


1890



National Scholars Program

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United States
Department of
Agriculture

Office Advocacy
And Outreach


USDA/1890 Programs

1400 Independence
Avenue SW

Washington, DC
20250-6201

TO: Andrew Perraut, OMB Desk Officer
Office of Management and Budget

THROUGH: Ruth Brown
Departmental Clearance Officer

FROM: Mona Adkins-Easley 
HEI Program Lead

SUBJECT: Justification for revising USDA/1890 National Scholar's
Applications

This memo is being written in regards to the USDA/1890 National Scholars Program application (OMB No.: 0503-0015). We are proposing several minor revisions to the formerly approved High School and College applications. The revisions do not change the content of the applications, but provide clarity and proper information to aid in the successful submission of the applications.

The proposed changes are as follows:

- **Revision 1:** Revising instructions to ensure proper completion and submission of the application packet.

Justification: Last year, many students submitted the application to the USDA/1890 National Program Office rather than to the University. The change is necessary to prevent this reoccurrence and to ensure that all applications are received at the proper location to ensure eligibility. Clarity was also needed to instruct the student that they must apply to the 1890 University that they plan to attend, as that was not clear in the previous application.

- **Revision 2:** Revising the format of USDA/1890 National Program Office address.

Justification: Due to the prominence of the address, many applicants sent their 2010 applications to the National Office, rather than the Universities, causing a delay in the screening process.

- **Revision 3:** Changing the position title “USDA Program Manager” to USDA/1890 Program Liaison.

Justification: The position title has been changed. Therefore, the change should be reflected in our USDA/1890 National Scholars Program Liaison Directory included in the application. This is important because this is where applicants will send their completed application packets.

- **Revision 4:** Revising some addresses located in the 1890 Program Manager Directory.

Justification: Some of the office locations of the USDA/1890 Program Liaison have changed and should be reflected in the applications.

- **Revision 5:** Movement of the USDA/1890 National Scholars Application Checklist.

- *Justification:* The checklist was moved to the end of the application to provide a final verification of all materials needed to submit a completed application.

Thank you for your assistance in this matter. If you have any questions, comments or concerns, please contact Shirley Hill at (202) 692-0262 or via email at Shirley.Hill@osec.usda.gov or Brittini Brown at (202) 205-4307 or email: Brittini.Brown@osec.usda.gov.