

# Agricultural Innovation Grant Program (AIGP)

## Request for Proposals (RFP)

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RFP No.: AIGP-2025-01  
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### Table of Contents

1. Introduction and Background
2. Funding Overview
3. Scope of Work and Deliverables
4. Eligibility Requirements
5. Proposal Submission Instructions
6. Schedule and Milestones
7. Questions & Communications
8. Evaluation Criteria and Weights
9. Compliance Checklist (Required Documents)
10. Budget and Cost Proposal
11. Terms and Conditions
12. Forms and Attachments

**This is an example of an RFP that is given to the RFP Analysis tool. This example illustrates how the RFP Analyzer can be used to quickly do an analysis, then generate a first-draft proposal.**

[See the RFP Analyzer features](#)

### 1. Introduction and Background

The Agricultural Innovation Grant Program (AIGP) invites proposals for practical, scalable projects that accelerate the transition to sustainable agriculture while

strengthening regional and national food system resiliency. The program prioritizes solutions that measurably enhance soil health, improve water-use efficiency, reduce input dependency, and lower greenhouse gas emissions across diverse production systems. AIGP seeks initiatives that help producers adapt to climate variability, mitigate supply-chain disruptions, and capture new market opportunities for climate-smart commodities. Projects should demonstrate clear pathways from research and prototyping to field deployment, adoption, and long-term maintenance by producers and their partners.

Eligible efforts include on-farm pilots that validate novel practices under real-world conditions; technology demonstrations that integrate sensors, automation, or precision agriculture tools; and cooperative extension activities that translate research findings into practical guidance for growers. The program also welcomes data-driven decision-support tools—including models, dashboards, and mobile applications—that synthesize agronomic, economic, and environmental data to inform in-season management and multi-year planning. Proposals led by or benefiting small and mid-sized producers are especially encouraged, as are projects that reduce barriers to adoption through technical assistance, cost-effective design, and user-centered training.

AIGP emphasizes collaborative approaches that involve producers, universities, cooperatives, nonprofits, tribal entities, and private sector partners from project inception through evaluation and dissemination. Competitive proposals will articulate how end users shaped the problem definition and how the project's results will persist beyond the grant period—through local capacity building, train-the-trainer models, open technical resources, or market incentives. Applicants should outline a plan for sharing lessons learned, data, and tools with stakeholders across the value chain, including input suppliers, processors, retailers, and regional planners.

Projects must include specific, measurable objectives and robust methods for monitoring outcomes such as yield stability, input efficiency, soil organic matter, water saved per acre, energy use, labor efficiency, and net economic returns. Where applicable, proposals should address risk management, data governance, and interoperability with existing farm management systems. AIGP encourages approaches that consider equity and accessibility—for example, multilingual resources, equipment sharing models, or low-bandwidth digital solutions—to ensure benefits reach underserved communities and beginning farmers.

Ultimately, AIGP seeks investments that deliver near-term producer value while building the evidence base for broader policy and market adoption. Successful projects will pair scientific rigor with practical implementation, demonstrate cost-effectiveness at farm scale, and present a credible strategy for replication across geographies, commodities, and operation sizes.

## 2. Funding Overview

**Total Funding Available:** Up to \$5,000,000 across all awards, subject to appropriation. AIGP may make fewer or no awards, and reserves the right to adjust the distribution of funds to balance project types, geographies, and commodities.

**Anticipated Award Range:** \$50,000–\$500,000 per award. To help applicants right-size requests, AIGP anticipates three informal tiers: (1) Pilot/Planning (\$50k–\$150k) for on-farm pilots and early feasibility; (2) Implementation/Demonstration (\$150k–\$300k) for multi-site technology demonstrations and extension activities; and (3) Scaling/Validation (\$300k–\$500k) for larger, multi-partner efforts with strong adoption plans. Requests outside these bands should include clear justification.

**Period of Performance:** 12–36 months from award date. A single no-cost extension of up to 6 months may be considered with documented progress and a feasible completion plan. Pre-award costs incurred within 90 days prior to the award date are allowable at the applicant's risk if clearly necessary for project start-up.

