

**North Central Region Sustainable Agriculture Research and Education
(NCR-SARE) Program
2008 Call for Pre-Proposals for Professional Development Projects**

The North Central Region Sustainable Agriculture Research and Education (NCR-SARE) Professional Development Program (PDP) is requesting pre-proposals for professional development projects that provide training to agricultural professionals and educators in the Cooperative Extension Service (CES), Natural Resources Conservation Service (NRCS), other governmental agencies, and educators in the profit and non-profit sector serving the food and fiber system. The North Central Region includes Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, and Wisconsin.

Projects should directly contribute to the overall outcome of the North Central SARE PDP, which is: **Educators who are knowledgeable in the general concepts of sustainable agriculture, and motivated to work in partnership with farmers, ranchers, and the general public on developing programs and activities that enhance the sustainability of rural communities and the food and agricultural system.**

Projects can be two to three years in duration, and funding level is capped at \$75,000 for each project, but projects requesting less than full amount are encouraged. Approximately \$400,000 will be available for funding projects. Successful projects will identify specific short-term outcomes (changes in awareness, knowledge and motivation) **and** intermediate outcomes (changes in educator practice and behavior) that will be expected as a result of participating in proposed activities. Projects should include activities that foster and measure specific, achievable, measurable behavioral changes among educators participating in SARE professional development programs. Projects focusing solely on short-term outcomes are unlikely to be funded. The NCR-SARE PDP strongly encourages the participation of farmers and ranchers in the development and delivery of professional development programs to agricultural educators.

Pre-proposal Format and Requirements

Pre-proposals must include the following elements in the order indicated:

- A. **Title Page** – Please complete attached title page. The title page is not counted in the two-page limit.
- B. **Project Outcomes** – Briefly list the specific short-term and intermediate outcomes associated with your project. Short-term outcomes include changes in awareness, knowledge, and motivation of target audience that are expected to occur as a result of participating in the proposed activity. Intermediate outcomes refer to specific changes in target audience practice and behavior that are expected to occur as a result of participating in the proposed activity.
- C. **Target audience** – Specifically identify the groups that will be targeted for participation in your project.
- D. **Program Narrative and Activities** – Describe the primary approach and activities associated with your project.

- E. **Budget Page** – Use budget page attached to this Call for Pre-proposals. The budget page is not counted in the two-page limit.

Pre-proposal should not exceed 2 pages in length (excluding title and budget page). Pre-proposals must be typewritten (word-processed) using a 12-point font. Pages should have a 1” margin on all sides, and must be numbered. Pre-proposals that violate these format requirements will not be forwarded to the review committee for evaluation.

Pre-proposal evaluation

All pre-proposals submitted by the due date and meeting basic requirements will be forwarded to a sub-committee of the North Central SARE Administrative Council that includes farmers, ranchers, extension educators, researchers, and representatives from non-governmental organizations involved in sustainable agriculture.

To be considered eligible for funding pre-proposals must meet **BOTH** criteria:

- 1) Provide professional development and training to agricultural educators and professionals from one or more of the following sectors: Cooperative Extension Service, Natural Resources Conservation Service, other USDA agencies, and educators and professionals from non-profit and for-profit organizations that work in the area of sustainable agriculture. AND
- 2) Provide professional development and training in an area directly associated with sustainable agriculture systems. For the purposes of the NCR-SARE Program, sustainable agricultural systems are those that 1) satisfy human food and fiber needs; 2) enhance environmental quality and the natural resource base upon which the agriculture economy depends; 3) make the most efficient use of nonrenewable resources and on-farm resources and integrate, where appropriate, natural biological cycles and controls; 4) sustain the economic viability of farm operations; and 6) enhance the quality of life for farmers and society as a whole.

Research projects, farmer outreach, farmer research, or general education projects do not qualify for SARE PDP funding, but may fit into other SARE funding categories. For more information on all of the SARE competitive grant programs, please see the SARE web page at <http://www.sare.org/ncrsare/> .

Every state in the North Central Region has identified a Sustainable Agriculture Coordinator to coordinate professional development and other SARE activities in their state. State Coordinators are an excellent resource in the pre-proposal development process, as well as the program implementation phase. ***It is strongly recommended that pre-proposal authors contact their State Sustainable Agriculture Coordinator prior to submission of their pre-proposal.*** The Sustainable Agriculture Coordinators for each state are listed at <http://www.sare.org/ncrsare/PDP/pdpstco.htm>. If you have any difficulty identifying your State Coordinator, please contact Paula Ford or Linda Kleinschmit (contact information on page 3 of this Call for Pre-Proposals).

