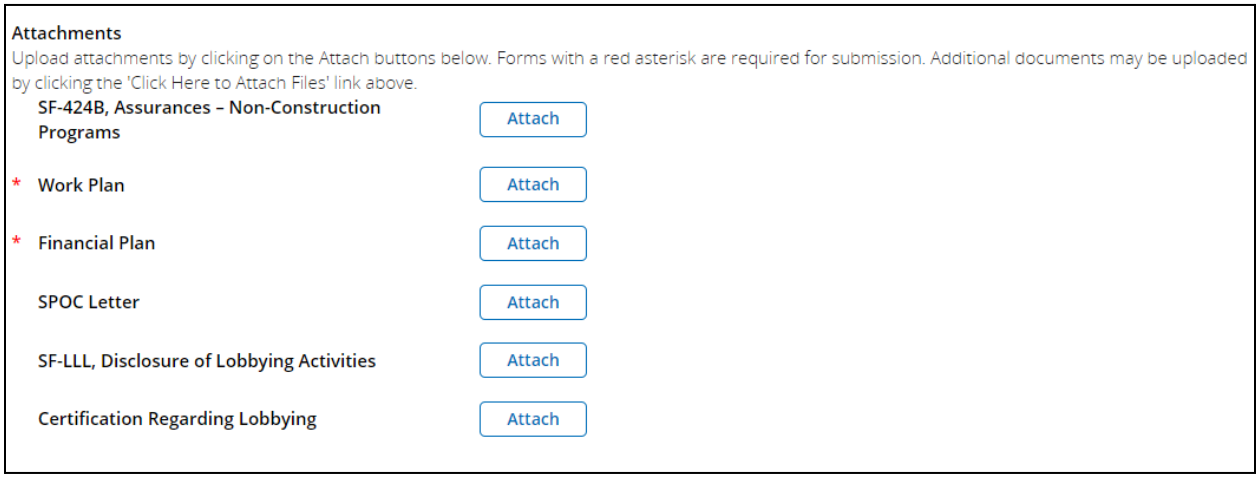


The Primary Administrative Contact is the UM Principal Investigator.
The Primary Program Contact is Christine Kang.
Leave the Signatory Official blank.
All other fields on this form should remain blank.

