Western SARE Competitive Grants
Research & Education
2020 Call for Full Proposals
Submission Deadline: November 8, 2019 12:00pm MST

Congratulations from the Western SARE Team! Your pre-proposal has been selected for submission of a full proposal to the Western SARE Research and Education grant program. Please read this information carefully, along with any comments from the Administrative Council review of your pre-proposal, prior to preparing the full proposal. Full proposals will be reviewed and ranked by a Technical Review Panel based on the selection criteria included in this document. The Western SARE Administrative Council will make the final funding decisions.

Congress mandates that SARE grant programs depart from "business as usual." To that end, the Western SARE Administrative Council requires that agricultural producers be involved from inception to finish in the planning, design, implementation, and educational outreach of any SARE-funded project.

Requirements for Research and Education full proposals

- Incorporate *research and education.*
- Bring together a *team of researchers, students, ag professionals, and producers to plan and implement* the project.
- Include a minimum of *three separate producers*.
- Outline *educational outreach plans* to producers and agricultural professionals.
- Produce quantifiable *scholarly and educational products* for producers and agricultural professionals.
- *Address the goals* of Western SARE.

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To apply go to:
https://projects.sare.org

Research & Education Grant Program Schedule

- November 8, 2019 – Full proposals are due by 12:00 PM (noon) MST.
- January 2020 – A Technical Review Panel reviews and recommends proposals for funding.
- March 2020 – The Western SARE Administrative Council selects proposals for funding.
- April 2020 – Applicants will be informed about the status of their submissions.

WESTERN SARE
Sustainable Agriculture Research & Education

Western SARE Host Institution

MONTANA STATE UNIVERSITY

207 Linfield Hall
Bozeman, MT, 59717-2860
Phone: 406-994-4785

Alaska, American Samoa, Arizona, California, Colorado, Guam, Hawaii, Idaho, Micronesia, Montana, Nevada, New Mexico, Northern Mariana Islands, Oregon, Utah, Washington, Wyoming

USDA United States Department of Agriculture
National Institute of Food and Agriculture

Sustainable Agriculture

Congress has defined sustainable agriculture as an integrated system of plant and animal production practices having a site-specific application that will over the long-term:

- Satisfy human food and fiber needs;
- Enhance environmental quality and the natural resource base upon which the agricultural economy depends;
- Make the most efficient use of non-renewable resources and on-farm resources and integrate, where appropriate, natural biological cycles and controls;
- Sustain the economic viability of farm operations; and
- Enhance the quality of life for farmers and society as a whole.

– U.S. Code Title 7, Section 3103

Western SARE Goals

- Promote *good stewardship* of the nation's natural resources by providing site-specific, regional and profitable sustainable farming and ranching methods that strengthen agricultural competitiveness; satisfy human food and fiber needs; maintain and enhance the quality and productivity of soil; conserve soil, water, energy, natural resources and fish and wildlife habitat; and maintain and improve the quality of surface and ground water.
- Enhance the *quality of life* of farmers and ranchers and ensure the viability of rural communities, for example, by increasing income and employment, especially profitable self-employment and innovative marketing opportunities in agricultural and rural communities.
- Protect the *health and safety* of those involved in food and farm systems by reducing, where feasible and practical, the use of toxic materials in agricultural production, and by optimizing on-farm resources and integrating, where appropriate, biological cycles and controls.
- Promote crop, livestock, and enterprise *diversification*.
- Examine the regional, economic, social and *environmental implications* of adopting sustainable agriculture practices and systems.

Western SARE Research and Education Full Proposal Applications

Overview: The Western SARE Administrative Council funds proposals that present creative and innovative research and Extension/outreach approaches, and technologies that advance Western SARE goals (above) that are economically viable, protect the environment, and are socially responsible. Western SARE projects *must contain both* research and education components and *involve agricultural producers from inception to finish in the planning, design, implementation, and educational outreach of any WSARE-funded project*.

Eligible Projects: Only selected pre-proposals can submit a full-proposal application. Applicants need to reside in the Western region of the United States and should have the capability to conduct both research and outreach activities. Proposed projects can be located at any institution, including nongovernmental organizations, that has demonstrated fiscal responsibility and expertise in sustainable agriculture, and is able and qualified to receive funds from the U.S. Government. Additionally, applicant's institutions should have the capability to comply with requirements of Institutional Review Board (IRB) for research that involves human subjects and to comply with the requirements of an Institutional Animal Care and Use Committee (IACUC) for research that involves animals. Multi-state and multi-agency collaborations within the Western region are encouraged. Cross-region applications will be considered when the Principal Investigator is within the Western region. Participants and/or cooperators can be from outside the Western region.

