

# Applying for a 2022 NCR-SARE Graduate Student Grant

**NCR-SARE's Graduate  
Student Grant Program is a  
competitive grant program to  
fund graduate student  
projects that address  
sustainable agriculture issues.**

**Online proposals must be  
submitted by**

**April 7, 2022 4:00 pm CDT**

**[www.sare.org/ncrsare](http://www.sare.org/ncrsare)**



*Advancing sustainable  
agriculture since 1988*

This is a presentation about applying for an NCR SARE graduate student grant. The presentation goes over material that is in the Call for Proposals, so it would be good for you to have that in front of you as we go through this. You can download it from the north central sare website, [www.northcentralsare.org](http://www.northcentralsare.org)

This presentation:

provides a quick overview of SARE and North Central SARE and emphasizes some of the SARE philosophy that will aid you in developing your proposals;  
goes through some of the sections of the proposal with further clarification about what reviewers are looking for;

Ends with screen shots of the online system and instructions.

Contact information for NCR-SARE is on the last slide, so call or email if you have questions.

The screenshot shows the 'Graduate Student Grant' page on the NCR-SARE website. The page has a yellow header and a white main content area. On the right side, there is a sidebar with a photo of a student in a lab and a section titled 'Graduate Student Grant Call for Proposals'. A red arrow points from the 'View Sample Call' button in the sidebar to a text box below the main content area.

Home • NCR-SARE Grants • Apply for a Grant • Graduate Student Grant

## Graduate Student Grant

### About the Graduate Student Grant Program

The North Central Region SARE (NCR-SARE) Graduate Student Grant Program supports projects by graduate students that address sustainable agriculture issues and are part of the student's degree program. NCR-SARE instituted the Graduate Student Grant Program in 2002 for officially registered graduate students (Masters and Ph.D.) enrolled at accredited colleges or universities. Projects must benefit agriculture in the North Central Region.

NCR-SARE's Graduate Student Grant Program is a competitive grant program to fund graduate student projects that address sustainable agriculture issues. A candidate may only receive one NCR-SARE Graduate Student award during her or his graduate student career. Generally:

- Graduate Student Grant awards can be up to \$15,000.
- Projects may last up to 36 months.

**Graduate Student Grant Call for Proposals**

There is no open call at this time.

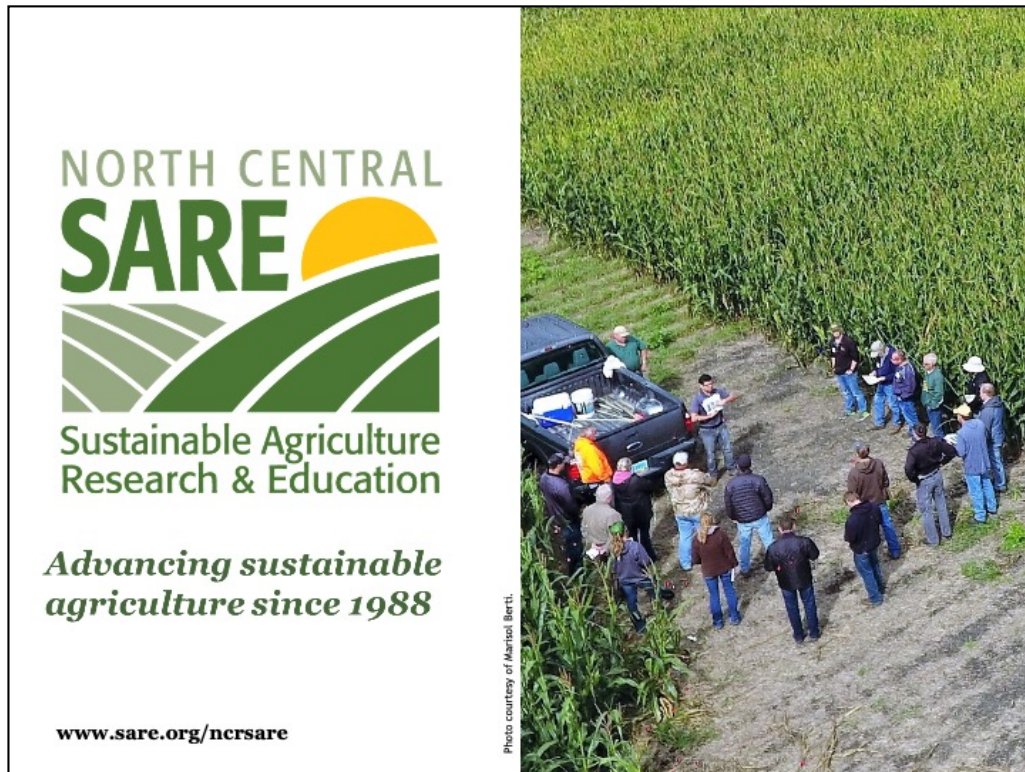
[View Sample Call](#)