Pre-proposals that are considered eligible for funding will be reviewed by the committee to determine whether the project has the potential to significantly contribute to sustainable agriculture professional development in the North Central Region.

Specific criteria that will be used to determine whether a project will be invited to develop a full proposal include:

- 1) Does the project provide professional development on a topic of importance to North Central agricultural educators as determined by a survey or other form of systematic needs assessment?
- 2) Does the project identify specific and realistic learner outcomes associated with the professional development activities? Are both short-term (awareness and knowledge) and intermediate-term (behavioral and practice change) outcomes identified and measured during the life of the project?
- 3) Does the project involve the collaboration of a diverse audience, and include farmers/ranchers as important resources and teachers in project activities?
- 4) Are the proposed activities likely to achieve the outcomes listed in the pre-proposal?
- 5) Does the proposal outline a plan for evaluating activities, and measuring progress toward learning and behavioral outcomes

Pre-proposals that meet the criteria listed above will be invited to submit a full proposal. Comments and recommendations from the review committee will be provided to the authors of both successful and unsuccessful pre-proposals. Successful pre-proposal authors will be strongly encouraged to address these comments and recommendations in their full proposal.

Pre-proposal Timeline

March 20, 2008	Call for Pre-proposals released
May 26, 2008	Pre-proposals due
June 30, 2008	Authors notified on status of pre-proposal
August 29, 2008	Full proposals due
November, 2008	Funding decisions made by NCR-SARE
January, 2009	Project start date (tentative)

Pre-proposal Submission

Pre-proposals must be submitted electronically to the NCR-SARE office (ncrsare@umn.edu) and to the NCR-SARE PDP Coordinator (Paula Ford – pford@ksu.edu) no later than 4:30 pm CDT on Monday, May 26, 2008. Preproposals must be sent as a single document in MS Word (rtf) or Adobe (pdf) format. If you cannot save your file in either of those formats or if you have any problems sending your file, please contact Paula Ford.

Any questions regarding the NCR-SARE PDP program should be addressed to:

Paula B. Ford
NCR SARE PDP Regional Coordinator
4A Edwards Hall, Kansas State University
Manhattan, KS 66506
785.532.5328 (voice)
pford@ksu.edu

Linda Kleinschmit
NCR SARE PDP Assoc. Coordinator
56149 Highway 12
Hartington, NE 68739
402.254.3310 (voice)
LindaKL@ksu.edu

**NCR-SARE Professional Development Program
2008 Pre-Proposal Title Page**

Project Title:

Project Coordinator:

Name: Phone:
Organization: Fax:
Address: E-Mail:
City, State, Zip:

Project Partners:

Name: Organization:
Name: Organization:
Name: Organization:
Name: Organization:

Note: Project Partners should only include individuals who have agreed to participate in the project. Appropriate partners might include representatives from your target audience, resource personnel (including farmers and ranchers) that would serve as trainers, and non-governmental organizations that might work with you on project planning and implementation. Attach an additional page listing project partners and organizations, if necessary.

Project Duration (circle one): Two Years Three Years

Estimated Budget Request: \$

Project Summary: (Do not exceed space in this box with 12-point type.)

2008 NCR-SARE PDP Pre-proposal Budget

Category	Funds Requested YR1	Funds Requested YR2	Total Funds Requested
Personnel			
Major Participants			
Support Staff			
Hourly Labor			
Fringe Benefits			
Sub-total Personnel			
Non-Personnel			
Training Materials			
Travel			
All Other Direct Costs			
Consultants			
Conference or meeting facilities			
Speaker fees or honorariums			
Sub-total Non-Personnel			
TOTAL			

Budget Notes

- List in the table the names of the major participants and FTE (full time equivalents) requested.
- Indirect costs and tuition reimbursement are not allowed by the NCR-SARE Program.
- Matching funds are not required by the NCR-SARE Program.
- This is only a budget estimate. If asked to submit a full proposal, a detailed budget and justification with authorized institutional signatures will be required.