**Cost Share:** Encouraged but not required. Cash or in-kind contributions from applicants or partners (e.g., personnel time, equipment use, materials, land access, data services) are acceptable when directly allocable to the project and properly documented. While proposals are not penalized for zero match, credible leveraging may strengthen competitiveness in close evaluations.

**Disbursement & Payment Structure:** Awards are paid on a milestone/expense-reimbursement basis tied to approved budgets and deliverables. A typical schedule includes an initial advance (up to 20%) at award, quarterly reimbursements upon acceptable progress reports and invoices, and up to 10% retainage released at final acceptance of deliverables and reports.

**Allowable Costs (summary):** Project personnel and fringe; farm/cooperator stipends; field supplies and consumables; specialized services (e.g., soil/water testing, sensors, UAV imagery); data management and decision-support development; producer trainings and field days; travel necessary to carry out project activities at institutional or GSA-equivalent rates; subawards and consultant agreements essential to the scope; publication and dissemination costs.

**Unallowable Costs (summary):** Lobbying and political activities; alcohol/entertainment; fines/penalties; contingency “slush” lines; general marketing unrelated to the project; land acquisition; building construction; debt service; equipment primarily for general-purpose admin.

**Equipment & Procurement:** Capital equipment must be specifically justified as essential and not reasonably available through rental or partner sharing. Competitive procurement is expected for major purchases and service contracts, consistent with the recipient's policies.

Indirect Costs: Capped at 10% of Modified Total Direct Costs (MTDC) to maximize on-farm and field impact. If your federally negotiated rate is lower, the lower rate applies.

Budget Revisions: Rebudgeting within a category or between categories up to an aggregate 10% of the total award may be approved administratively; larger shifts or scope changes require prior written approval.

Multiple Awards & Limits: An organization may receive up to two concurrent AIGP awards under this RFP, not to exceed \$500,000 total. Overlap with other funded projects must be disclosed to avoid double-charging.

Reporting & Records: Quarterly technical and financial reports are required; a final technical report, data package, and dissemination summary are due within 60 days of project end. Financial records must be retained for three years after final closeout.

Compliance Note: All costs must be reasonable, necessary, and allocable to the approved scope. AIGP may conduct desk or field reviews to verify performance and allowability.

### **3. Scope of Work and Deliverables**

#### **Expanded Scope of Work and Deliverables**

Proposers shall present a concise problem statement that identifies the target production systems, geographies, and producer segments (with emphasis on small and mid-sized operations), and explains why existing practices or tools are insufficient. Objectives must be measurable and time-bound (e.g., “increase water-use efficiency by 10–20% across three pilot farms within 18 months,” “reduce nitrogen application variability by 15% relative to baseline”). Methods should detail experimental design or demonstration layout (sites, replications, controls where applicable), technology configuration (sensors, decision-support tools, equipment), data to be collected (agronomic, environmental, economic), and analytic approaches. The timeline should map activities to quarters with clear dependencies and go/no-go gates. Proposers must include a risk mitigation plan addressing technical, schedule, staffing, regulatory, data-privacy, and adoption risks, with triggers and contingency actions. Projects should evidence stakeholder engagement from inception (producer advisory input, co-design sessions) and include a technology transfer plan that enables sustained producer adoption (training, cost/benefit guidance, workflows, and support resources).

**Stakeholder Engagement & Adoption Plan (required):** Describe how producers, cooperatives, extension agents, tribal entities, and/or local nonprofits will contribute to needs definition, field protocols, and evaluation. Outline training formats (field days, hands-on labs, multilingual materials), delivery cadence, and adoption supports (decision checklists, ROI calculators, equipment sharing models). Include accessibility strategies for underserved and beginning farmers.

**Monitoring, Evaluation, and Learning (required):** Define key performance indicators (KPIs) aligned to objectives (e.g., yield stability, soil organic matter trends, acre-inches of water saved, input efficiency, fuel use, labor time, net margins). Provide baseline methods, target ranges, and data-quality controls. Explain how results will inform mid-course corrections and broader dissemination.

**Environmental, Data, and Compliance Considerations (required):** Identify any environmental permitting, on-farm safety practices, and biosecurity protocols. Provide a data governance approach (consent, anonymization, storage, retention, sharing) and alignment with applicable privacy expectations. Address interoperability with common farm management systems and open data standards where feasible.