***Funding*:** Projects may be 1 to 3 years in length. Total funds requested cannot exceed $350,000 over the entire budget period.

***Long-Term vs. Short-Term*:** Some research/extension work in sustainable agriculture is complex and may require a collaborative interdisciplinary approach that takes many years to complete. To be effective, these projects are likely to exceed the time limits of Western SARE's normal one-to-three-year funding cycle. Projects that are long-term (more than 3 years) should be identified as such by checking the appropriate box in the online proposal application. Short-term projects are those that can be completed within the three-year funding cycle.

Applications for long-term projects should clearly justify the need for a multi-year study to achieve **transformative changes** in agricultural sustainability. The applicant must clearly indicate the proposed length of the study; specific short- and long-term objectives, hypotheses, and results; the core data set that will be gathered as well as the criteria for selecting these measures; the procedures for long-term archiving and analyzing the data set; and the knowledge and educational outcomes that otherwise will be gained, and why it is essential to the sustainability of agricultural systems. Long-term observational studies are discouraged.

Long-term projects that are funded will receive their funding in three-year increments. Each additional increment (up to 3 years) of funding will still go through a competitive full proposal process but will bypass the pre-proposal process. Long-term projects will be eligible to submit a full proposal for an additional funding cycle if the following reporting criteria are met and approved:
1. Reports are submitted in a timely manner;
2. Yearly objectives and measurable milestones are reported and met (as listed in the approved proposal).

***Public Domain*:** While proposals and reviews will remain confidential, the Western SARE program considers all funded proposals, subsequent reports, and related information to be in the public domain. See details of this stipulation in the Public Access of Research Data section in the NIFA Federal Assistance Policy Guide.

Following Directions: An important and practical element of the submitting process is following directions. ***Western SARE disqualifies proposals before review because applicants do not follow the instructions of the Call for Proposals and/or submit incomplete Supporting Documents.***

Writing the Proposal

Proposals are submitted online at https://projects.sare.org. The submission includes seven sections: 1) acknowledgement of reading the Call for Full Proposal, 2) project's basic information, 3) information about the project team, 4) project summary, 5) project narrative, 6) budget and budget justification, and 7) supporting documents.

You can write each portion of the proposal in a word processor (e.g., Microsoft Word) and copy and paste it into the fields of the online application (be aware that some format

features of the word processor might be lost when you paste the text in the online form). In addition to text, you can insert a table or graph in all Narrative sections. Tables and graphs do not count against the word limits. It is best to insert tables as a table (see: "Inserting Tables") and not as an image. Following these instructions makes your text searchable and the text will wrap and display properly when viewed on different devices. More importantly, it makes it ADA compliant. Attachments are preferred in pdf format but images in jpg or png formats are accepted.

Please review the documents located in Proposal Preparation Documents section of Western SARE website to strengthen your proposal. The *Research and Education Logic Model* outlines what Western SARE hopes its project investments will achieve in terms of who is participating, outputs, outreach activities, and impact on participants.

Proposal Application

A. Project Basic Information
This section prompts for general information about the project including: the ***primary*** subject matter of the project, proposed starting and ending dates, the state(s) where the work of the project will be conducted, cooperating institutions, the commodities and practices of the proposed project, whether this is a resubmission of a previous full proposal and how the reviewers' comments were addressed, and whether this submission is a long-term project and justify (300 words maximum). ***Please choose a start date that corresponds with the first-of-the-month. Start dates must be no earlier than April 1, 2020 and no later than October 1, 2020.***

B. Project Team (10% of review criteria)
The project team ***must*** be a minimum of five (5) people and must include the following roles: Principal Investigator (PI), an Extension/Outreach Representative, and at least three (3) Producers. You may also identify Co-Principal Investigator(s) (Co-PIs), if applicable. (See "Other members" below). Each cooperator you list will receive a notification from Western SARE asking them to confirm their participation in the project.

Principal Investigator: This person serves as the Researcher or equivalent. The PI (applicant) is responsible for coordinating the project and carrying out its contractual provisions. The PI is responsible for all expenditures and for achieving the stated research and education objectives of the proposal and should be affiliated with an institution that fulfils the requirements described in the ***Eligible Projects*** section (above).

Extension/Outreach Representative, Educator, or equivalent: This person is responsible for all educational and outreach activities.

Producers: Must be a minimum of 3 producers. One of the producers will be designated as the "advisor representative" and will be involved in all aspects of the project from idea inception through completion. Each producer must be an independent and separate operator. Non-profits do not count as one of the three required producers. A person qualifies as a producer (farmer/rancher) if they have a for-profit operation ***and***:

- Their primary occupation is farming or ranching and have a farm/ranch taxpayer identification number (TIN); *or*
- They are a part-time producer with at least $1,000 documented annual income from farming or ranching activities

Each producer *must* provide a signed letter of cooperation explaining their commitment (resources, time, etc.) and role in the project at the time of submission. The applicant *must* attach Letters of Producer Cooperation in the Supporting Documents section of the online application. *Failure to provide signed letters of cooperation from each producer involved in the project will disqualify the proposal before review*.

