



Milk and Shellfish Grant Program

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PREPARATION AND RESPONSE TO HIGHLY PATHOGENIC AVIAN INFLUENZA (HPAI) IN DAIRY CATTLE PROGRAM GRANT GUIDANCE

**APPLICATION PERIOD:** **October 10 – December 6, 2024**

*Providing funding to assist state and territorial (Puerto Rico) partners with their preparation and response to the HPAI in dairy cattle event*.

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## PREPARATION AND RESPONSE TO HPAI IN DAIRY CATTLE PROGRAM OVERVIEW

FDA, through the Association of Food and Drug Officials (AFDO), is providing funding for states and territorial (Puerto Rico) partners participating in the Preparation and Response to the HPAI in Dairy Cattle Program. Through this application, participating Regulatory Partners will be reimbursed $50 per sample to help cover the costs associated with the collection of samples.

Additionally, Regulatory Partners can also use this program to apply for additional equipment funding to assist with their preparation and response to the HPAI in dairy cattle event. States may request funding for the purchase of personal protective (PPE) or occupational safety equipment for regulatory and laboratory staff.

1. CONTACT INFORMATION

For additional information or technical support, please contact the AFDO Milk and Shellfish Grants Management Team at (717) 814-9873 or msgrants@afdo.org.

1. MILK AND SHELLFISH GRANT PROGRAM GOALS

The goal of the Milk and Shellfish Grant Program is to assist regulatory programs with their response to the HPAI in dairy cattle event.

1. ELIGIBILITY

Funding is available to:

State or territorial (Puerto Rico) regulatory agencies/programs that have regulatory oversight of the NCIMS Grade “A” milk program.

1. MAXIMUM NUMBER OF GRANT APPLICATIONS PER PROGRAM

A single state or territorial (Puerto Rico) agency or servicing laboratory with authority to implement the National Grade “A” Milk Safety Program may submit **one** application for funding in preparation and response to the HPAI event. To include the Sampling Study and PPE and/or occupational safety equipment request.

1. SUBMISSION DEADLINES

All applications must be made through the online grant management portal. **The portal opening dates are October 10 – December 6, 2024.**

Applications for Preparation and Response to HPAI in Dairy Cattle Program subawardscan be submitted beginning **October 10, 2024**. All applications must be completed and successfully submitted through the portal by **December 6, 2024**, **at 7:59 PM eastern**.

## FUNDING CATEGORIES

Funds may be used to assist state regulatory partners with their preparation and response to the HPAI in Dairy Cattle event:

1. HPAI IN BULK RAW COW’S MILK SAMPLING SUBAWARDS allow programs to request funding for costs associated with collection of samples
* Participating Regulatory Partners will be reimbursed $50 per sample to help cover the costs associated with collection of these samples.
* These funds are intended to cover administrative costs and any other supplies that may be needed.

### Supplies provided by FDA for sample collection:

### Sample vials

### Absorbent pads to mitigate leakage of samples

### Pre-paid return shipping labels

### Insulated Styrofoam coolers with shipping box

### Sealable plastic bags to hold sample vials

### Ice pack for refrigeration of samples

### Information packet

### Supplies provided by State for sample collection:

### Administrative costs

### Any other supplies that may be needed

* Once the samples are collected and shipped, states will submit a reimbursement report to AFDO to receive reimbursement for the costs to collect samples.
* States may submit multiple reimbursement reports.
1. HPAI PERSONAL PROTECTIVE OR OCCUPATIONAL SAFETY EQUIPMENT SUBAWARDS allow the purchase of personal protective or occupational safety equipment for regulatory and laboratory staff.
* Programs may request up to $20,000.00 for HPAI related Personal Protective Equipment (PPE) needs.
* For States that have multiple applications from different agencies with a role in implementing the National Grade “A” Milk Safety Program, the maximum limits will apply per State.
* Examples of eligible personal protective or occupational safety equipment for regulatory and laboratory staff include:

### Disposable outerwear

### Gloves

### Respirators

### Footwear

### Disinfectant

### Biosafety cabinets

### Additional HPAI response needs identified by a program

## PROGRAM RULES, TERMS, AND CONDITIONS

1. ALLOWABLE COSTS
	* Allowable costs include:
		+ Costs associated with the collection of samples within the HPAI in Bulk Raw Cow’s Milk Study
		+ PPE or occupational safety equipment and supplies (including purchase and shipping), that directly support the regulatory agency’s preparation and response to HPAI in Dairy Cattle Event. Examples include disposable outerwear, gloves, respirators, footwear, disinfectant, biosafety cabinet
	* Additional needs identified by a program may be funded with sufficient justification on how this equipment/supplies specifically supports the preparation and response to the HPAI in Dairy Cattle event. Justification must include the actual use and purpose of the equipment/supplies requested.
	* Indirect costs are permissible with a signed and current federal cost rate agreement, or at the de minimis rate of 10%. Additional guidance on the de minimis rate can be found at: [https://www.ecfr. /current/title-2/subtitle-](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFRd93f2a98b1f6455/section-200.414)

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1. NON-ALLOWABLE COSTS

Certain expenses and costs are not allowable under the *Milk and Shellfish Grant Program*. Please note the following restrictions:

* + **Vehicles**: Costs associated with the procurement of vehicles, vehicle parts/service.
	+ **Construction**: Costs for construction and/or remodeling of physical structures are not allowed.
	+ **Food:** Expenses for food, snacks, meals, and catering (other than per diem for travelers) are not permitted for any subaward.
	+ **Personnel:** Personnel costs associated with training are not permitted. This includes employee salaries, fringe benefits, overtime, travel time, and time spent taking online courses.
	+ **Promotional items and costs** are generally prohibited unless they provide a direct food safety benefit. Examples of prohibited items: gift bags, logo items (pens, notepads, shirts, hats), gift cards, etc.
	+ **Purchasing of equipment and supplies for industry** is prohibited.
	+ **Liability insurance, maintenance/service agreements**, etc.
	+ **Other Agreements, Grants, & Funding Sources**: Any expenses reimbursed under other cooperative agreements, grants, contracts, and/or other funding mechanisms must remain distinct and separate from any subaward of the Milk and Shellfish Grant Program.
	+ **Insufficient Justification:** Other costs may not be funded upon reviewer evaluation. All costs should clearly support Project Outcomes, with sufficient justification provided.
1. PROGRAM RULES AND REQUIREMENTS

The following rules and requirements apply to the preparation and response to the HPAI in Dairy Cattle program subawards administered under the *Milk and Shellfish Grant Program:*

1. Funding is available for state and territorial (Puerto Rico) regulatory Programs and can be used for HPAI in Bulk Raw Cow’s Milk Sampling Study Program.
2. Each Milk program may apply for funding for one HPAI Sampling Study grant for the current funding cycle. If more than one milk application is submitted by a single program, only the first application in each of the project categories will be evaluated.
3. States participating in PPE or occupational safety equipment and supplies funding that have multiple agencies the maximum limits will apply per State. Programs should coordinate internally to ensure they do not exceed the maximum funding limit of $20,000.00 in HPAI related equipment.
4. Applications from a single program may be made by a single Point of Contact (POC), or multiple POCs.
5. For equipment purchases of single items that cost more than $5,000 and with a useful life of more than one year, acquisitions must be made in accordance with 2 [CFR 200, which has requirements](http://afdo.org/msgrants/browsers) for purchasing (2 CFR 200.317-320) and for record-keeping, management, and disposition (2 CFR 200.313).
6. States may start collecting and shipping samples once they have received their sampling supplies even before the official award notice from AFDO is received.
7. Equipment purchased prior to award cannot be reimbursed.
8. Sufficient justification on how this equipment/supplies specifically supports the preparation and response to HPAI in Dairy Cattle event is required. Justification must include the actual use and purpose of the equipment/supplies requested
9. For reasons of security and functionality, programs are required to complete all grant applications on-line using a modern, up-to-date browser. We recommend Google Chrome or any of the other browsers available for download at [http://afdo.org/msgrants/browsers.](http://afdo.org/msgrants/browsers)
10. When completing the on-line application, any character count restrictions include spaces.
11. All required fields in each application (including Point of Contact, Authorizing Official, organization, budget, budget justification, and all proposal information) must be clear and complete.
12. All grant applications must be submitted through the on-line portal, https://msgrants.fluxx.io, by the relevant Submission Deadlines listed in the *Grant Program Overview*.
13. TERMS AND CONDITIONS

