



Milk and Shellfish Grant Program

<http://afdo.org/msgrants>

GRANT GUIDANCE

CALENDAR YEAR 2017

APPLICATION PERIOD: DECEMBER 6, 2016 – JANUARY 5, 2017

Improving implementation of and compliance with the guidelines of the National Grade "A" Milk Safety and National Shellfish Sanitation Programs

Table of Contents

Grant Program Overview _____	1
Contact Information _____	1
Milk and Shellfish Grant Program Goals _____	1
Eligibility _____	1
Maximum Number of Grant Applications per Program _____	1
Submission Deadline _____	2
Amount of Funding Available _____	2
Funding Categories _____	3
Category 1 – 2017 Annual Training Needs Grants _____	3
Category 2 – Equipment Grants _____	3
Project Ideas _____	4
Category 1 – 2017 Annual Training Needs Grants (Examples) _____	4
Category 2 – Equipment Grants (Examples) _____	4
Project Ideas Online _____	5
Program Rules, Terms, and Conditions _____	6
Allowable Costs _____	6
Non-Allowable Costs _____	6
Program Rules and Requirements _____	6
Terms and Conditions _____	7
Proposal Scoring _____	8
Reporting Requirements _____	10
Final Report Requirements – Equipment Grants _____	10
Reimbursement and Reporting Requirements – Annual Training Needs Grants _____	11
How to Apply for Funding _____	13
Step-by-Step Application Guidance _____	14
Best Practices _____	14
STEP 1 – Eligibility Questionnaire _____	14
STEP 2 – Account Registration _____	14
STEP 3 – Receive Your Username and Password _____	15
STEP 4 – Apply for a Grant _____	15

TABLE OF CONTENTS

STEP 5 – Save and Submit _____	17
Important Web Links _____	18
Milk and Shellfish Grant Program Homepage _____	18
Milk and Shellfish Grant Portal _____	18
Download a Modern Browser _____	18
Project Ideas _____	18

Grant Program Overview

The U.S. Food and Drug Administration (FDA) in collaboration with the National Conference on Interstate Milk Shipments (NCIMS), the Interstate Shellfish Sanitation Conference (ISSC), and the Association of Food and Drug Officials (AFDO), are proud to announce the 2017 State Cooperative Programs Grants for National Grade “A” Milk Safety Programs and National Shellfish Sanitation Programs (Milk and Shellfish Grant Program). This program provides funds for training and equipment purchases in support of milk and shellfish regulatory programs. Knowing that resources are limited for all food protection partners, FDA, NCIMS, ISSC, and AFDO have worked diligently to design application, funding, and reporting systems that are streamlined and simple. Applicants to this program can expect a simple application process with streamlined reporting requirements.

CONTACT INFORMATION

For more information or technical support, please contact the Milk and Shellfish Grants Management Team at 850-583-4593 or msgrants@afdo.org

MILK AND SHELLFISH GRANT PROGRAM GOALS

The following are the goals for Milk and Shellfish funding:

1. Support State and Territorial (Puerto Rico) National Grade “A” Milk Safety Programs and state National Shellfish Sanitation Programs to participate in technical training, including FDA/DHRD-supported Grade “A” Milk training courses, FDA/DHRD-supported Shellfish training courses, Milk or Shellfish seminars, LEO Milk or LEO Shellfish training courses; and
2. Provide equipment to assist regulatory programs with their implementation of the Grade “A” Milk Safety program and/or the National Shellfish Sanitation Program.

ELIGIBILITY

Funding is available to state or territorial (Puerto Rico) agencies that have regulatory/rating authority or provide a state laboratory service to implement the National Grade “A” Milk Safety Program and/or state agencies with the regulatory authority or provide a state laboratory service to implement the National Shellfish Sanitation Program.

MAXIMUM NUMBER OF GRANT APPLICATIONS PER PROGRAM

A single program with authority to implement the National Grade “A” Milk Safety Program (regulatory/rating authority or laboratory service) may apply for funding for up to two (2) projects:

- One (1) National Grade “A” Milk Program 2017 Calendar Year Training Request;

- One (1) National Grade “A” Milk Program Equipment Request.