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## Minimum Required Deliverables

### 1) Project Work Plan with milestones and responsibilities.

Contents must include: (a) a Work Breakdown Structure (WBS) with task descriptions; (b) Gantt-style schedule covering the full period of performance; (c) RACI matrix naming the lead and contributors for each task; (d) quarterly milestones with objective acceptance criteria; and (e) a procurement and site-readiness checklist (as applicable).

*Acceptance criteria:* Plan is internally consistent, dates align with the Schedule and Milestones section, and roles are assigned for every critical task.

### 2) Quarterly Progress Reports (technical and financial).

Each report shall summarize accomplishments vs. milestones, field results to date (plots/figures/tables as appropriate), deviations and corrective actions, producer feedback, outreach completed, and next-quarter work. Financial sections must show expenditures by budget category vs. plan and explain variances  $\geq 10\%$ . *Acceptance criteria:* Substantive narrative and data provided; corrective actions identified where milestones slip.

### 3) Final Report including outcomes, datasets, and adoption guidance.

The final report shall synthesize methods, results, and lessons learned; include cleaned datasets with data dictionaries; provide cost/benefit analysis at farm scale (sensitivity analysis recommended); document limitations; and present an adoption guide (implementation steps, equipment settings, data workflows, maintenance schedules, troubleshooting, and training materials). *Acceptance criteria:* Methods are reproducible, datasets are machine-readable with clear metadata, and adoption guidance is actionable for producers.

### 4) Demonstration Day or Knowledge-Sharing Webinar.

At least one public event (in-person field day or virtual webinar) showcasing results, producer testimonials, and Q&A. Deliverables include agenda, slide deck, recordings (for virtual), attendance metrics, and post-event survey summary. *Acceptance criteria:*

Materials published within 30 days of the event; evaluation shows participant satisfaction and knowledge gain.

### **5) Data Management & Dissemination Plan.**

Plan must cover data types, collection frequency, QA/QC procedures, storage/backup, confidentiality and consent practices, sharing timeline, and long-term stewardship (including any repositories). Describe how insights will be translated into producer-facing materials (fact sheets, bilingual guides, short videos) and how they will be distributed (extension networks, cooperatives, trade groups). *Acceptance criteria:* Plan is feasible, protects producer privacy, and supports replication and scale-up.

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### **Additional Recommended (optional) Deliverables**

- **Risk Register & Mitigation Log:** Updated quarterly, listing risks, likelihood/impact, owners, and status.
- **Technology Configuration Sheets:** Versioned documentation of sensor/equipment settings and software parameters used at each site.
- **Equity & Access Summary:** Tracking outreach to underserved communities, accommodations, and participation metrics.
- **Sustainability & Scale Plan:** Pathways for post-grant continuation (cost recovery, partner commitments, service models).

All deliverables must be submitted in editable formats (e.g., Word, Excel) with clearly labeled filenames and version dates. Data visualizations should include units, methods notes, and caveats.

## **4. Eligibility Requirements**

Eligible applicants include U.S.-based farms and ranches (including sole proprietors and family operations), farmer cooperatives and producer associations, 501(c)(3) nonprofit organizations, accredited universities and community colleges, cooperative extension services, federally recognized tribes and tribally controlled colleges, and small businesses serving the agricultural sector (e.g., ag tech firms, input suppliers, service providers, and consulting practices). Applicants must be legally organized in the United States, able to enter into binding agreements, and in good standing with all applicable state and federal authorities. Entities (and their principals) must not be suspended, debarred, or otherwise excluded from receiving federal funds.

Lead applicants may partner with subrecipients and contractors, including other eligible entities, private firms, NGOs, and local governments, to deliver specialized expertise or access to producers. The lead is responsible for overall project management, fiscal integrity, and compliance with award terms. Proposals should clearly describe each partner's role, the basis for selection, and how costs will be allocated. Subrecipients must

meet the same eligibility standards as the lead; vendors/contractors must be procured consistent with the lead's written policies.