Click here to download Call for Proposals (currently showing previous year as sample)

[www.sare.org/ncrsare](http://www.sare.org/ncrsare)

Download the 2022 Call for Proposals. It will be posted under the Apply for a Grant section on the home page of the North Central SARE website. (Not yet posted in this screen shot.)

Make sure it is the 2022 Call, because there are changes made each year to the application. If you have any problems downloading the Call for proposals, please contact the NCR SARE office and we can email you a copy, or send a hard copy.



The USDA Sustainable Agriculture Research and Education program, commonly referred to by our acronym, SARE, is a part of the USDA, funded through the National Institute of Food and Agriculture or NIFA program.

# What is SARE?

**Grants and outreach to  
advance sustainable  
innovations to the  
whole of American  
agriculture.**

[www.sare.org/ncrsare](http://www.sare.org/ncrsare)



We provide grants and outreach to advance sustainable innovations to the whole of American agriculture.



## Something New and Different

SARE was started in 1988, conceived as a decentralized, **science-based**, **grassroots**, practical, problem solving – and **inclusive** – competitive grant making and outreach program.

[www.sare.org/ncrsare](http://www.sare.org/ncrsare)



Photo by Layne Thompson-Forbes.

This slide highlights some of the main characteristics of the SARE program-- We are decentralized, in that each of the four regions make their own funding decisions, including which grant programs to offer.

We are science-based, and a grassroots grant program. Our proposal review teams and our administrative council include farmers and ranchers, extension educators, researchers and personnel from state and federal agencies. That's an important point to remember when you're writing your grant proposal—don't assume that everyone reviewing your proposal is an expert in your field—try to avoid using jargon.

Also, we only fund projects with strong farmer/rancher or end-user involvement.

# SARE Outreach

*a library* of practical, how-to books (in print or download for free)

*media outreach*

*a portfolio* of in-depth reports on current topics

*Topic rooms* for multimedia information

*countless* online resources, including project reports






We also have materials available for free as pdfs online, or for small fees, based largely on SARE grant results.

