**Management Plan**

Instructions: Delete blue text before uploading final document. The proposal must provide a brief narrative description of the organization that will perform the proposed work effort, and the authority responsible for controlling resources and personnel. This should also include staff distribution to accomplish this work.

**General USDA Attachment Guidelines**

A. Format of Contents: Attachments to an application are to be a typed or word processed document using font no smaller than 12 point, regardless of line spacing, and with at least 1-inch margins. Number each page of an attachment sequentially. These specifications apply unless the RFA specifies otherwise. This guide or the RFA will indicate if a page limitation applies to a specific attachment.

B. File Format: NIFA REQUIRES that attachments be in .pdf. Using pdf format allows applicants to preserve the formatting of their documents.

C. File Name Restrictions: File names of .pdf attachments must be limited to 50 characters, may not include special characters (e.g., &,–,\*,%,/,#), periods (.), blank spaces or accent marks, and must be unique (i.e., no other attachment may have the same file name). An underscore (example:my\_Attached\_File.pdf) may be used to separate a file name.

D. File Protections: The pdf attachment must NOT be password protected. Lead institutions of multiorganization applications must ensure, that documents from collaborators are NOT password protected.

**ANY APPLICATION CONTAINING ATTACHMENTS THAT ARE NOT COMPLIANT**

**WITH A. THROUGH D. ABOVE ARE AT RISK OF BEING EXCLUDED FROM**

**CONSIDERATION.**