Geographic and beneficiary focus should be U.S.-centric. Projects that engage small and mid-sized producers, beginning farmers, socially disadvantaged producers, and underserved rural communities are encouraged. Multi-state collaborations are eligible when justified by shared production systems, supply chains, or environmental conditions.

Applicants must possess the capacity to manage grant funds and deliver the proposed scope, including sufficient financial systems, staff qualifications, and data management practices. First-time applicants and smaller organizations are eligible; they should describe how they will ensure internal controls, timely reporting, and quality assurance (e.g., fiscal agent arrangements, external bookkeeping, or third-party evaluation support).

Individual investigators are not eligible to apply in a personal capacity; they must apply through an eligible organization. International organizations are not eligible to lead; they may participate as unpaid collaborators only if activities and primary benefits accrue to U.S. producers. For-profit equipment manufacturers and software providers are eligible if the project's primary purpose is demonstration, validation, and producer adoption rather than product sales, and if resulting data and guidance are made publicly accessible per the RFP.

Conflict-of-interest disclosures are required for key personnel and partners. Applicants must certify that proposed activities do not duplicate costs claimed on other awards and that any overlapping funding is fully disclosed. Prior AIGP awardees are eligible to apply for new or distinct work; continuation proposals must demonstrate completed milestones and non-overlap with existing funding.

Insurance, licensing, and permits necessary to conduct fieldwork (e.g., UAV operations, pesticide applications, on-farm safety) must be in place before initiating corresponding activities. Projects involving human subjects research (e.g., producer surveys) or sensitive data must follow applicable ethics and privacy standards, including informed consent and de-identification as appropriate.

Cost share is encouraged but not required. Cash and in-kind contributions (e.g., personnel time, equipment use, land access, lab analyses) are acceptable when directly allocable to the project and documented. Letters of commitment from partners providing match or critical resources should be included with the proposal.

At submission, applicants should provide: organizational legal name and EIN; DUNS/UEI (if applicable); SAM registration status (or timeline to complete pre-award); confirmation of good standing; brief bios for key staff; and letters of support from producer collaborators. AIGP reserves the right to verify eligibility, request additional documentation, or deem an application ineligible if requirements are not met.

## 5. Proposal Submission Instructions

Submit proposals as a single PDF plus native Microsoft Word and Excel files where applicable. All submissions must be received by 5:00 PM Pacific Time on January 31, 2026 via the online portal (if applicable) or by email to **grants@aigp.org** with the subject line: “**AIGP-2025-01 – [Organization Name]**”. Submissions are timestamped upon successful portal upload or AIGP mail-server receipt. Late submissions are not accepted.

### Formatting Requirements

- Page limit: 20 pages for the Technical Proposal (budget, resumes, letters, and required forms excluded from page count).
- Font/spacing: 11 pt minimum, single-spaced, 1-inch margins.
- File types: PDF (searchable) for the complete proposal; DOCX for narrative forms and Q&A workbooks; XLSX for budget.
- File names (examples):
  - AIGP-2025-01\_[OrgName]*Tech.docx*
  - AIGP-2025-01\_[OrgName]*Budget.xlsx*
  - AIGP-2025-01\_[OrgName]\_Appendices.pdf
- Accessibility: Embed fonts, use bookmarked headings, alt text for figures, and legible color contrast.
- Signatures: Electronic signatures are acceptable where authorized.

### Packaging & Submission Checklist

- One searchable PDF containing the full Technical Proposal and required attachments (excluding the native budget and forms).
- Native Word (DOCX) files for any required forms or Q&A workbooks.
- Native Excel (XLSX) budget using the supplied template (no locked cells; formulas visible).
- Required forms: cover sheet, certifications/assurances, conflict of interest, and compliance checklist.
- Virus scan your files prior to sending; total email size must not exceed 25 MB. If larger, use the portal or request a secure upload link at **grants@aigp.org**.
- Submit only one application per email; do not send cloud “view-only” links that require external account access.

### Confirmation & Corrections

- You will receive an automated confirmation to the submitting email within 2 hours. If not received, contact the program office (below) before the deadline.
- Prior to the deadline, you may submit a full replacement package; the most recent complete submission will be considered. After the deadline, corrections are limited to AIGP-requested clarifications.