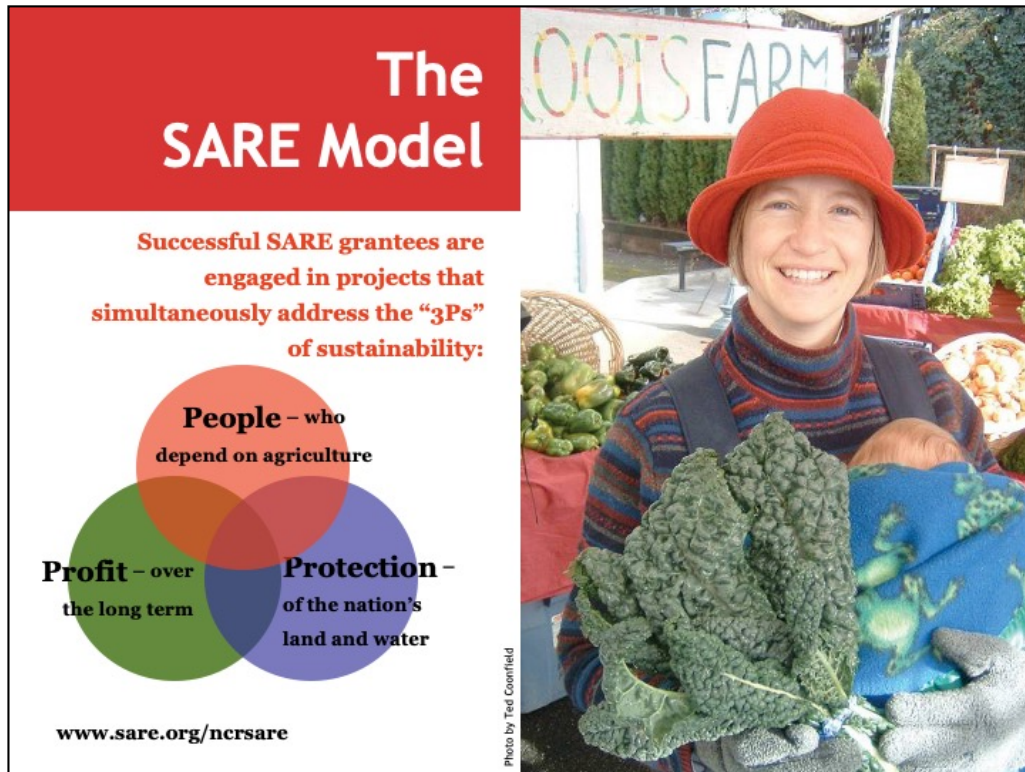
## NCR-SARE Grant Types

- **Farmer/Rancher**
- **Research & Education**
- **Partnership**
- **Professional Development**
- **Graduate Student**
- **Youth Educator**

To connect to 12-state North Central Region, go to [www.northcentralsare.org](http://www.northcentralsare.org)

Photo by Carol Flaherty

We are decentralized. The North Central region includes 12 upper midwestern states, and we have our own 16 member Administrative Council, composed of farmers/ranchers, researchers, educators and federal and state agency personnel. They set priorities and make grant funding decisions. In our region, we offer the six grant programs listed above. Information on all grant programs can be found on our website.



Successful SARE grantees have projects that simultaneously address the 3Ps of sustainability—people, profit over the long term and protection of our resources.

The North Central SARE uses slightly different wording, but also highlights the “3Ps” of sustainability, in the NCR-SARE broad based outcomes, listed at the top of p. 3 in the Call for Proposals.

In your proposal, you must address how your project addresses each of these outcomes, even if it emphasizes one over the others. The outcomes are:

Improving the profitability of farmers and associated agricultural businesses.

Sustaining and improving the environmental quality and natural resource base on which agriculture depends.

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



# Social Sustainability

<https://www.sare.org/resources/understanding-and-measuring-social-sustainability/>



[www.sare.org/ncrsare](http://www.sare.org/ncrsare)

# The SARE Portfolio

- Sustainable pest and weed mgmt.
- Marketing and local food systems
- Water quality and nutrient mgmt.
- Systems research
- High tunnels and season extension
- Crop diversification
- Cover crops and soil health
- Small ruminants/poultry/cattle
- Pastured livestock/grazing systems
- Pollinators and biodiversity
- Urban agriculture

...and much more

[www.sare.org/ncrsare](http://www.sare.org/ncrsare)