Other members: The team *may also include* additional producers, researchers, educators, Co-PIs, and others with appropriate expertise for the project scope.

You will be prompted to provide the following information for each team member:
- Name of the organization or operation, her/his position in this proposal (e.g., producer, nonprofit, university, etc.), and contact information (address, email, and phone number).
- Responsibility of each team member. Detail the specific role of the PI and all project team members (including producers) at all stages of the project, from inception to completion. For each project objective and activity, indicate who will be responsible and which team members will be involved.

C.   Summary (Limited to 500 words)
The summary must include a brief description of the problem or need and a creative approach to solving it. Clearly identify the research question(s). Describe the research and outreach components and explain how your project will distinctively or creatively address these problems. Identify the potential significance of the project to produce incremental and/or transformative changes in agricultural sustainability. Enumerate and describe the expected project outcomes. A clear and concise description of your proposal is important for the review process.

D.   Project Narrative (Limited to 5,500 words total)
The project narrative includes the following sections: 1) Relevance to Sustainable Agriculture, 2) Stakeholder Involvement, 3) Objectives, 4) Materials and Methods, 5) Educational and Outreach Activities, 6) Scholarly Publications & Educational Materials, 7) Evaluation of Producer Adoption, 8) Timeline, and 9) Innovations and Contributions to Sustainable Agriculture.

Relevance to Sustainable Agriculture (15% of review criteria; 1,000 words maximum)
Explain why this project is needed and how it addresses a critical need or transformative change in sustainable agriculture; provide research-based evidence citing updated literature. Describe the potential benefits and impacts for producers and sustainable agriculture. Clearly articulate how the project and its potential measurable outcomes are relevant to the goals of Western SARE (see page 2). Projects must address how they:
   a.   Sustain and improve the environmental quality and natural resource base on

which agriculture depends;

    b. Improve the profitability of farmers/ranchers and associated agricultural businesses; ***and***

    c. Enhance the quality of life for farmers/ranchers, communities, and society as a whole.

Stakeholder Involvement and Support (10% of review criteria; 700 words maximum)
Western SARE is committed to addressing the needs of diverse agricultural stakeholders - both on- farm/ranch and off-farm/ranch. Proposals must include documentation that stakeholder identified needs are being addressed. Sources of stakeholders' identified needs include, but are not limited to:

- Recommendations from stakeholder groups such as grower organizations or commodity commissions. If available, attach such letters of support in the Supporting Documents section.
- Other documented needs assessment evaluations.

Explicitly citing these sources demonstrates both, that the proposed project is relevant and that the applicants are engaged with agricultural stakeholders.

Objectives (5% of review criteria; 300 words maximum)
List the project objectives. Each objective should be a clear statement describing an intended achievement. Objectives must be specific, measurable, achievable, realistic, and time-bound. For more details see *Successful Objectives.*

Materials and Methods (25% of review criteria; 1,600 words maximum)
For each objective, describe the project experimental design, project site (experimental station research plots, private farm/ranch, non-profit demonstration farm, etc.), data collection and analysis methods, and materials. Include sufficient detail so that reviewers can determine if the approaches are suitable to achieve your objectives. Avoid the use of jargon that may be unfamiliar outside your industry or specialty area and define all acronyms. If the research involves a survey study, authors should indicate the survey development process, and methods of analysis.

Educational and Outreach Activities (10% of review criteria; 700 words maximum)
Detail how you will conduct demonstrations, teaching, and educational outreach activities with students, producers, and other agricultural professionals. Should your proposal be selected for funding, proper citation of Western SARE in all activities implemented by your project will be required. Information pertaining to citing Western SARE will be included in the Subaward Agreement.

Scholarly Publications & Educational Materials (5% of review criteria; 300 words maximum)
Both refereed scientific journal publications and targeted Extension/outreach publications are ***required*** outcomes. Additional educational outcomes, such as 4-H publications, videos, posters, slideshows, brochures, fact sheets, surveys, and web-based materials are

encouraged. Digital outcomes (e.g., podcasts, videos, and social media) are encouraged but should not be the sole outreach approach. Explain how the project results will get into the hands of producers. Should your proposal be selected for funding, proper citation of Western SARE in all activities implemented by your project will be required. Information pertaining to citing Western SARE will be included in the Subaward Agreement

Evaluation of Producer Adoption (5% of review criteria; 300 words maximum)
Indicate how the project implementation, outputs, and Extension/outreach activities will be evaluated. This section should describe how changes in producers' knowledge, awareness, attitudes, and practices will be measured, such as using a pre-post survey. If the evaluation plan includes survey development, applicants must include the Institutional Review Board approval or a document indicating that the IRB process was initiated. An approved survey (see *WSARE Survey*) is expected to be filled out by *every participant at each outreach event in addition of any other evaluation form.* Western SARE requires evaluation results from the aforementioned survey as part of the annual progress and final reports.