By applying for this funding opportunity, 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. Subawards will be based upon the submitted and approved project applications, and are subject to the following conditions:

* + Award decisions are made by the FDA Project Officer for the FDA Cooperative Agreement that funds this program.
	+ 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 an amendment exception is granted by the AFDO Milk and Shellfish Grants Management Team. Please submit amendment requests through the [grant portal](https://msgrants.fluxx.io/).
	+ Any changes to the scope, tasks, deliverables, or expenses of funded subawards must be approved in advance and in writing by AFDO prior to work being modified, purchased, or completed. Please note that costs incurred for unapproved changes may not be reimbursed.
	+ Reimbursement Request and culminating Final Report must be submitted through the online grant portal no more than 45 days after the Project End Date. As part of the Reimbursement Request, the grantee must provide a full accounting of all expenditures made with funds from this grant award, accompanied by the documentation specified in the Reporting Requirements section of this document.

**APPLICATION OPTIONS**

THERE ARE THREE OPTIONS AVAILABLE WITH THIS FUNDING PROGRAM:

* Option 1: Indicate your participation in the Sampling Project. Participants will receive $50 per sample to help cover the costs associated with collection of samples.
* Option 2: Indicate your participation in the PPE or Occupational Safety Equipment funding. Participants will apply for funding to purchase personal protective or occupational safety equipment for regulatory and laboratory staff, i.e., disposable outer wear, gloves, respirators, footwear, disinfectant, and biosafety cabinets. Additional equipment/supplies may be funded with sufficient justification on how this equipment/supplies specifically supports the program. Justification must include the actual use and purpose of the equipment/supplies requested.

Programs may request up to $20,000.00 for HPAI related funding needs.

* Option 3: Indicate your participation in the Sampling Study **AND** PPE or Occupational Safety Equipment. Use one application to apply for both Options 1 & 2.

TO APPLY FOR OPTION 1: Complete the *HPAI Sample Collection Study* section of the application to indicate the number of samples to be collected.

* + Participants will receive $50 per sample.
	+ These funds are intended to cover administrative costs and any other supplies that may be needed.
	+ Each participating state must develop a sampling plan for the sampling project to ensure the proper supplies are provided to the appropriate regulatory plant samplers. The anticipated number of samples to be collected must be included within the grant application.
	+ FDA will supply upon request each sample collector with sample vials, absorbent pads, pre-printed waterproof sample collection stickers, Styrofoam sample coolers and shipping box, ice pack, plastic bags to place samples, shipping costs via pre-printed shipping labels. Please contact FDA at HPAI-National-Sampling@fda.hhs.gov to request the needed sampling supplies.
	+ All requests for participation in the sampling study will be fully funded.

TO APPLY FOR OPTION 2: Complete the *Personal Protective or Occupational Safety Equipment* section of the application to indicate the personal protective or occupational safety equipment and supplies your program needs.