A single program with authority to implement the National Shellfish Sanitation Program may apply for funding for up to two (2) projects:

- One (1) National Shellfish Sanitation Program 2017 Calendar Year Training Request; and
- One (1) National Shellfish Sanitation Program Equipment Request.

SUBMISSION DEADLINE

All applications must be made through the online portal, <https://msgrants.fluxx.io>, which will open the morning of Tuesday, December 6, 2016. All applications must be completed and successfully submitted through the portal by Thursday, January 5, 2017, at 7:59 PM Eastern Standard Time.

AMOUNT OF FUNDING AVAILABLE

Approximately \$675,000 in funding is available for Calendar Year 2017, and we expect to make 150 or more Grants during this round of project funding.

Funding Categories

Funds may be used to assist agencies that have regulatory/rating authority or provide a state laboratory service in completing projects that meet the goals and objectives of the *Milk and Shellfish Grant Program* in two categories:

CATEGORY 1 – 2017 ANNUAL TRAINING NEEDS GRANTS

Category 1 grants allow programs to make an annual funding request for Calendar Year 2017 training needs, to support Milk Sanitation Rating Officers (SROs), Laboratory Evaluation Officers (LEOs), Shellfish Sanitation Officers (SSOs) and other Regulatory Staff Members to attend Required Training and Other Courses. **Example:** Applicants will have the opportunity to request travel funds for a program's annual training needs to allow attendance at training courses, workshops, and seminars that advance the goals of the National Grade "A" Milk Safety Program and/or the National Shellfish Sanitation Program.

(Minimum request of \$500. There is no maximum, but the total requested funding should not average more than \$2,000 per person/per course, unless a detailed budget justification is provided.) Programs may submit for multiple staff members and may cover a portion or all of the travel/training needs.

CATEGORY 2 – EQUIPMENT GRANTS

Category 2 grants allow programs to make requests for equipment purchases that support the National Grade "A" Milk Safety Program (maximum of \$3,000 per program) and/or the National Shellfish Sanitation Program (maximum of \$5,000 per program) - **Example:** Purchase of program-related equipment that helps to improve Milk or Shellfish safety and/or increase the efficiency and/or effectiveness of your regulatory program.

Project Ideas

The *Milk and Shellfish Grant Program* is designed to fund projects that assist programs in achieving and/or maintaining compliance with requirements and goals of the National Grade “A” Milk Safety Program and National Shellfish Sanitation Program. Specific examples by project Category are identified below:

CATEGORY 1 – 2017 ANNUAL TRAINING NEEDS GRANTS (EXAMPLES)

Training needs for National Grade “A” Milk Safety Programs, including:

- FD373, Laboratory Evaluation Officers
- FD577, Special Problems in Milk Protection
- Southeast Regional Milk Seminar
- Northeast Regional Milk Seminar
- FD371, Milk Pasteurization Controls and Tests
- FD372, Milk Plant Sanitation and Inspection
- FD374, Laboratory Examination of Dairy Products
- FD375, Dairy Farm Sanitation and Inspection
- FD385, Automatic Milking Installation (AMI) Sanitation and Inspection
- FD578, Advanced Milk Processing
- Regional Seminars and Other Courses
- Dairy Equipment Review Committee Meetings

Training needs for National Shellfish Sanitation Programs, including:

- FD245-Shellfish Plant Standardization (only FDA course offered in 2017)
- Seafood HACCP Alliance Training
- Regional Meetings and Seminars
- PARLEOM/NELEOM Methodology and Policy Meetings
- CER Shellfish Program Management Meetings
- GIS Courses
- Emergency Response Courses
- Participation in a Dye Study
- Shellfish-Related Training Courses

CATEGORY 2 – EQUIPMENT GRANTS (EXAMPLES)

Equipment needs for the National Grade “A” Milk Safety Programs, Including:

- Digital printers
- LED lights and flashlights
- GPS devices
- Immersion circulators and heaters

- Pipettes, probes, saline injectors, and other lab equipment
- Additional needs identified by a program

Equipment needs for the National Shellfish Sanitation Programs, including:

- Night vision binoculars
- Portable projector / screens
- Marine waterways equipment, including GPS and sonar
- Boat parts
- Infrared thermometers
- Digital cameras
- Lab supplies and equipment
- Handheld conductivity instruments
- Mobile printers
- Dataloggers
- Range finders
- Specific use field computers
- Additional needs identified by a program

PROJECT IDEAS ONLINE

For online access to these project ideas, visit our Project Ideas page at <http://afdo.org/msgrants/ideas>.

Program Rules, Terms, and Conditions

ALLOWABLE COSTS

Allowable costs include training, travel, registration fees, contractual fees, audiovisual materials, equipment and supplies (purchase/rental/maintenance/shipping), boat parts, and purchase and/or development of information technology equipment/software/support.

NON-ALLOWABLE COSTS

Non-allowable expenses include costs associated with the procurement of vehicles, vehicle parts/service, boats (except for boat parts), construction, and/or remodeling of physical structures. Expenses for food, snacks, meals, and catering (other than per diem for travelers) are not permitted for any grant. Other items may not be funded upon reviewer evaluation based on insufficient justification.

Personnel costs associated with training are not permitted. This includes employee salaries, fringe benefits, overtime, travel time, and time spent taking online courses.

Any expenses reimbursed under other cooperative agreements, grants, contracts, and/or other funding mechanisms must remain distinct and separate from any grant of the *Milk and Shellfish Grant Program*. (i.e. NCIMS and ISSC conferences)

PROGRAM RULES AND REQUIREMENTS

1. Funding is available for state and territorial (Puerto Rico) National Grade “A” Milk Safety Programs, and State National Shellfish Sanitation Programs, and can be used for 2017 Calendar Year training and equipment needs.
2. Any travel costs associated with this grant program should adhere to the following general guidelines (feel free to contact the Milk and Shellfish Grants Management Team with specific travel-related questions not covered below):
 - a. Receipts are required for all travel expenses except meals, which will be reimbursed on a federal per diem basis. The General Services Agency (GSA) Meals and Incidental Expenses (M&IE) breakdown may be accessed at <http://www.gsa.gov/portal/content/101518>.
 - b. Hotels will be reimbursed at actual room cost plus any applicable tax during dates of travel, and should be booked at the most economical rate practical. Incidental lodging expenses (internet, etc.) beyond room, parking and tax will not be reimbursed.
 - c. The prevailing federal per diem rate for the destination will be allowed for meals and incidentals. On travel days (first and last days), in most cases 75% of the federal per diem rate will be reimbursed. AFDO reserves the right to disallow per diem for meals which are provided at no cost to the participant as part of the program.

- d. Air travel is to be taken by the most economical fare available. Advance purchase is required. First or business class, “economy plus”-type, or any other upgraded air travel is not authorized. Baggage fees may be reimbursed with a receipt.
 - e. Reimbursement for use of a private automobile shall be at the prevailing federal rate, reimbursed for mapped mileage to and from the venue, and shall not exceed the cost of advance purchase air travel to the destination.
3. Programs may apply for funding for one (1) project in each of the two (2) project categories, for a maximum of two (2) applications per program for the Calendar Year 2017 funding cycle (Application Period of December 6, 2017 – January 5, 2017). If more than two (2) applications are made by a single program, only the first application in each of the project categories will be evaluated.
4. Programs should coordinate internally to ensure they do not exceed the maximum number of applications of two (2) per grant cycle. Applications from a single program may be made by a single Point of Contact (POC), or multiple POCs.
5. For reasons of security and functionality, programs are required to complete all grant applications online using a modern, up-to-date browser. Users may access links to download these browsers from <http://afdo.org/msgrants/browsers>.
6. When completing the online application, any character count restrictions include spaces.
7. All applications must be made through the online portal, <https://msgrants.fluxx.io>, by January 5, 2017 at 7:59 PM Eastern Standard Time. All required fields in each application (including POC, organization, and proposal information) must be clear and complete.

