2021 Northeast SARE New Grantee Orientation for

Research and Education, Research for Novel Approaches, and Professional Development Programs

NORTHEAST SARE

Sustainable Agriculture Research & Education

What we will cover

- Northeast SARE staff

- Contracting and Reimbursement

- Northeast SARE Acknowledgement

- Project Changes

- Project Reporting

    ... and

- Pre-award Proposal Edits

Prepare your questions for your pre-award meeting.

Northeast SARE staff

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Contracting and Reimbursement

- Northeast SARE receives a funding agreement from USDA-NIFA annually lasting 5 years.

- University of Vermont is the Northeast SARE host organization that issues project contracts to you.

- Your contract start date is *March 1, 2021*. Staff will contact you to confirm the end date of the contract.

- Project awards are paid as reimbursements. Invoice expenses at least quarterly.

Northeast SARE Acknowledgement

You must acknowledge SARE on all program materials developed with SARE funds, including

- ✓ bulletins, guides, fact sheets,

- ✓ academic journal articles,

- ✓ project posters,

- ✓ power point presentations,

- ✓ webinars and workshop handouts, websites, video credits,

- ✓ and other deliverables.

How to acknowledge Northeast SARE

- Use the logo: www.northeastsare.org/logo

- Include funding credit language:

  This material is based upon work supported by the National Institute of Food and Agriculture, U.S. Department of Agriculture, through the Northeast Sustainable Agriculture Research and Education program under subaward number [insert your project number here, e.g., LNE21-xxx or ENE21-xxx].

Questions?
Contact Communications Specialist
Deb Heleba: debra.heleba@uvm.edu

Project Changes

Any changes in the project plan or budget must be approved in advance by Northeast SARE staff.

- We are aware that COVID-19 continues to affect plans of work. If you foresee being unable to conduct your project as planned, please contact you grant coordinator.

- Budget changes exceeding 10% of the total budget must be approved in advance.

- No-cost extensions must be submitted at least 45 days before the current end date.

Project Reporting at www.projects.sare.org

- Reports are progressive, building on the previous year until reaching the final report.

- Annual progress reports are due by **January 15** each year.

- A final report is due **within 60 days** of your project's end date. The final invoice and/or the last 10% of the total award is held until the final report is approved.

- Project reports will be reviewed by our staff before finalized. **You may be asked to add or modify reports to improve clarity or completeness, before they are approved.**

- Include as attachments or uploads any information products, publications, publicity, high quality photos, etc.

Pre-award Proposal Edits

Proposal edits are required before a project is ready for contracting:

1. Budget and Dates

2. Check profile info in www.projects.sare.org

3. Then, edits are sometimes needed for:

- Performance Targets

- Milestones

- Verification Plan

Budget

Changes may be needed:

- If numbers do not exactly match throughout.

- If some explanatory detail is needed.

- If there are unallowable expenses.

If your project has any subawards, as PI you are responsible for sub-award monitoring

- Include information from sub-awards in reporting.

- To process reimbursements, sub-award agreements must end at least 60 days before your (primary) project end date.

Start and End Date

Contract start date will be <u>March 1, 2021</u>

- Project-related expenses can only be incurred after this date

End date depends on your project

- Staff may suggest a later date if more time needed for: data analysis, verification of performance target, reporting.

- **Remember, sub-award agreements must end at least 60 days before your (primary) project.**

After logging in, open your project …

Enter basic project data…

Project Overview (Reporting Instructions)

Test project – CH

Report Versions

> **Working version** Last updated: 02/15/2019 2:08pm EST by Candice Huber

Information Products

> If you produced books, bulletins, or other information products, add them here.
> Products should contain acknowledgement of SARE's support.
> Add a product

Benefits and Impacts Edit

> No benefits and impacts identified (required to submit report)

Commodities Edit

> No commodities identified (required to submit report)
>
> **Does not apply to commodities**
>
> For projects that don't address specific plant and/or animal production, click this button.