* + Examples of covered regulatory and laboratory items include disposable outer wear, gloves, respirators, footwear, disinfectant, and biosafety cabinets.
	+ Additional equipment/supplies may be funded if sufficient justification on how this equipment/supplies specifically supports the program is provided. Justification must include the actual use and purpose of the equipment/supplies requested.
	+ Each state may request up to $20,000.00 for HPAI related equipment and supplies.
	+ HPAI PPE funding requests will be competitive and subject to review and approval prior to the award of funds.

TO APPY FOR OPTION 3: Complete the HPAI *Sample Collection Study* section AND the *Purchase Personal Protective or Occupational Safety Equipment* section of the application.

* + All requests for participation in the sampling study will be fully funded.
	+ *Personal Protective or Occupational Safety Equipment* funding requests will be competitive and subject to review and approval prior to the award of funds.

**HPAI Sample Collection Study Application Requirement**

Each application must include an anticipated number of samples to be collected during the six (6) week sampling study.

* Please submit your sampling plan to FDA at HPAI-National-Sampling@fda.hhs.gov
* This information will be utilized to ensure all requested sampling supplies are provided to the regulatory plant sampler.

**Personal Protective or Occupational Safety Equipment Application Requirement**

States may request funding for the purchase of personal protective or occupational safety equipment for regulatory and laboratory staff, i.e., disposable outer wear, gloves, respirators, footwear, disinfectant, and biosafety cabinets. Additional equipment/supplies may be approved if sufficient justification on how this equipment/supplies specifically supports the program is provided. Justification must include the actual use and purpose of the equipment/supplies. Each state may request up to $20,000.00 for HPAI PPE related equipment and supplies.

Provide a list of all equipment and supplies your program would like to purchase and describe how the equipment will help your program with the preparation and response to the HPAI in dairy cattle event. The description should include the make, model, and purpose or use of each item.

## PROPOSAL SCORING

1. Applicants will receive an automated email notification upon the successful submittal of their application.
2. Applications received by applicable deadlines will undergo an administrative review.
	* Applications out-of-compliance with the Program Rules and Requirements will not be funded.
	* 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.

* + Applications that pass the administrative review will move to a final review by FDA.
1. Equipment proposals may also be peer-reviewed as follows:
	* Milk submissions may be scored by up to two reviewers from either FDA and/or NCIMS, following the scoring outline described below.
2. When peer review is used; applications will be scored using the following outline (these are the scoring instructions that equipment reviewers will follow):
	* Scoring Section 1:
		+ Question 1: Review the Equipment Description entry and provide a score of 1-5 regarding the appropriateness and completeness of the listed information.
		+ Question 2: Review the Program Objectives entry and provide a

score of 1-5 regarding the appropriateness and completeness of the listed information.

* + - Question 3: Review the Program Outcomes entry and provide a score of 1-5 regarding the appropriateness and completeness of the listed information.
	+ Scoring Section 2 Budget Information: Review all Budget entries, the total Project Request and the detailed Budget Narrative entries and provide a score of 1-5 regarding the cost effectiveness of this project request.
	+ Total Score: the system will auto calculate total points (Note that the funding allocations for the equipment and the training subawards are separate, and equipment subawards will not compete for funding with training subawards).
1. The FDA and NCIMS have discretion when making award decisions and can approve changes to number of reviewers or reviews, funding amount, priority, project period, and other aspects of subawards to ensure this funding program meets the FDA’s intended goals. Final Award decisions are made by the FDA Project Officer for the FDA Cooperative Agreement that funds this program.
2. Applications not awarded will be notified via email.

## REPORTING REQUIREMENTS

### METHOD FOR REPORTING

As with the application process, the online grants management system is used for project reporting and is aimed at minimizing the grantee’s time burden. Grantees must submit their reports through the online grant management portal at [https://msgrants.fluxx.io.](https://msgrants.fluxx.io/) Funds are generally awarded on a reimbursement basis after each Reimbursement Request 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). ***Note:*** *A reimbursement check will be made payable to the organization; it cannot be made payable to any individual*.