TERMS AND CONDITIONS

By applying, your agency has made an assurance that it will comply with all applicable Federal statutes and regulations in effect during the grant period, including applicable parts of 45 CFR Parts 74 and 92. Grants will be based upon the submitted and approved project applications, and are subject to the following conditions:

- The grantee must complete the full scope of work and all tasks outlined in the approved grant application by the Project End Date entered on the grant application, unless a written exception is granted by the AFDO Programmatic POC for the grant award (this person will be named in the grant award letter).
- Any changes to the scope, tasks, deliverables, or expenses of this project must be approved in advance and in writing by the AFDO Programmatic Point of Contact prior to work being modified or completed.
- A Final Project Report must be submitted through the online grants portal no more than 45 days after the Project End Date. As part of the Final Report, the grantee must provide a full accounting of all expenditures made with funds from this grant award (except for fixed-reimbursement projects), accompanied by the documentation specified in the *Reporting Requirements* section of this document.

Proposal Scoring

1. Applicants will receive an automated email notification upon the successful submittal of their application.
2. Applications received by the deadline will undergo an administrative review.
 - Applications that pass the review will move to the proposal-scoring phase.
 - Applications out-of-compliance with the Program Rules and Requirements will not move forward.
 - For applications requiring minor administrative clarification, applicants will be notified and given the opportunity to provide clarifying information within five (5) business days after the notification.
3. Eligible applications will be scored by up to two (2) reviewers, and the top-scoring eligible proposals will be funded, as funds remain available.
4. Proposals will be peer-reviewed as described:
 - For National Grade “A” Milk submissions, each application will be scored by a total of two reviewers, one from FDA and one from NCIMS, based on the scoring outline below.
 - For Shellfish submissions, each application will be scored by a total of two reviewers, one from FDA and one from ISSC, based on the scoring outline below.
5. Training applications will be scored based on the following outline (these are the scoring instructions that reviewers will follow):
 - Scoring Section 1: Review the Training Participants entry, and provide a score of 0-5 regarding the appropriateness of the listed participants to attend the requested training
 - Scoring Section 2: Review the Additional Information entry, and provide 0-2 bonus points for any applications that have a reason to be marked as higher priority for funding (this will be uncommon – please check the Reviewer Guidance for specific criteria).
 - Scoring Section 3: Review Budget entries and the Budget Narrative entry, and provide a score of 0-5 regarding the cost effectiveness of this project request.
 - Total Peer Review Score of 0-12
6. Equipment applications will be scored based on the following outline (these are the scoring instructions that reviewers will follow):
 - Scoring Section 1: Review the Equipment Description entry, and provide a score of 0-5 regarding the appropriateness and completeness of the listed information.
 - Scoring Section 2: Review the Program Objectives entry, and provide a score of 0-5 regarding the appropriateness and completeness of the listed information.
 - Scoring Section 3: Review the Program Outcomes entry, and provide a score of 0-5 regarding the appropriateness and completeness of the listed information.
 - Scoring Section 4: Review the Additional Information entry, and provide 0-2 bonus points for any applications that have a reason to be marked as higher priority for funding.

- Scoring Section 5: Review the Budget and Budget Narrative entries, and provide a score of 0-5 regarding the cost effectiveness of this project request.
 - Total Peer Review Score of 0-22 total points (Note that the funding allocations for the Equipment and the Training Grants are separate, and Equipment Grants will not compete for funding with Training Grants)
7. The FDA/NCIMS/ISSC Joint Advisory Groups have discretion when making final award decisions, and can approve changes to number of reviewers or reviews, funding amount, priority, project period, and other aspects of grants to ensure this funding program meets the FDA's intended goals.
 8. Applications not awarded will be notified via email.