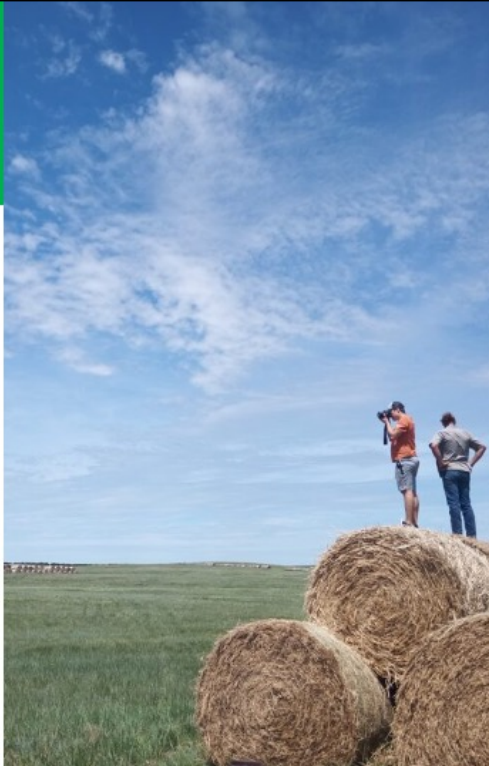


Photo by Erin Gaugier.

Those are broad outcomes, so as you can see we fund a wide range of topics that we've funded here's a partial list of the SARE portfolio

## Graduate Student Grant Program

**\$15,000 total, 10% Indirect Costs allowed**

**Max 36 months, typically 12-24 months**

**Research, OR education/demonstration projects**

**Does not have to be part of thesis, but should be part of graduate program.**

**Proposals due April 7, 4:00 p.m. CDT**

**Fund about 20 grants per year**

**Funds will be available September 1<sup>st</sup>.**

**[www.sare.org/ncrsare](http://www.sare.org/ncrsare)**




Photo courtesy Sarah Kurtz.

Now we'll focus on the Graduate Student Grant Program--these are the basics. Graduate student grants are for up to \$15,000, and 10% of that can be taken by your institution as Indirect Costs.

Duration of these projects vary widely. We allow up to 36 months, but since the grant limit is \$15,000, most projects are shorter, typically 12 to 24 months. Grants can be for research or education, or demonstration projects. Funding won't usually cover your whole thesis project, but more likely covers a specific aspect of your project. It does not have to be a part of your thesis, but should be part of your study program. For example, some students have done farmer surveys as an offshoot of their research.

Proposals are due April 7, 4:00 p.m. CDT. They are due at that time because we use an online grant submission system, and technical support is not available after 4:00 p.m.

Your institution has to sign off on your grant project, and in order to do that, you will have to complete your application—print off the draft and cover page and the institutional authorization page and run it through your grants office for signature. Upload a pdf of the signature page to your application as the final step. This all needs to be completed by the deadline—so allow time for your grants office to process. Some offices require as much as a week.

Last year we received 58 grant proposals and funded 22.

A grant review committee will meet in July and make funding recommendations to the Administrative Council who will approve funding in late July. You'll be notified in August and funding will be available Sept. 1st. Don't list your start date before September 1.



# Who Can Apply?

**Must be enrolled in a graduate student degree program or vet med residence program at accredited college or university when funds disbursed (after Sept. 1, 2022)**

**Proposal must be written by graduate student, with input from major advisor.**

[www.sare.org/ncrsare](http://www.sare.org/ncrsare)

Photo courtesy of Aljay Nair.



To apply, you must be enrolled in a qualifying graduate degree program at the time the funds are disbursed, and the proposal must be written by you, the graduate student, although we encourage input from your advisor.

A common question is whether you can apply for this grant program if you are not yet in a degree program. Technically, we say that you must be enrolled at the time the funds are disbursed, so you can apply prior to being enrolled in a degree program. But--because we ask that the graduate student write the proposal with input from their major advisor, we do expect that you are likely already accepted into a degree program, or on your way to being accepted into a specific degree program.

In addition, some institutions do not allow a graduate student to serve as the Principal Investigator, so your advisor will serve as the official P.I. for the funds, but NCR-SARE considers you the project coordinator. Part of our purpose in having this grant program is to develop future researchers in sustainable agriculture, so although it is not a large grant, we have the same requirements and treat it the same as our larger Research and Education grants.