Timeline (5% of review criteria; 300 words maximum)
Provide a timeline, such as a *Gantt chart* for accomplishing each objective. Identify the major   milestones or activities that will be completed, and when each of those milestones/activities will occur.

Innovations and Contributions to Sustainable Agriculture (5% of review criteria; 300 words maximum)
Explain how this project is novel and creative. How are the proposed methods and activities innovative? How will the project outcomes contribute to sustainable agriculture and society as a whole? Does the project utilize methods, designs, and team members from different backgrounds to address the inherent interdisciplinary nature of sustainable agriculture?

E. Budget and Justification (5% of review criteria)
Provide a detailed budget and budget justification that are appropriate to the proposed project using the *Western SARE Budget Worksheet* found on the online application, budget section. Applicants MUST use this document for budget submission; no other document will be accepted. **NOTE**: you need to enter the TOTAL funds requested; this amount must match the total funds indicated on the *Western SARE Budget Worksheet* document.

If your institution will be issuing subawards to other institutions/organizations as a part of your proposed project, you are required to provide a detailed budget and justification for each. Subaward budgets **MUST** be submitted on the *Western SARE Budget Worksheet for Subawards*. You may ask the subaward recipient(s) to fill out the *Western SARE Budget Worksheet for Subawards* or you may fill it out on their behalf using details they have provided to you. Be sure to include brief details and budget amounts for each subaward, by year, on your *Western SARE Budget Worksheet.* As the primary applicant, you must upload both your *Western SARE Budget Worksheet* and those of any subawards to be issued. *Failure to provide the Western SARE Budget Worksheet for the Main*

award and, if applicable, all Subawards will disqualify the proposal before review.

Research & Education Grant funds must be budgeted in the following categories
- Salaries and Benefits: compensating yourself and/or employees (including students) of your institution for performing work directly related to the project. Provide base salary, FTEs, fringe benefit rates, and salary/benefits amounts requested.
- Subawards: paying project collaborators who are not at your institution and/or to cover costs associated with the subrecipient's portion of the proposed project.
- Contracted Services: includes paying for professional services (e.g., testing and analysis services, survey development and administration, computational services, website development or maintenance, professional production services (videographer to produce educational electronic media), consultants, honoraria, speaker fees, producer labor, etc.
- Supplies: includes basic supplies and materials needed to carry out the project. Examples include: agricultural supplies (fencing, seeds, plants, fertilizer), field and lab supplies, minor equipment and tools (individual items that cost less than $5,000), paper/envelopes, in-house photocopying of materials for workshops/meetings, software, books, shipping materials, etc. Any shipping costs associated with the purchase of supplies/materials should be included as supply costs. The purchase of food/refreshments for meetings/field days (must be necessary to maintain meeting continuity) is also considered a supply cost.
- Communication: includes postage and mailing expenses (including shipping samples for analysis), printed materials (flyers, brochures, posters). This category also includes expenses for publishing articles in scientific journals or other types of field/program publications, or for commercial photocopying (note: in-house photocopying falls under supplies)
- Travel: includes estimated mileage reimbursement, airfare, lodging, meal per diem; car rentals, taxi, bus, shuttle expenses and parking; conference fees and registrations, etc. Please note, travel per diems and mileage need to correlate with your organization's approved rates. If no rate is available, please use the Federal Government rate listed on the U.S. General Services Administration website. **NOTE**: foreign travel is typically NOT allowed under the SARE program, except in cases where sufficient justification has been provided, and requires Western SARE approval. All foreign travel must be directly related to the project, must be essential for project completion, and well justified (*i.e.*, explain why this activity cannot be done in the USA, relevance to Western agriculture sustainability, provide foreign institution and colleagues qualifications, etc.). USDA-NIFA requires that foreign travels should be done in an U.S. flag air carrier.
- Rent: includes fees associated with renting equipment, land, facilities (e.g., meeting rooms, lab space) and user fees.
- Awards: under Western SARE, awards ONLY pertain to tuition remission for a student enrolled in an advanced degree program, i.e., graduate student, and who is conducting activities necessary to the project.
- Participant / Trainee Support: Participant Support costs are associated with conference, workshop, or symposium costs for attendees who are not employees of the applicant or a subaward recipient institution(s). Trainee Support costs are associated with

educational projects that support trainees. Participants/Trainees can receive a set amount for participation in the above-stated functions. If participant/trainee travel expenses will be itemized (not a lump sum payment), include those expenses in the Travel budget category.