#### Questions & Addenda

- Direct all questions to **questions@aigp.org** by the posted question deadline.
- Answers and any addenda will be posted to the RFP page; applicants are responsible for monitoring updates and incorporating amendments in their proposals.

#### Physical Address & Contact for CRM / Official Correspondence

(Physical deliveries are not required for submission unless specifically requested by AIGP. Use this information for CRM records and formal correspondence.)

#### **Agricultural Innovation Grant Program (AIGP)**

Attn: **Marina Lopez, Grants Program Manager**

AIGP Program Office

**200 Harvest Avenue, Suite 600**

**Sacramento, CA 95814, USA**

Phone: **(916) 555-0142**

Email (program): **grants@aigp.org**

Email (questions): **questions@aigp.org**

Office hours: **Mon–Fri, 9:00 AM–5:00 PM PT** (excluding federal holidays)

#### Required Applicant Identifiers (include on the cover sheet)

- Legal entity name, UEI (SAM), EIN, organization type (e.g., nonprofit, small business, tribe, university).
- Authorized Organizational Representative (name/title/email/phone).
- Project Director/PI (name/title/email/phone).
- Proposed project title and period of performance (months).

#### Submission Policy Notes

- Proposals that exceed page limits or omit required forms may be deemed non-responsive.
- AIGP may request clarifications or corrected files for technical issues (e.g., corrupted documents) at its discretion; this does not permit material revisions.
- By submitting, applicants certify the proposal is accurate, complete, and binding for 120 days from the due date.

## 6. Schedule and Milestones

| Milestone                      | Date                          |
|--------------------------------|-------------------------------|
| RFP Release                    | October 28, 2025              |
| Deadline for Questions         | December 5, 2025 (5:00 PM PT) |
| Responses to Questions Posted  | December 12, 2025             |
| Proposal Due Date              | January 31, 2026 (5:00 PM PT) |
| Anticipated Award Notification | March 15, 2026                |
| Anticipated Project Start      | May 1, 2026                   |

## 7. Questions & Communications

All questions must be submitted by the deadline via email to [questions@aigp.org](mailto:questions@aigp.org). Answers will be posted publicly. Proposers must not contact reviewers directly.

## 8. Evaluation Criteria and Weights

| Criterion             | Description                                         | Weight |
|-----------------------|-----------------------------------------------------|--------|
| Technical Approach    | Rigor, feasibility, and clarity of methods.         | 30%    |
| Impact & Outcomes     | Benefits to producers, scalability, adoption.       | 25%    |
| Team & Management     | Qualifications, roles, and risk mitigation.         | 15%    |
| Budget & Cost Realism | Reasonableness and alignment with scope.            | 15%    |
| Data & Dissemination  | Plan for data sharing and knowledge transfer.       | 10%    |
| Equity & Inclusion    | Meaningful engagement with underserved communities. | 5%     |

## 9. Compliance Checklist (Required Documents)

- ☐ Signed Cover Letter
- ☐ Technical Proposal (≤20 pages)
- ☐ Budget & Budget Narrative (Excel + PDF)
- ☐ Key Personnel Resumes (2 pages each)
- ☐ Letters of Support/Commitment (optional)
- ☐ Past Performance References (3)
- ☐ Data Management Plan (2 pages)

- ☐ Conflict of Interest Disclosure
- ☐ Certifications & Assurances Form

## 10. Budget and Cost Proposal

Provide a detailed, itemized budget using the supplied Excel template. The workbook includes separate tabs for Summary, Personnel, Fringe, Travel, Equipment, Supplies, Other Direct Costs, Subawards/Consultants, Indirect, and Cost Share/Match. Populate all applicable tabs; leave non-applicable sections blank rather than deleting them. Amounts must roll up correctly to the Summary tab.

### 1) Personnel and Fringe

List each position (not just names): title/role, FTE or hours, base pay rate, period of performance, and task alignment. Explain how level of effort maps to the work plan milestones. Fringe benefits should be shown as a separate line or rate with a brief basis (e.g., "Institutional fringe rate 28% on salaries; excludes students"). If using composite rates or pooled benefits, describe the methodology.