Reporting Requirements

As with the application process, an online process is used for project reporting, aimed at keeping the reporting burden low. Grantees must submit their reports through the online grants management portal at <https://msgrants.fluxx.io>. Funds are generally awarded on a reimbursement basis after a Final Report is submitted and approved, but exceptions may be made based on the nature and duration of the project or the needs of the Program (determined on a case-by-case basis). Please visit <http://afdo.org/msgrants> for complete Reimbursement Instructions.

FINAL REPORT REQUIREMENTS – EQUIPMENT GRANTS

A Final Report is required for all Equipment Grants and should document completion of all project deliverables. The Final Report is due 45 days after the end of the project period listed in your application. Final Reports must include the following information:

1. Changes to the project budget that exceed 10% of the total grant amount must be requested in advance of your final report submission, via email to msgrants@afdo.org. Amended budget lines items should be approved before expenditures are incurred, and requested changes are not approved until you receive confirmation via email regarding your requested changes. (Note: If you are ready to submit your Final Report, but have not yet requested and received approval for budget changes that exceed 10% of the total grant amount, please submit your change request and wait for your approval before submitting your Final Report.)
2. List all project objectives found in your application, and explain how each objective was met. (Maximum of 1,500 characters)
3. List all project outcomes found in your application and explain how each was met. (Maximum of 1,500 characters)
4. For any project objectives or outcomes that were not met, please explain why. (Maximum of 1,500 characters)
5. If the final budget is not as originally projected, list all variances from the original budget and provide a brief explanation for each variance. Again, all changes to the project budget should be submitted and approved in advance of the actual expense via email to msgrants@afdo.org. (Maximum of 1,500 characters)
6. For reimbursement of project expenses:
 - a. Attach a scanned PDF copy of the Milk and Shellfish Reimbursement Report, signed by the Authorizing Official listed in your grant application, and listing all expenditures to date. Visit <http://afdo.org/msgrants> for more information.
 - b. Attach a scanned PDF copy of verifying documentation for all expenditures. Verifying documents include receipts, invoices marked paid, expenditure reports, mapped documentation of mileage, and any other pertinent information as requested by FDA or the grants management team. All documents should be included in the order expenses are listed on the Reimbursement Report.

- c. Enter the Total Amount Requested for Reimbursement (matching the total on the attached Reimbursement Report: (\$0 - \$99,999)
7. Final Questions about the 2017 Milk and Shellfish Equipment Grants Program:
 - a. Please list 1 – 3 benefits to your agency from your 2017 Annual Milk and Shellfish Equipment Grant: (Maximum of 1,500 characters)
 - b. Please provide any suggested changes (technical, administrative, or otherwise) that could improve this program for the funding of equipment in the future? (Maximum of 1,500 characters)
 - c. Would you recommend this grant program to other agencies in the future? (Y, N)
 - A. Please explain: (Maximum of 1,500 characters)

REIMBURSEMENT AND REPORTING REQUIREMENTS – ANNUAL TRAINING NEEDS GRANTS

A **Milk and Shellfish Reimbursement Report** is required whenever you are seeking reimbursement for a completed course/seminar/meeting (or courses/seminars/meetings). Because your grant is intended to meet all your 2017 training needs, more than one Milk and Shellfish Reimbursement Report can be submitted during calendar year 2017, for reimbursement of completed courses. In addition, a **Final Report** to close out your 2017 Annual Milk and Shellfish Training Grant is due no later than 45 days after the end of the project period listed in your application.

For each Milk and Shellfish Reimbursement Report you submit for reimbursement, you must include the following information:

1. Agency Training: For each completed course delivered by your agency using grant funds:
 - a. Enter course name: (Text Field)
 - b. Enter Course Location: (City, State)
 - c. Enter Course Start Date: (Date Select)
 - d. Enter Course End Date: (Date Select)
 - e. Enter the number of staff from your agency who attended the course: (Number 0-99)
 - f. Enter the number of staff from other agencies who attended the course: (Number 0-99)
2. Outside Training: For the time period covered by this reimbursement report, enter the total number of staff from your agency who attended courses where the delivery of the course was arranged and/or paid for by another agency or entity: (Number 0-99)
3. Expense Reimbursement: For reimbursement of project expenses:
 - a. Attach a scanned PDF copy of the Milk and Shellfish Reimbursement Report, signed by the Authorizing Official listed in your grant application, and listing all expenditures to date.
 - b. Attach a scanned PDF copy of verifying documentation for all expenditures. Verifying documents include receipts, invoices marked paid, expenditure reports, mapped documentation of mileage, and any other pertinent information as

requested by the FDA or the Milk and Shellfish Grants Management Team. All documents should be included in the order expenses are listed on the Reimbursement Report.

- c. Enter the Total Amount Requested for Reimbursement (matching the total on the attached Reimbursement Report: (\$0 - \$99,999))

A **Final Report** to close out your 2017 Annual Milk and Shellfish Training Needs Grant is due no later than 45 days after the end of the project period listed in your application. Your Final Report must include the following information:

1. Changes to the project budget that exceed 10% of the total grant amount must be requested in advance of your final report submission, via email to msgrants@afdo.org. Amended budget lines items should be approved before expenditures are incurred, and requested changes are not approved until you receive confirmation via email regarding your requested changes. (**Note:** If you are ready to submit your Final Report, but have not yet requested and received approval for budget changes that exceed 10% of the total grant amount, please submit your change request and wait for your approval before submitting your Final Report.)
2. Project Metrics:
 - a. From Your Application - Total Number of Staff Trained as a Result of a Fully Funded Project: (Number Pulled from Application)
 - b. From Your Reimbursement Reports (Cumulative): Total Number of Staff Reported as Trained Using Project Funds: (Number Pulled from all Reimbursement Reports - Total Number of Staff Trained)
 - c. Looking at the Project Metrics information, please explain any differences (positive or negative) in the number of staff you proposed to train in your application, vs the number reported as trained: (Maximum of 1,500 characters)
3. Final Questions about the 2017 Milk and Shellfish Training Grants Program:
 - a. Please list 1 – 3 benefits to your agency from your 2017 Annual Milk and Shellfish Training Needs Grant: (Maximum of 1,500 characters)
 - b. Please provide any suggested changes (technical, administrative, or otherwise) that could improve this program for the funding of training in the future? (Maximum of 1,500 characters)
 - c. Would you recommend this grant program to other agencies in the future? (Y, N)
 - i. Please explain: (Maximum of 1,500 characters)

How to Apply for Funding

1. Carefully review the details of this Grant Guidance document.
2. Gather the required information necessary to answer the questions listed in the *Step-by-Step Application Guidance* (below).
3. Ensure your computer meets the minimum browser requirements to ensure security and functionality with the system. We recommend Google Chrome or any of the other most current browsers listed at <http://afdo.org/msgrants/browsers>.
4. Complete an online application using the grants management portal at <https://msgrants.fluxx.io> for each project for which your program chooses to apply. A single program can apply for a maximum of two (2) applications, with not more than one (1) application in each of the two project categories.
5. Submit up to two (2) applications per program by the January 5, 2017 7:59 PM ET deadline, and wait for funding determination (approximately 6 weeks after the grant program deadline).

Step-by-Step Application Guidance

This section contains best practices and a step-by-step guide for completing online applications through the Milk and Shellfish Grant Portal.

BEST PRACTICES

The following are a few best practices:

- Many applicants find it helpful to gather the required information into a single word processing document, and then later cut and paste that information into the grant portal. This can prevent the loss of work-time caused by Internet connection issues.
- Once you begin to type (or copy and paste) information into the portal, be sure to periodically hit the green **“Save”** button at the top of the screen. After clicking the **“Save”** button, you can log in and out of the system as often as needed without losing your information. Saved applications may be viewed by clicking **“Draft Applications”** under the **“Applications”** heading in the menu on the left panel of your dashboard.
- Your application cannot be submitted until you complete all required fields. Once you have completed all required fields, a **“Submit”** button will appear at the bottom of the screen. Do not click the **“Submit”** button until your application is complete. If you inadvertently hit **“Submit”** before your application is complete, contact the Milk and Shellfish Grants Management Team before the application submittal deadline (January 5, 2017) and your application can be moved back to the **“Draft”** state.