1. BUDGET CHANGES

Changes to the project budget must be requested in advance of your final report submission. You must submit a change request, via the online portal. Amended budget line items must be approved before expenditures are incurred, and requested changes are not considered approved until you receive confirmation via email. ***Note****: If you are ready to submit your Reimbursement Request but have not yet requested and received approval for budget changes, you must submit your change request and wait for your approval before submitting your Reimbursement Request.*

1. FINAL REPORT REQUIREMENTS – EQUIPMENT SUBAWARDS

A **Final Report** is required for all HPAI project Subawards and should document the completion of all project deliverables. The Final Report is due 45 days after the end of the project period listed in your application. Please visit <http://afdo.org/grants/msgrants> for complete Reimbursement and Reporting Instructions.

## HOW TO APPLY FOR FUNDING

1. Carefully review the details of this Grant Guidance document.
2. Gather all the required information necessary to complete your application(s).
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 up-to- date browsers listed at [https://afdo.org/grants/browsers](http://afdo.org/msgrants/browsers).4. Complete an on-line application using the grants management portal at [https://msgrants.fluxx.io](https://msgrants.fluxx.io/) for each project for which your program chooses to apply.

5. Submit applications by the December 6, 2024, 7:59 PM ET deadline, and wait for funding determination prior to purchasing PPE or occupational hazard equipment.

**STEP-BY-STEP APPLICATION GUIDANCE**

1. BEST PRACTICES

Listed below are several best practices:

### Work in a single Word processing document first

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 worktime caused by Internet connection issues.

### Save Your Application Often

Once you begin to type (or copy and paste) information into the portal, be sure to periodically hit the “**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.

* + **Complete all Required Fields**

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 and your application can be moved back to the “Draft” state so that further edits can be made.

### Verify Your Application Has Been Successfully Submitted

Applications not received by the deadline cannot be accepted. Make sure you successfully complete and submit your application. You will receive a confirmation email. If you do not receive a confirmation email, contact the AFDO grants team BEFORE the deadline.

STEP 1 – ELIGIBILITY QUESTIONAIRE

From [https://msgrants.fluxx.io,](http://msgrants.fluxx.io/) select the button “New User Registration” and take the Eligibility Questionnaire (users with an existing username in the Milk and Shellfish Grant Portal can skip to STEP 4 – APPLY FOR A GRANT).

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.”

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.](https://msgrants.fluxx.io/)

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 (Training and Equipment), 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 the following category to begin the application:

**PREPARATION AND RESPONSE TO HPAI IN DAIRY CATTLE SUBAWARDS**

After selecting this grant category, you may begin entering all required information.

STEP 5 – SAVE AND SUBMIT

* Once you have entered all the required information, carefully review the information you have entered.
* Click the “**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 “**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.**”
* Before leaving the Application Portal, allow your screen to refresh (you may have to click on one or more “Update Available” pop-ups), and assure your application moves from the “Draft Applications” section of the Portal to the “Submitted for Review” section. You should also receive a system generated email confirming the submittal of the application, shortly after it is submitted (if you do not receive a confirming email, please check your email SPAM folder).
* If you do not receive confirmation of your submission, please contact the Milk and Shellfish Grants Management Team at (717) 814-9873 or msgrants@afdo.org, **before the end date of the open application period.**

**IMPORTANT WEB LINKS**

MILK AND SHELLFISH GRANT PROGRAM HOMEPAGE – [https://afdo.org/grants/](http://afdo.org/msgrants)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](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 applications from October 10, 2024, to

December 6, 2024, until 7:59 PM ET. This portal can also be reached through the AFDO Milk and Shellfish Grant Program homepage.

DOWNLOAD A MODERN BROWSER – [https://afdo.org/grants/browsers](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.

**QUESTIONS?**

# If you have any questions, please contact

**the Milk and Shellfish Grants Management Team: (717) 814-9873**

**msgrants@afdo.org**