### 2) Travel

Detail purpose, traveler role, origin/destination, trip frequency, and duration. Break out transportation, lodging, per diem, ground, and registration fees. Use institutional or GSA-equivalent rates; note the rate source and date. Distinguish project field travel from dissemination events (e.g., demonstration days).

### 3) Equipment

Identify items meeting your organization's capital threshold (or  $\geq \$5,000$ /unit if no policy) and required for project delivery. For each: manufacturer/model (if known), quantity, unit cost, quotes or price basis, and why rental or shared use is not feasible. Describe ownership, disposition at closeout, and any cost allocation if equipment supports multiple projects.

### 4) Supplies and Other Direct Costs

List consumables (e.g., sensors under capitalization threshold, soil test kits, PPE), printing, data plans, small tools, software licenses, and cloud services. Provide unit quantities, unit prices, and usage period. For software or data services, specify seat counts and term lengths.

### 5) Subawards and Consultants

For subrecipients: include a statement of work, detailed subrecipient budget (using the same template), budget narrative, and justification of partner selection. For consultants/vendors: specify scope, hourly/daily rates, estimated hours/days, and total ceiling; attach rate sheets or recent quotes when available. Clarify procurement method

(competitive quotes, existing contract, or sole-source). Sole-source justifications must explain unique qualifications and why competition is impracticable.

#### **6) Indirect Costs**

Apply the lower of 10% MTDC or your federally negotiated rate if one exists (attach your NICRA if claiming it). Define the MTDC base per your policy (generally excludes equipment, subaward amounts over \$25,000, participant support, and some large pass-through costs). Indirect must not be double-counted in direct lines.

#### **7) Cost Share / Match (Encouraged, Not Required)**

If providing cash or in-kind contributions, include lines on the Cost Share tab and mirror them in the narrative. Acceptable in-kind examples: producer time, land access, use of equipment, data services donated, and waived facility charges. For each, provide valuation method, contributor, timing, and documentation plan (e.g., signed letters, timesheets, usage logs). Cost share must be verifiable, necessary to the project, and not pledged to another award.

#### **8) Budget Narrative (Required)**

Provide a concise explanation for every line item: rate × quantity × period with the underlying assumption (e.g., “Field technician: 0.25 FTE × \$60,000/yr × 24 months = \$30,000 to install/calibrate sensors and collect biweekly measurements at 3 sites”). Cross-reference work plan tasks and milestones. Identify vendor names if known, procurement approach, and any price reasonableness basis (catalog price, historical purchase, three quotes).

#### **9) Allowability and Reasonableness**

All costs must be reasonable, necessary, allocable to the approved scope, consistently treated under your policies, and incurred within the period of performance. Unallowable examples include lobbying, general advertising, alcohol/entertainment, bad debt, and contingency/slush funds. General-purpose office equipment (e.g., laptops, printers) is typically indirect unless specifically justified as primarily project-dedicated.

#### **10) Price Reasonableness and Quotes**

For single purchases or service agreements ≥\$10,000, provide at least two competitive quotes when feasible or a short price-reasonableness justification (e.g., cooperative purchasing contract, sole-source rationale, or established rate card). Keep quotes on file; include copies for items ≥\$25,000.

#### **11) Rebudgeting and Changes**

Administrative rebudgeting up to an aggregate 10% of the total award may be approved with a revised Summary and Narrative showing before/after amounts and rationale. Larger shifts, adding new cost categories, or scope changes require prior written approval.

#### **12) Participant/Producer Support**

If compensating producers (e.g., stipends, plot fees), create a separate subcategory with the

basis for rates, eligibility, estimated counts, and documentation plan (e.g., signed participation forms, W-9s, attendance logs).

### **13) Taxes and Fees**

Note applicable sales/use taxes and shipping for capital items. If your organization is tax-exempt, indicate that status. For international purchases (if any), include landed cost assumptions; however, primary activities and benefits must remain U.S.-focused.

### **14) Data, Software, and Cloud**

For paid datasets or cloud compute/storage, specify provider, service tier, anticipated monthly usage, and retention plan after project end. Include any required security configurations if handling sensitive or producer-identifiable data.