- Capital Equipment: Defined as a single, autonomous piece of equipment that costs $5,000 or more and has a useful life of more than one year. Capital Equipment purchases are generally not allowed under the SARE program and should be *essential* for the completion of the proposed activities. Equipment expenses beyond $5,000 may be leveraged by non WSARE funds. ***Purchasing multiple components of single equipment that cost under $5,000 in an attempt to circumvent the $5,000 cap is not allowed.*** Purchases of equipment under $5,000 is allowed. ***Please include minor equipment and/or leveraged capital equipment purchases in the Supplies budget category.***
- Facilities and Administrative (F&A) Costs, also referred to as Indirect Costs (IDCs): Under the SARE program, NIFA states IDCs may not exceed 10% of the Total Federal Funds Awarded (TFFA); this calculates to roughly 11.111% of Total Direct Costs (TDC). Note: the 10% limit is a cap on the portion of an applicant's budget that may be requested for IDCs; it is not an IDC rate. Additionally, some institutions may not be eligible to request IDCs or may be limited to the 10% di minimis. You must indicate the rate you are using on the *Western SARE Budget Worksheet.* Detailed information about Indirect Costs rates and calculations can be found on the Western SARE website.

More information about each budget category is provided on the *Budget Categories and Guidance* tab found on the *Western SARE Budget Worksheet.* Please note, however, there are some restrictions for what Research and Education grant funds may be used. See below.

Research & Education Grant funds may NOT be used for the following purposes
- Capital Equipment purchases above $5,000– see above for more information.
- Starting or expanding a farm or farm operation.
- Major renovations/permanent improvements to a farm or ranch, such as constructing or remodeling a building.
- Repairs/Maintenance of equipment or buildings/facilities.
- Providing meals during events that are not necessary to maintain the continuity of a scheduled meeting/activity; breakfasts and dinners typically do not qualify.
- Testing of commercial products.

Additionally, matching funds are not required or requested of Western SARE grant recipients. Please do NOT include matching funds in your budget or justification

F. Supporting Documents
All supporting documents ***must*** be attached into the Supporting Documents section of the online application. PDF documents are preferred but images in jpg and png formats are accepted. ***Failure to provide all the required supporting documents will disqualify the***

proposal before review.

Signature Page: This form affirms the PI is responsible for all expenditures and achieving the stated research and education objectives of the proposal. This form must be signed by the PI and the PI's Authorized Organizational Representative. For an Institution of Higher Education, this person is usually the Director of the Sponsored Programs Office. For non-profits or other organizations, this is typically the Executive Director, CEO or CFO. This form may be downloaded from the online application site and is also included in the following section of the Call for Full Proposal.

Current Vita: The PI/applicant **must** submit a **current 2-page** vitae which includes all relevant publications. All other project team members, except producers, must also provide a current 2-page vita. **Failure to provide Vita for the PI and project team members will disqualify the proposal before review.**

Letters of Producer Cooperation: **Each producer who is part of the project team must submit a signed letter of cooperation**. The letter verifies the producer's willingness to participate in the project, and outline their commitment and role in it. **Failure to provide all Letters of Producer Cooperation will disqualify the proposal before review.**

Letter(s) of Commitment from Partner Institution(s): If your proposal includes issuing subaward(s) to partner institution(s), attach a letter of commitment from each institution(s). The letter of commitment must be signed by the subaward PI (Co-PI) and include the following: period of performance, total funds requested, and a Scope of Work outlining activities to be performed, the deliverables created and the project timeline. **Failure to provide all Letter(s) of Commitment from Partner Institution(s) will disqualify the proposal before review.**

Letter(s) of Stakeholder Support: If applicable, attach letter(s) of support from stakeholder individuals and/or organizations that support the proposed research and education activities.

Current and Pending Support: The PI/applicant **must** submit a Current and Pending Support form for the Principal Investigator and for the other project team members. This is not needed for the producers. This form may be downloaded from the online application site and is also included in the following section of this Call for Proposals. **Failure to provide Current and Pending Support for the PI and all project team members will disqualify the proposal before review.**

Conflict of Interest: The PI/applicant **must** submit an updated Conflict of Interest form for the Principal Investigator and for the other project team members. This is not needed for the producers. This form may be downloaded from the online application site and is also included in the following section of the Call for Full Proposal. **Failure to provide Conflict of Interest for the PI and all project team members will disqualify the proposal before review.**