Additional Details



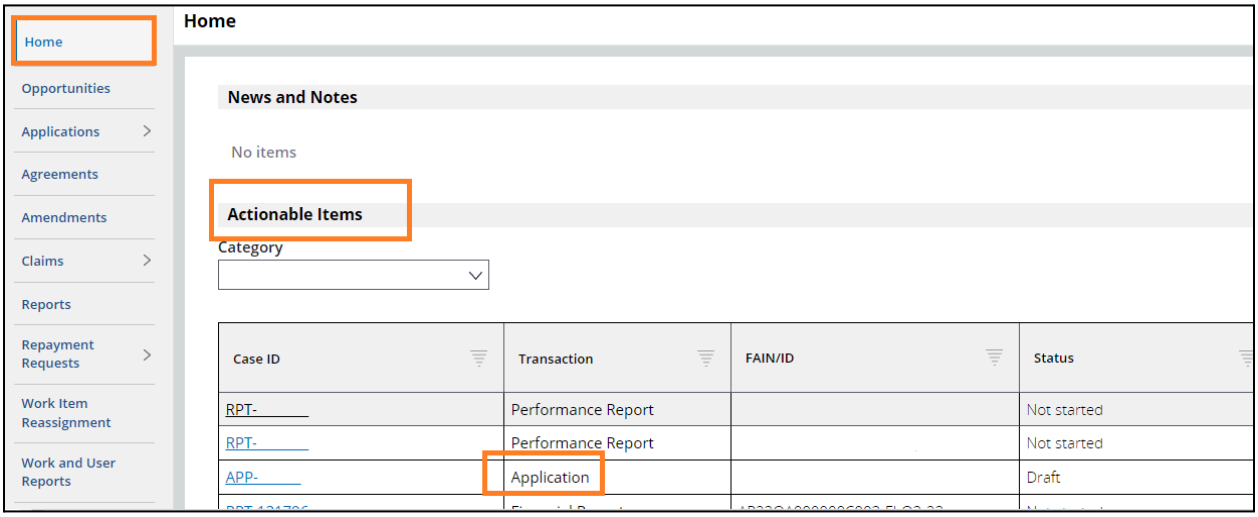
Attachments



- Under the attachments, there is a list of attachments that are required/optional.
- Upload the appropriate PDF documents (Attachments will be limited to PDF files only. Please no digitally signed or fillable PDFs).
- The total size of all attachments cannot exceed 20 MB.

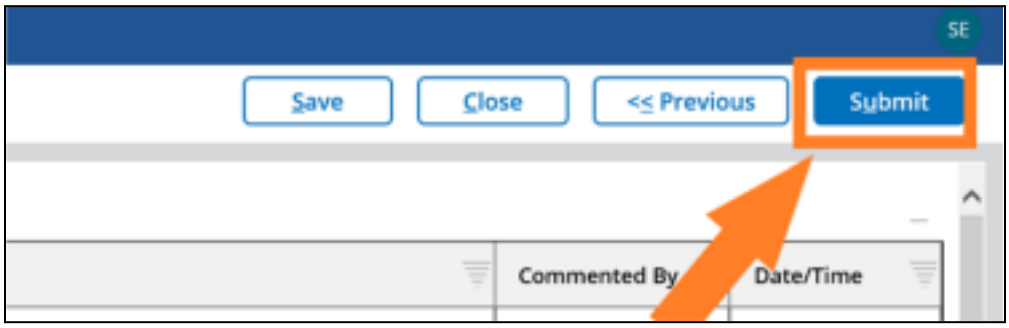
Saving the Application and Accessing it Later

Once you have saved your application, you must access it via the Actionable Items list on the Home screen. Select the Transaction ID to open your draft application.



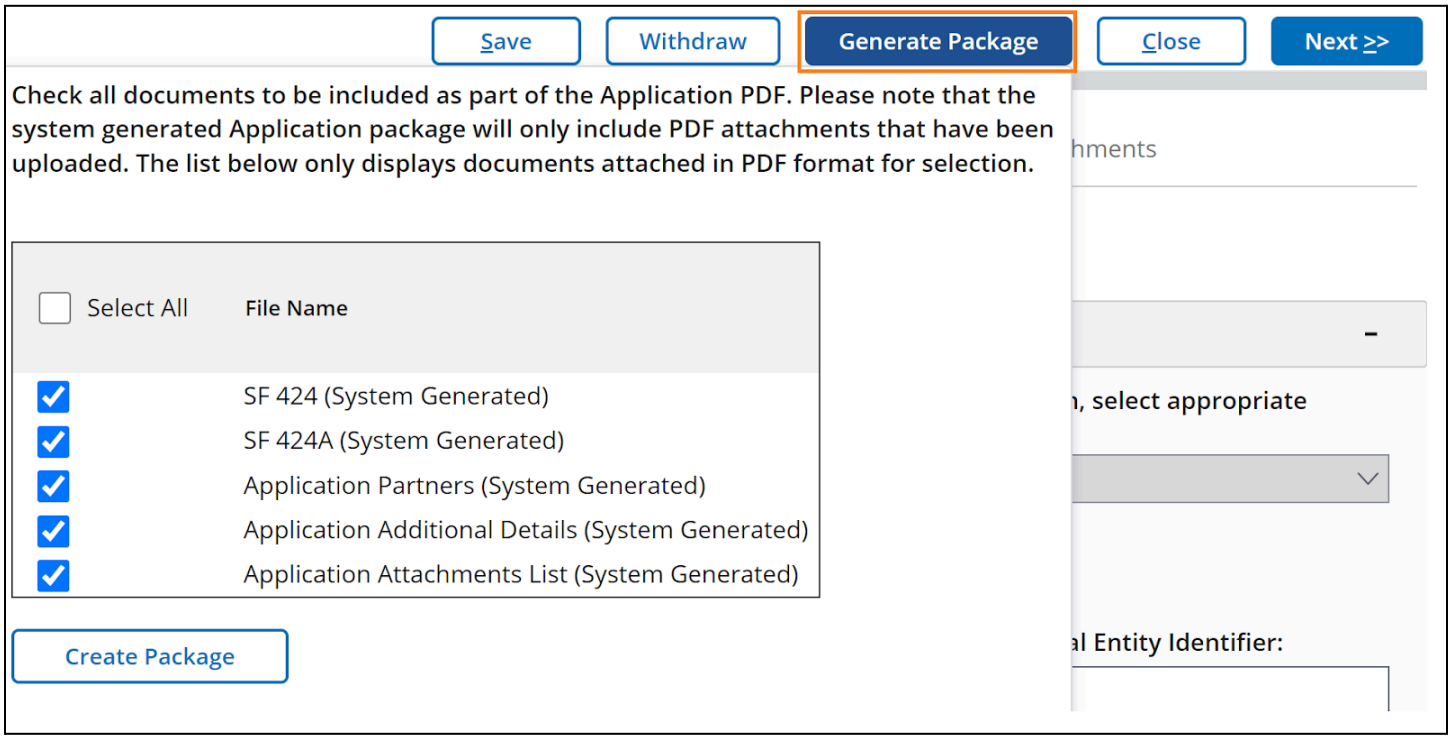
Submit Application to ORA for Review and Submission