### **15) Reporting and Invoicing**

Quarterly financial reports must reconcile to the budget categories, show cumulative expenditures, and explain variances  $\geq 10\%$ . Maintain supporting documentation (timesheets, receipts, quotes, subaward invoices) for audit for three years after closeout.

### **File Naming and Submission**

Name the files as follows: “AIGP-2025-01\_OrgName\_Budget.xlsx” and “AIGP-2025-01\_OrgName\_BudgetNarrative.docx”. Ensure formulas are visible (do not paste hard numbers over formulas). Round to the nearest dollar in the Summary; retain cents in backup calculations if needed.

### **Review Criteria (Budget)**

Budgets will be assessed for cost realism, alignment with scope and timeline, appropriateness of labor mix, sufficiency of travel and training for adoption goals, and proportion of funds directed to on-farm impact. Clear, defensible assumptions and documented price reasonableness will strengthen competitiveness.

## **11. Terms and Conditions**

**1) AIGP rights and award scope.** AIGP may reject any or all proposals in whole or in part, waive informalities, request clarifications, and negotiate scope, budget, milestones, and start dates. AIGP may fund only a portion of a proposal or combine elements from multiple proposals at its discretion. An award is not final until a fully executed agreement is in place.

**2) Compliance with laws and policies.** Awardees must comply with all applicable federal, state, and local laws, regulations, and ordinances, including (as applicable) nondiscrimination and equal opportunity requirements; workplace health and safety; environmental protection; and applicable research ethics, privacy, and data protection standards.

**3) Allowable uses of funds.** Funds may not be used for lobbying, political activity, or to influence legislation or elections. Unallowable costs also include fines/penalties, alcohol/entertainment, and general marketing unrelated to project objectives. All costs must be reasonable, necessary, allocable to the approved scope, and consistent with the recipient's written policies.

**4) Records, reporting, and audits.** Awardees must maintain complete and accurate financial and performance records (e.g., ledgers, timesheets, receipts, subaward invoices, procurement documentation, data logs) and retain them for at least three (3) years after closeout. Quarterly technical and financial reports and a final report/data package are required per the award schedule. AIGP or its designee may perform desk or onsite reviews or audits; awardees must provide timely access to records and personnel.

**5) Payment and financial administration.** Payments are typically made on a milestone or expense-reimbursement basis tied to approved budgets, deliverables, and acceptable progress. AIGP may withhold a retainage (e.g., up to 10%) pending final acceptance. Budget re-allocations beyond an aggregate 10% or changes that affect scope, key personnel, or period of performance require prior written approval.

**6) Subawards, contractors, and procurement.** The awardee is responsible for managing all subrecipients and contractors and for compliance with these Terms and Conditions. Competitive procurement consistent with the awardee's written policies is expected for major purchases and service agreements. Subrecipients must meet eligibility standards and flow-down applicable requirements. Sole-source justifications must be documented where competition is not practicable.

**7) Key personnel and organizational changes.** Substitution of the Project Director/Principal Investigator or substantive changes to key personnel, organizational ownership/control, or operational capacity require prior written approval.

**8) Intellectual property and data.** Unless otherwise specified in the award, foreground IP developed under the project remains with the creator(s), subject to a nonexclusive, royalty-free license to AIGP to use project materials for noncommercial program administration, reporting, and outreach. Awardees must provide project data, metadata, and materials identified as deliverables (e.g., cleaned datasets with data dictionaries, tools, training content). If proprietary background IP is used, proposals must disclose it and delineate any access limits. Awardees are responsible for securing permissions for third-party content included in deliverables.

**9) Publications, attribution, and dissemination.** Public communications and materials resulting from the award must acknowledge AIGP support using the attribution language or logos provided by AIGP. Press releases or media announcements referencing AIGP require prior review for accuracy of program description. Deliverables intended for public dissemination must meet accessibility best practices where feasible.

**10) Confidential and personally identifiable information.** Proposals should avoid including confidential business information unless necessary; any such content should be clearly labeled. Projects involving producer-identifiable data, personal information, or sensitive locations must include an approved data governance plan (consent, de-identification, storage/security, sharing limits). Awardees are responsible for safeguarding data and promptly notifying AIGP of any confirmed breach affecting project data.