STEP 1 – ELIGIBILITY QUESTIONNAIRE

From <http://msgrants.fluxx.io>, select the button **“New User Registration”** and take the Eligibility Questionnaire (again, users with an existing username can skip to STEP 4 – APPLY FOR A GRANT). The Eligibility Quiz consists of the following questions:

- A. Do you represent a state or territorial (Puerto Rico) program that has regulatory/rating authority or provide a state laboratory service to implement the National Grade **“A”** Milk Safety Program and/or a state program that has regulatory authority or provide a state laboratory service to implement the National Shellfish Sanitation Program? (Required. Select **“Yes”** or **“No”** from the drop-down menu)
- B. Click **“Submit.”**

STEP 2 – ACCOUNT REGISTRATION

Register as a Point of Contact for your program through the Milk and Shellfish grant portal. This step only appears if the answer to the Eligibility Quiz in Step 1 is answered as **“Yes.”** Information required to complete this step consists of:

- A. **PRIMARY CONTACT** (List the name and information for the person who will serve as the primary Point of Contact [POC] for the grant application process.)

- i. First Name (Required)
 - ii. Last Name (Required)
 - iii. User Title
 - iv. Email Address (Required)
 - v. Phone Number (Be sure to include the area code and any extension.)
- B. ORGANIZATION (Complete all the requested information for your Program.)
 - i. Legal Name of Organization (Required)
 - ii. Address (Required)
 - iii. City (Required)
 - iv. Country (Required. Select from the drop-down menu – Must select “United States” from the Country drop-down menu first, which will then populate the State/Province drop-down)
 - v. State/Province (Required. Select from the drop-down menu.)
 - vi. Postal Code (Required)
- C. ADDITIONAL INFORMATION (Complete this information relating to the Milk and Shellfish.)
 - i. How did you hear about this funding program? (Use the > and < buttons to move all fields that apply from the box on the left to the box on the right.)
- D. Once you have entered and reviewed all the required information listed above, click the **“Submit Request”** button at the bottom of the screen.

STEP 3 – RECEIVE YOUR USERNAME AND PASSWORD

Within 2 business days of registration (but normally sooner, often within 30 minutes) you will receive an email with your username and a password. This email will come to the POC email address you entered during registration. Once you receive these credentials, you may log into the Milk and Shellfish grants management portal, and begin working on your application(s). Be sure to save your username and password, as these credentials may be used after you submit to check the status of your application(s). IN RARE CASES, SOME EMAILS ARE FILTERED OUT OR SENT TO SPAM FOLDERS. IF YOU DO NOT RECEIVE AN EMAIL WITH YOUR USERNAME AND PASSWORD WITHIN TWO (2) DAYS OF REGISTRATION, PLEASE CONTACT THE MILK AND SHELLFISH GRANTS MANAGEMENT TEAM.

STEP 4 – APPLY FOR A GRANT

Complete your grant application(s) by using your username and password to log into the Milk and Shellfish Grant Portal at <https://msgrants.fluxx.io>. A single POC from a Program may apply for up to two (2) grants (one in each category). Multiple POCs from a single Program may register and apply for grants through this program, but they should coordinate to ensure they do not apply for more than one (1) grant in each category, and no more than two (2) grants in total for the current grant cycle. If more than two (2) applications are made by a single Program, only the first application in each of the project categories will be evaluated.

Once you log into your user dashboard, click “Apply Now” and select Category 1 (Milk- Training), 2 (Milk- Equipment), 3 (Shellfish- Training), or 4 (Shellfish- Equipment) to begin your application. Then enter all required information, including:

A. ORGANIZATION INFORMATION

- i. Organization (This is what you entered when applying for an account. Verify this is correct. Otherwise, you should contact the grant support team.)
- ii. Location (Required. Make sure the entry “Your Organizational Name – headquarters” remains selected from the dropdown.)
- iii. Primary Contact (Select your name from the dropdown.)
- iv. Confirm Primary Contact (Select your name from the dropdown.)
- v. FDA Region (Select your region from the dropdown.)