*Animal Welfare Assurance Statement***:** This form *must* be completed by all applicants to identify whether or not their proposed project involves any animals. This form may be downloaded from the online application site and is also included in the following section of the Call for Full Proposal. *Failure to provide Animal Welfare Assurance Statement will disqualify the proposal before review.*

*Institutional Review Board Approval***:** For projects dealing with human subjects, applicants   *must* provide evidence of review and acceptance or exemption by their Institutional   Review Board (IRB) or its equivalent. At the time of submission proof that you initiated the IRB process is acceptable; however, if awarded, the Subaward Agreement will not be fully executed until IRB approval/exemption documentation is provided to MSU. If the applicant does not have access to an Institutional Review committee, she/he must work with an accredited institution to obtain IRB approval. *Failure to provide Institutional Review Board Approval, evidence of review, approval, or exemption will disqualify the proposal before review.*

*Citations***:** Citations should be attached in the Supporting Documents section of the online submission (and are not part of the word number limitation). Attach a list of cited sources.

Signature Page

Please print this document, obtain **BOTH** required signatures and upload into the Supporting Documents section of your online grant application.

Project Title: _____

Total Funds Requested: _____

Requested Project Period:

Start Date (MM/DD/YYYY): _____   End date (MM/DD/YYYY): _____

Principal Investigator

USDA defines a Principal Investigator as one who has the authority to write and submit a proposal and carry out its contractual provisions.

As the project PI, I affirm I am responsible for all expenditures and achieving the stated research and education objectives of the proposal.

_____

Signature: Principal Investigator   *Date*

Printed Name:_____

Authorized Organizational Representative

USDA defines the Authorized Organizational Representative as one who has authority to enter into contractual agreements with the Western SARE Host Institution, Montana State University.

As the AOR for the institution/organization project of the PI submitting this proposal, I affirm that [enter institution/organization name here] has authority to enter into a contractual agreement with Montana State University.

_____

_

Signature: Authorized Organizational Representative   *Date*

Printed Name and Title: _____

Current and Pending Support

Name: _____

Instructions:

Who completes this template: Each project director/principal investigator (PD/PI) and other senior personnel.

How this template is completed:

- 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 be listed, whether or not salary for the person involved is included in the budgets of the var
- Provide analogous information for all proposed work which is being considered by, or whic 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 CSREES.

NAME (List/PI first)	SUPPORTING AGENCY /PENDING PROPOSAL NUMBER	TOTAL $ AMOUNT	EXPIRATION DATES	% OF TIME COMMITTED	TITLE OF PROJECT
	Active:				
	Pending:				

This file MUST be converted to PDF prior to attachment in the electronic application package.

WESTERN SARE
Sustainable Agriculture
Research & Education

Conflict of Interest

Name:_____

Instructions:

Who completes this template? Each project director/principal investigator (PD/PI) and senior personnel.

How this template is completed?

- List alphabetically – with last name first -- the full names of the following individuals:
  - All co-authors on publications within the past three years, including pending publications and submissions
  - All collaborators on projects within the past three years, including current and planned collaborations
  - All thesis or postdoctoral *advisees/advisors*
  - All persons in your field with whom you have had a consulting/financial arrangement/other conflict-of-interest in the past three years
- Indicate the person's relationship to you (Co-Author, Collaborator, etc.) with an "x".

Additional pages may be used as necessary. Other individuals working in the applicant's specific area are not in conflict of interest with the applicant unless those individuals fall within one of the listed categories.

Name	Co-Author	Collaborator	Advisees/ Advisors	Other – Specify Nature

This file MUST be converted to PDF prior to attachment in the electronic application package.

Animal Welfare Assurance Statement

The applicant acknowledges that work may require Institutional Animal Care and Use Oversight and that Montana State University (MSU), and thus Western SARE, is subject to the Guide for the Care and Use of Agricultural Animals in Research and Teaching. This includes, but is not limited to: beef, swine, poultry, fish, etc. If awarded the applicant acknowledges that it is his/her responsibility to ensure that a USDA-acknowledged IACUC reviews, approves, and oversees the animal welfare issues of the project.

_____   Date: _____

 Signature: Applicant

NOTE: If animal welfare is NOT applicable, check and sign below:

Not Applicable [ ]   _____   Date: _____
Signature: Applicant
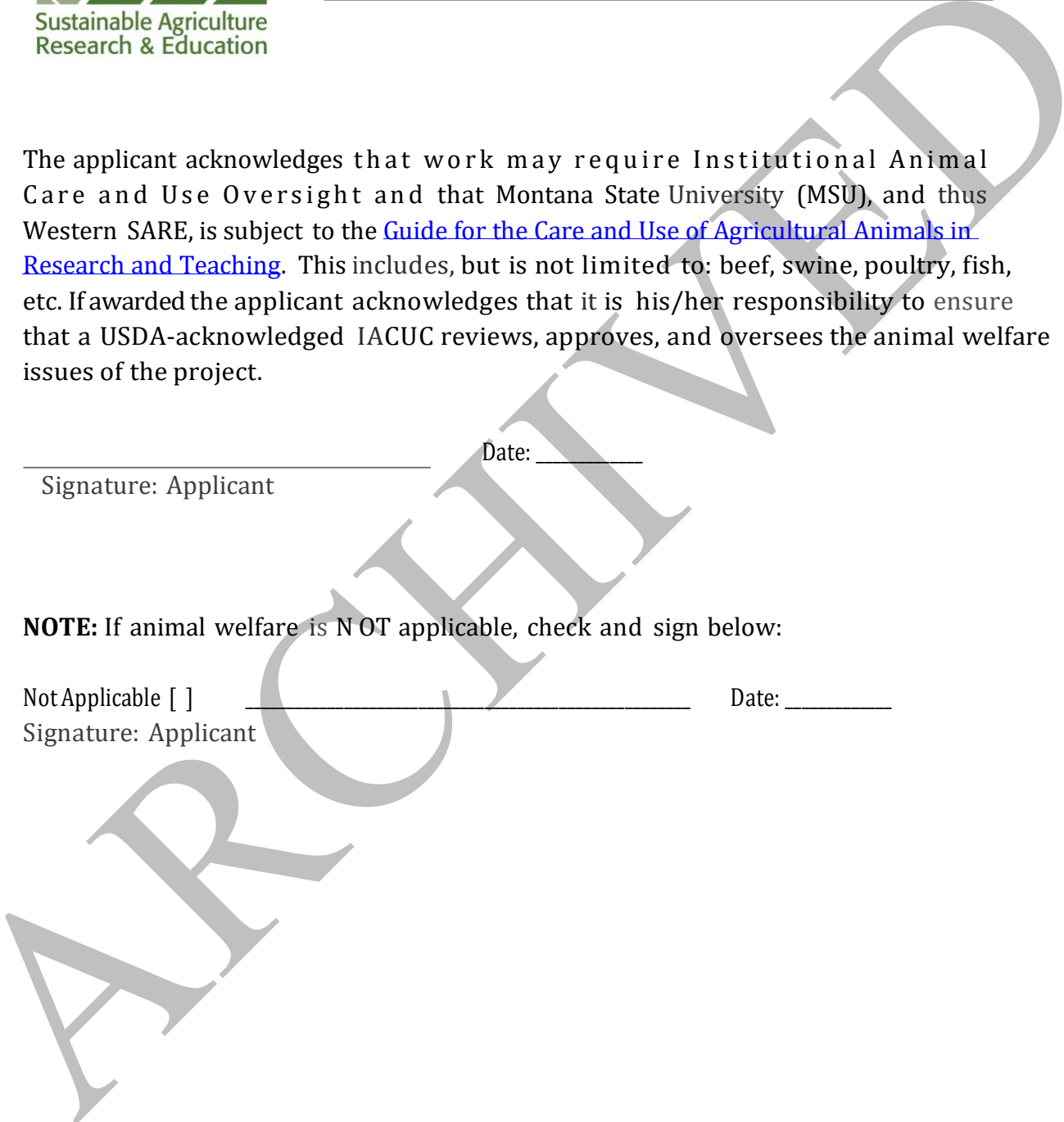
The Review Process

Only eligible proposals ***received by the due date with all supporting documents*** will be evaluated by a Technical Committee, a diverse group of people from the Western region with broad scientific and agricultural expertise. The Technical Committee evaluates the proposals based on the review criteria stated below and meets to discuss and appraise the merits of each proposal. Their recommendations are forwarded to the Western SARE Administrative Council for additional review and final selections.

Proposals will be reviewed for technical merit against the following criteria:

Project Team	10%
Relevance to Sustainable Agriculture	15%
Stakeholder Involvement	10%
Objectives	5%
Materials & Methods	25%
Producer & Ag Professional Educational Activities	10%
Scholarly Publications & Educational Materials	5%
Evaluation & Producer Adoption	5%
Timeline	5%
Innovativeness	5%
Budget & Justification	5%
Total	100%

Priority will be given to projects that:
- Closely coordinate research and Extension/outreach activities.
- Indicate how findings will be made ***readily usable*** by producers and other intended audiences.
- Maximize the direct and meaningful involvement of producers.
- Use an interdisciplinary team approach.
- Include close cooperation among universities/colleges, government agencies, nonprofit organizations, and producers.

Reporting Requirements (for awarded proposals)

Annual and final reports should describe the progress made on the research project, detail the findings observed, describe outcomes, and document impacts. All educational activities must be evaluated to measure participants' (producers, general public, students, etc.) changes in knowledge or awareness, attitudes and opinions, and/or the adoption of new practices.