**11) Human subjects, animals, biosafety, and export controls.** Where applicable, activities must have appropriate approvals (e.g., IRB, IACUC, biosafety) before those tasks begin. Export control obligations (e.g., EAR/ITAR) are the responsibility of the awardee.

**12) Equipment and property.** Equipment purchased with award funds must be used for the project as specified and managed under the awardee's asset controls. Disposition at project end follows the award agreement (e.g., continue use for related non-profit purposes, transfer, or other direction by AIGP). Equipment must be maintained, safeguarded, and insured consistent with institutional policy.

**13) Conflicts of interest.** Organizational and personal conflicts (financial or otherwise) that could affect objective performance must be disclosed and managed. AIGP may require a mitigation plan as a condition of award.

**14) Independent contractor status.** Awardees and their personnel act as independent contractors, not agents or employees of AIGP. Nothing in the award creates a partnership, joint venture, or agency relationship.

**15) Publicity, use of name, and logos.** Neither party may use the other's name, trademarks, or logos in marketing materials without prior written consent, except for required acknowledgments.

**16) Suspension, termination, and remedies.** AIGP may suspend or terminate the award, in whole or part, for material noncompliance, lack of progress, misuse of funds, fraud, or for convenience with reasonable notice. Upon suspension/termination, only allowable costs incurred up to the effective date and necessary closeout costs are eligible, subject to review. AIGP may pursue additional remedies permitted by law or the award.

**17) Force majeure.** Neither party is liable for delays or failure to perform due to causes beyond reasonable control (e.g., natural disasters, acts of government, labor disputes, widespread outages), provided the affected party gives prompt notice and uses diligent efforts to resume performance.

**18) Warranty, indemnification, and limitation of liability.** Deliverables are provided "as is" for program purposes; AIGP disclaims any warranties not expressly stated in the award. To the extent permitted by law, the awardee is responsible for the acts/omissions of its employees, subrecipients, and contractors and shall hold AIGP harmless from claims arising from project performance, except to the extent caused by AIGP's sole negligence or willful

misconduct. Neither party is liable for indirect, incidental, or consequential damages arising out of the award.

**19) Governing law and venue.** The award will specify governing law and venue. If not specified, the law of the state identified in the awardee's place of performance typically applies, excluding its conflict-of-law rules.

**20) Notices.** Formal notices under the award must be in writing and sent to the contacts designated in the agreement by email with confirmation, certified mail, or recognized courier.

**21) Order of precedence and entire agreement.** In the event of conflict, the following order applies unless otherwise stated: (i) the fully executed award agreement (including special conditions), (ii) these Terms and Conditions, (iii) the RFP, and (iv) the approved proposal, budget, and work plan. The award constitutes the entire agreement regarding the funded project and supersedes prior oral or written understandings on that subject. Amendments must be in writing and signed by both parties.

**22) Severability and waiver.** If any provision is found invalid or unenforceable, the remaining provisions remain in effect. Failure to enforce a provision is not a waiver of the right to enforce it later.

**23) Debarment and certification.** By accepting an award, the recipient certifies it is not suspended, debarred, or otherwise excluded from federal funding, and that it will notify AIGP promptly if its status changes during the award term.

**24) Insurance.** Awardees must maintain insurance coverage (e.g., general liability, workers' compensation, auto as applicable) consistent with organizational policy and the nature of project activities, and provide certificates upon request.

**25) Cost share and third-party commitments (if applicable).** Any pledged matching funds or in-kind support are the responsibility of the awardee to secure and document. Material reductions to committed match require prior written approval and may impact funding.

These Terms and Conditions are intended to guide performance under AIGP awards. Specific awards may include additional "special conditions" tailored to project risks, regulatory requirements, or funding source directives.

## 12. Forms and Attachments

- Attachment A – Cover Sheet
- Attachment B – Budget Template (Excel)
- Attachment C – Key Personnel Resumes



- Attachment D – Past Performance References
- Attachment E – Certifications & Assurances
- Attachment F – Data Management Plan Template
- Attachment G – Work Plan & Milestone Gantt (optional)
- Appendix 1: Compliance Matrix Template