B. AUTHORIZING OFFICIAL INFORMATION (List the name and information for the person in your Program who is authorized to approve this grant contract if awarded.)

- i. Authorizing Official Title (Required)
- ii. Authorizing Official First Name (Required)
- iii. Authorizing Official Last Name (Required)
- iv. Authorizing Official Email Address (Required)
- v. Authorizing Official Phone (Required. Be sure to include the area code.)

C. FOR MILK AND SHELLFISH TRAINING REQUEST INFORMATION:

***CATEGORIES 1 AND 3 ONLY**

- i. Training Course Title (Create a simple, descriptive project title using 255 characters or less. If the training is an FDA course, also include the FDA code. Example: FD372)
- ii. Training Course Start Date (Enter a date between January 11, 2017 and December 30, 2017.)
- iii. Training Course End Date (Enter a date between January 12, 2017 and December 31, 2017.)
- iv. Complete the remaining training description information, participant information, and prioritize each training per your needs. (Priority 1 will be given the highest funding priority, and subsequent Priority Listings will be funded to the extent permitted by available funds.)

D. FOR MILK AND SHELLFISH EQUIPMENT PURCHASE INFORMATION:

***CATEGORIES 2 AND 4 ONLY**

- i. Equipment Description (Provide a brief description of the equipment you would like to purchase. For each item of equipment you intend to purchase, please include make, model, and a brief description of the purchase or use of the equipment.)
- ii. Complete the remaining equipment description information, including clearly described program objectives and outcomes.

E. BUDGET INFORMATION

- i. Provide all budget information specific to your training/equipment needs to the best of your ability. Use each budget field as provided within the application.
- ii. If a value is auto-calculated based on the values of fields above, please verify that all previously captured information is correct.
- iii. Provide the Total Amount Requested, and verify that the sum is within the project allowances.
- iv. Budget Narrative: Use the space provided to provide a detailed description of your budget and provide any additional information necessary for a reviewer's complete understanding of your budgetary requests. (Maximum of 1,500 characters)

STEP 5 – SAVE AND SUBMIT

Once you have entered all the required information in Steps 3 and 4, carefully review the information you have entered. Click the blue **“Save”** button at the bottom right corner of your screen (we recommend that you save often during the application process to ensure your work is captured). Note: Saved applications may be viewed by clicking **“Draft Applications”** under the **“Applications”** heading in the menu on the left panel of your dashboard.

Your application cannot be submitted until you complete all required fields. To make changes to a saved application, click the **“Edit”** button at the top right corner of your screen. Before the grant program deadline, once you have reviewed your application and are confident the information entered into all fields is correct, clear, and complete, click the green **“Submit”** button in the bottom right corner of your screen to submit your application. A **“Note for Submit”** box will appear, but it is not required to enter any notes. Click **“OK.”**

Important Web Links

MILK AND SHELLFISH GRANT PROGRAM HOMEPAGE – <http://afdo.org/msgrants>

All the information for this grant program, including the latest information and program updates, and access to the grant portal, can be found at this site.

MILK AND SHELLFISH GRANT PORTAL – <https://msgrants.fluxx.io>

This link leads directly to the grant portal where you can register and apply for grants for this FDA-funded opportunity. The portal will be open for new applications from December 6, 2016 through January 5, 2017 until 7:59 PM EST. This portal can also be reached through the FDA & AFDO Milk and Shellfish Grant Program homepage.

DOWNLOAD A MODERN BROWSER – <http://afdo.org/msgrants/browsers>

The grants management portal has minimum requirements for security and functionality reasons. Utilize this link to access and download a modern browser that is compatible with the system. Contact your Program's information technology office for assistance.

PROJECT IDEAS – <http://afdo.org/msgrants/ideas>

This page provides additional project ideas.