Practices Edit

> No practices identified (required to submit report)

Description to be used for search results:

> This is a fake project used to test reporting.

Proposal abstract:

> This is a test project.
>
> Project Abstract is entered by administrator from proposal.

Performance targets from proposal:

> This is a test project.

LNE19-999
Edit Project Details
Project Type: Research and Education
Funds awarded in 2019: $0.00
Projected End Date: 12/31/2021
Grant Recipient: University of Vermont
Region: Northeast
State: Vermont
Project Leader:
Your Name
Email
University of Vermont

Click here to complete your user profile.

Enter basic project data…

Project Overview (Reporting Instructions)

Test project – CH

Report Versions

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Information Products

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Add a product

Benefits and Impacts Edit

No benefits and impacts identified (required to submit report)

Commodities Edit

No commodities identified (required to submit report)

Does not apply to commodities

For projects that don't address specific plant and/or animal production, click this button.

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LNE19-999
Edit Project Details
Project Type: Research and Education
Funds awarded in 2019: $0.00
Projected End Date: 12/31/2021
Grant Recipient: University of Vermont
Region: Northeast
State: Vermont
Project Leader:
Your Name
Email
University of Vermont

Information prepopulated from proposal

Enter basic project data…

Projects Home   **Search Projects**   **Search Project Coordinators**   **Help**

Project Overview (Reporting Instructions)

Test project – CH

Report Versions

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Add a product

Benefits and Impacts Edit

No benefits and impacts identified (required to submit report)

Commodities Edit

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Does not apply to commodities

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Performance targets from proposal:

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LNE19-999

Edit Project Details

Project Type: Research and Education

Funds awarded in 2019: $0.00

Projected End Date: 12/31/2021

Grant Recipient: University of Vermont

Region: Northeast

State: Vermont

Project Leader:

Your Name
Email
University of Vermont

Click "edit" to add benefits, commodities, and practices.

Enter basic project data…

Project Overview (Reporting Instructions)

Test project – CH

Report Versions

Working version Last updated: 02/15/2019 2:08pm EST by Candice Huber

Information Products

If you produced books, bulletins, or other information products, add them here.
Products should contain acknowledgement of SARE's support.

Add a product

Benefits and Impacts Edit

No benefits and impacts identified (required to submit report)

Commodities Edit

No commodities identified (required to submit report)

Does not apply to commodities

For projects that don't address specific plant and/or animal production, click this button.

Practices Edit

No practices identified (required to submit report)

Description to be used for search results:

This is a fake project used to test reporting.

Proposal abstract:

This is a test project.

Project Abstract is entered by administrator from proposal.

Performance targets from proposal:

This is a test project.

Upload products that result from your project here.

LNE19-999

Edit Project Details

Project Type: Research and Education

Funds awarded in 2019: $0.00

Projected End Date: 12/31/2021

Grant Recipient: University of Vermont

Region: Northeast

State: Vermont

Project Leader:

Your Name

Email

University of Vermont

Use **working version** to enter annual and final reports…

Projects Home   **Search Projects**   **Search Project Coordinators**   **Help**

Project Overview (Reporting Instructions)

Click here to access working report.

Test project – CH

Report Versions

Working version Last updated: 02/15/2019 2:08pm EST by Candice Huber

Information Products

If you produced books, bulletins, or other information products, add them here.

Products should contain acknowledgement of SARE's support.

Add a product

Benefits and Impacts Edit

No benefits and impacts identified (required to submit report)

Commodities Edit

No commodities identified (required to submit report)

Does not apply to commodities

For projects that don't address specific plant and/or animal production, click this button.

Practices Edit

No practices identified (required to submit report)

Description to be used for search results:

This is a fake project used to test reporting.

Proposal abstract:

This is a test project.

Project Abstract is entered by administrator from proposal.

Performance targets from proposal:

This is a test project.