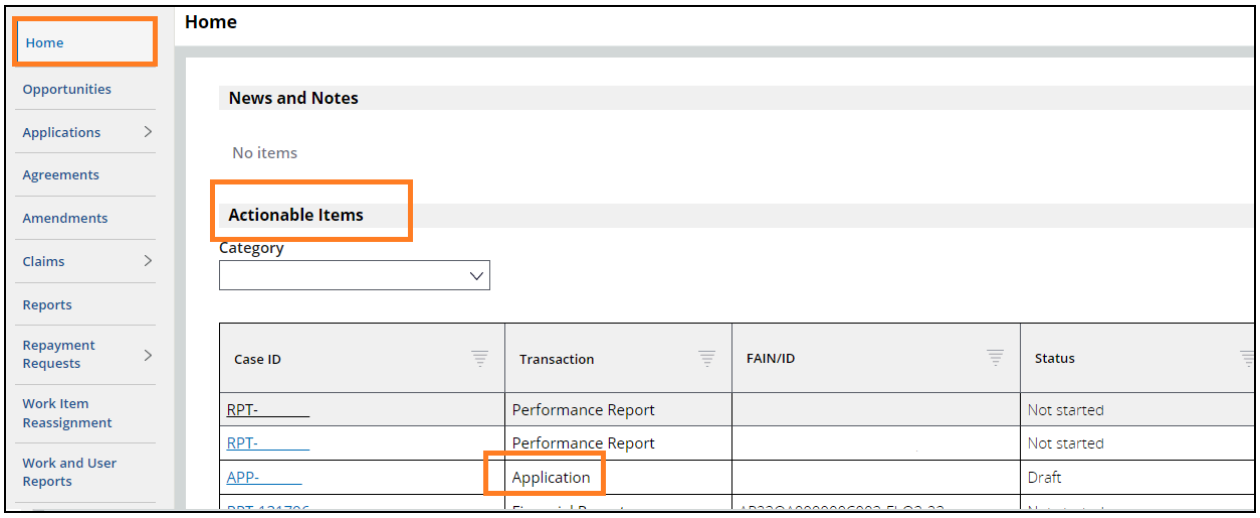
Once all parts of the application are complete, the Submit button on the last form will be active.



Once your proposal is submitted, you may no longer edit it. If you need to make a change to the proposal, contact your CA in ORA so that the proposal may be returned to you.

Generating the Package



Application when it was returned

The application can be returned by the Signatory Official if your contract administrator has any issue with the application. You can find this application under the Actionable Items list on the Home screen. Select the Transaction ID to open your application to make an edit.