

May 2021

USDA CURRENT AND PENDING
SUPPORT FORM



USDA Current and Pending Support

The Current and Pending Support (CPS) form is used to ensure project personnel are not overcommitting their time and to verify that the amount of salary requested or used as match does not exceed the time committed to the project.

- 1. Follow directions.** When our office reviews CPS forms, edits are often required to comply with USDA instructions.
- 2. Use the USDA template.** USDA provides a CPS template at <https://nifa.usda.gov/resource/application-support-templates>.
- 3. Update regularly.** Be sure to add new proposals to the Pending section as you submit them, move funded proposals to the Active section, and delete unfunded proposals.

USDA NIFA GRANTS APPLICATION GUIDELINES:

Each project director/principal investigator (PD/PI) and other senior personnel specified in the Request for Applications (RFA) needs to submit a CPS. *For Agriculture and Food Research Initiative (AFRI) applications, completion of the CPS is only required for PDs/PIs and CoPDs/CoPIs.*

- Record information for active and pending projects, including this proposal.
- All current efforts to which PD/PI(s) and other senior personnel have committed a portion of their time must be listed, whether or not salary for the person involved is included in the budgets of the various projects. *For AFRI applications, list only projects for which salary is requested.*
- Provide analogous information for all proposed work which is being considered by, or which will be submitted in the near future to, other possible sponsors, including other USDA programs.
- For concurrent projects, the percent of time committed must not exceed 100%.

Note: Concurrent submission of a proposal to other organizations will not prejudice its review by NIFA.

See <https://nifa.usda.gov/resource/nifa-grantsgov-application-guide>

RULES THAT ARE OFTEN OVERLOOKED:

- Show the total award amount for the proposal, rather than the amount you or your unit received / will receive.
- Include all requested information for all projects listed.
- Review the list of projects to make sure all are in the correct section.