LNE19-999

Edit Project Details

Project Type: Research and Education

Funds awarded in 2019: $0.00

Projected End Date: 12/31/2021

Grant Recipient: University of Vermont

Region: Northeast

State: Vermont

Project Leader:

Your Name

Email

University of Vermont

Use **working version** to enter annual and final reports…

Projects Home   Search Projects   Search Project Coordinators   Help

Report for LNE19-999 (working version)

Test project – CH

Working version last updated on 02/15/2019 2:08pm EST by Candice Huber

No commodities identified (required to submit report) Edit

No practices identified (required to submit report) Edit

Go to Submit Report   ← clicking here takes you to the page to submit the report

⊞ Expand All   ⊟ Collapse All

⊟ **Project Information Edit**

⊟ **Cooperators Edit**

   No cooperators

⊟ **Research Edit**

Click "Edit" for each section to see all the fields that need to be completed.

LNE19-999 (project overview)
Project Type: Research and Education
Funds awarded in 2019: $0.00
Projected End Date: 12/31/2021
Grant Recipient: University of Vermont
Region: Northeast
State: Vermont
Project Leader:
Your Name
   Email
   University of Vermont

… Each grant program has unique sections that need to be completed.

Performance Targets

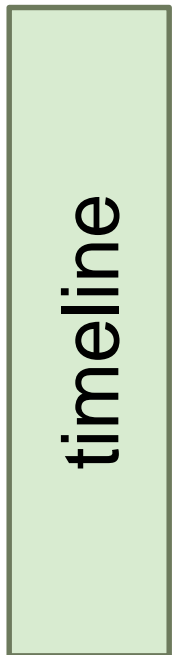**Research and Education and Professional Development grants only.**

- These are the measurable changes in behavior or condition among your beneficiaries (audience) that you expect they will achieve by the end of the project.

- Your target should be concise and it must only include measurable goals.

- At the end of the project you will report data that describes the extent to which the target was achieved.

Milestones

Research and Education and Professional Development grants only.

These are the sequential steps beneficiaries take that lead to the learning and engagement necessary for them to achieve the performance target. **You will enter data on these in the reporting system.**

timeline

1. Project recruitment

2. Pre-training engagement

3. Learning during education program

4. Engagement to support action

5. Verification of actions/changes

Verification Plan

Research and Education and Professional Development grants only.

- Conducted throughout project **for milestones**.

- Completed after project activities (allow time for behavior change to occur) **for performance target**.

- **Requires informing and tracking beneficiaries!** What they do, what they record: *what actions and data are expected from them during and at end of project?*

Outputs and Participants

All three grant programs require data on outputs produced by your project team and participants, as well as the type of participants in your project. Set up your evaluations and or verification to include the following categories:

1. Number of educational activities (**consultations, curricula or educational tools, on-farm demonstrations, online trainings and webinars, published articles, focus groups, tours and field days, workshops, and other educational activities**) annually, conducted by the project team as a result of all the milestones.

2. Number of beneficiaries and types who participated in the project's educational activities and events (**Extension, NRCS, Researchers, Nonprofit, Agency, farmers, or other service providers**)

Please remember to acknowledge SARE!

Questions about
Project Changes or Reporting?
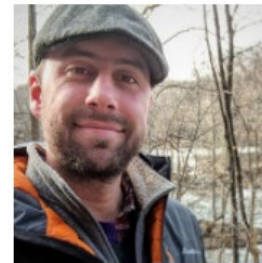
Contact your Grant Coordinator:

Heather Omand
Research and Education Grants
Phone: 802-651-8335, ext 551
Email: heather.omand@uvm.edu

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Phone: 413-834-1090
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Email: kali.mcpeters@uvm.edu

Nevin Dawson
Professional Development Grants
Phone: 410-479-4030 ext. 5
Email: ndawson@umd.edu

Next Steps

1. Pre-award call with your Grant Coordinator.
2. Complete required proposal edits.
3. Contract executed by University of Vermont and your organization.

Questions?

Prepare them for your grant coordinator at your pre-award call, contact us, or visit:

www.northeastsare.org/ManageGrants

Thank you!

NORTHEAST
SARE
Sustainable Agriculture
Research & Education