Please review the documents located in WSARE Reporting Documents for Grantees section to understand what will be expected if your project is awarded:

- The *Research and Education Reporting Expectations* list shows the reporting requirements during the project and what SARE may assess two to four years after the project's completion.
- The *Survey Instrument* is a tool for gathering results from a project's outreach activities. This survey is an important way for collecting required data to measure changes in participants (farmer/ranchers, students, public, educators, etc.) knowledge, attitude, skills and awareness.

Selected Proposals

If the Western SARE Administrative Council selects your project for funding, you may expect the following:

Notification: The Western SARE Administrative Council will select proposals for funding during its 2020 winter meeting. The Administrative Council reserves the right to restructure or reduce the budget of any grant proposal before final approval. Western SARE staff will notify applicants of the status of their proposals by April 2020.

Award: If your proposal is selected for funding, the Office of Sponsored Programs at Montana State University (MSU) will initiate a Subaward Agreement with your institution/organization. The Subaward Agreement will identify all Terms and Conditions for the award, including reporting requirements. **NOTE:** If animals or human subjects are involved in the research proposal, ***USDA-NIFA requires review by the appropriate compliance boards before MSU can issue the Subaward Agreement***. If the grant recipient does not have access to an Institutional Review Board or an Institutional Animal Care and Use Board, the applicant will need to submit compliance documents to MSU for review and approval prior to receiving their award. MSU will work with the grant recipients to coordinate the process and will provide the necessary reviews of human subject and animal work.

Funds: All Subawards are cost reimbursable. The subrecipient will be responsible for invoicing MSU for all expenses to be reimbursed. Invoices are to be submitted according to the guidelines in the Subaward Agreement. 10% of the awarded amount will be withheld pending receipt and approval of the final report.

Photographs and Videos: Grant recipients are required to document their project with photographs, which can be useful to them and help us highlight and promote their work on our website and in publications. Digital photographs and videos are preferred.

Proper Citation: The Western SARE program must be credited as the funding source in any publications or outreach materials generated. Please refer to the Western SARE website for complete guidelines for acknowledging funds.

Reports: An annual progress report will be required each year of your project. Additionally, a final report will also be required. Project reports are compiled each year and shared with producers, interested policymakers and leaders at community, state, regional and national

levels. All educational materials and products must be produced in electronic format. This format will be required in your reports. ***Annual Progress Reports will be due on April 15th of each year of your project. You will have up to 60 days from the Period of Performance end date to submit the Final Report.***

Site visits: SARE recognizes there are limits to what can be accomplished, measured and reported during the life of your project. As a result, along with your reporting, Western SARE staff plan to conduct post-project assessments of representative projects to get a fuller measure of WSARE impact in areas such as:

- Who is participating in WSARE-funded projects?
- What is being created by the projects (e.g., new knowledge, new approaches)?
- What are people learning from these projects?
- What changes are farmers and ranchers making?
- What economic, environmental, social or productivity benefits are producers seeing as a result of having made a change?

Changes: Grantees must report information changes (e.g., address, phone number, email, etc..) to the Western SARE office and update their SARE profiles at projects.sare.org. Significant changes to the project as originally proposed, such as a change in PI, Co-PI, institution, stated objectives, timeline, budget, etc., should be sent as a request via email to the Western SARE Regional Coordinator for consideration/approval.

How to Apply

Go to https://projects.sare.org
Look for programs under "Western" [region]

We strongly encourage applicants read the entire Call for Full Proposals before beginning to write the proposal.

Proposals are due by 12:00 PM (noon) MST – November 8, 2019

In compliance with section 504 of the Rehabilitation Act of 1973, as amended, this material can be made available in other formats upon request.

Resources

Check the resources in the WSARE Proposal Preparation Documents section of westernsare.org. If you have further questions, please contact our office at 406-994-4785 or wsare@msu.edu

Information on past projects can be found at https://www.westernsare.org/Projects. We encourage you to visit this website to learn more about sustainable agriculture and the Western SARE program at https://www.westernsare.org. Tips for writing proposals are available under Writing a Successful Grant.
The Alternative Farming Systems Information Center (AFSIC) at the National Agricultural Library specializes in locating, collecting, and providing information about Sustainable

Agriculture. Information specialists can answer questions, highlight resources, and share search techniques for literature reviews and background research. AFSIC has a number of resources at http://www.nal.usda.gov/afsic that may be relevant to your proposal; or, contact AFSIC at 301- 504-6559 or e-mail afsic@nal.usda.gov

The United States Department of Agriculture and Montana State University are equal opportunity providers and employers.