In the North Central Region, we say that you can be outside the 12-state

region if your research or education project is being conducted primarily in the North Central Region. We've had a few questions from graduate students who are enrolled in one institution, but are doing an online graduate program in collaboration with another university, so their faculty advisor is located elsewhere. If you're in that situation, call Beth Nelson, because while you're eligible, the contract is actually between your institution and the University of Minnesota which hosts the NCR-SARE program, so we'd have to make special arrangements.

## NCR-SARE Graduate Student Grant Projects

**In recent funding cycles we funded projects in Natural resources, Livestock systems, Pest management, Cropping systems, and Marketing**

**To view graduate student projects funded, look up project reports on the national SARE website.**

**[www.sare.org/ncrsare](http://www.sare.org/ncrsare)**

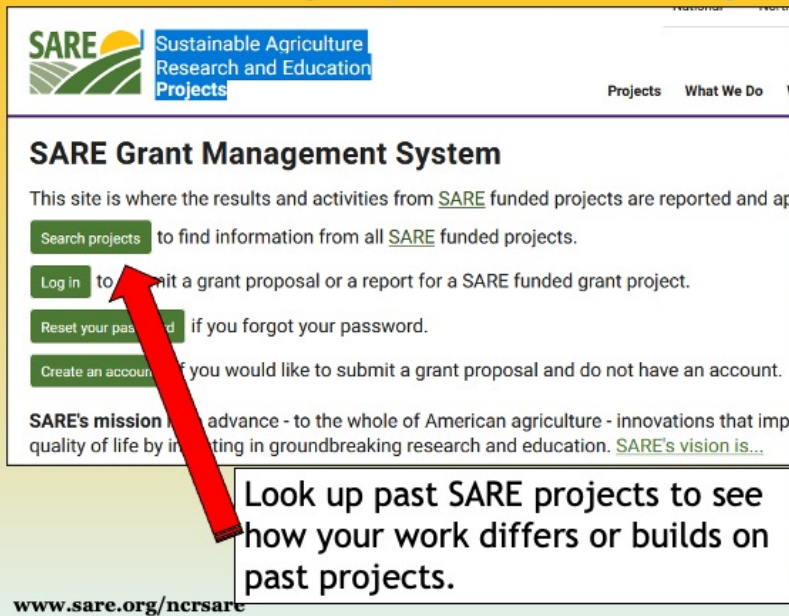


In recent funding cycles we have funded projects in Natural Resources, Livestock systems, Pest management, Cropping systems, and Marketing.

To see the full list of graduate student projects funded in recent years, look up project reports on the national SARE website.

The next slide demonstrates that.

Go to : [projects.sare.org](http://projects.sare.org)



The screenshot shows the SARE Grant Management System website. At the top, the SARE logo is displayed next to the text 'Sustainable Agriculture Research and Education Projects'. Below this, the title 'SARE Grant Management System' is prominently featured. A brief description states: 'This site is where the results and activities from SARE funded projects are reported and ap...'. Four green buttons are visible: 'Search projects', 'Log in', 'Reset your password', and 'Create an account'. A red arrow points from the 'Search projects' button to a text box that reads: 'Look up past SARE projects to see how your work differs or builds on past projects.' The website's footer includes the URL 'www.sare.org/ncrsare'.

**SARE** Sustainable Agriculture Research and Education Projects

Projects What We Do V

### SARE Grant Management System

This site is where the results and activities from [SARE](#) funded projects are reported and ap...

[Search projects](#) to find information from all [SARE](#) funded projects.

[Log in](#) to submit a grant proposal or a report for a SARE funded grant project.

[Reset your password](#) if you forgot your password.

[Create an account](#) if you would like to submit a grant proposal and do not have an account.

**SARE's mission** is to advance - to the whole of American agriculture - innovations that improve the quality of life by investing in groundbreaking research and education. [SARE's vision is...](#)

[www.sare.org/ncrsare](http://www.sare.org/ncrsare)

Look up past SARE projects to see how your work differs or builds on past projects.

To look up the projects funded in the past, go to [projects.sare.org](http://projects.sare.org), and click on search projects.



**SARE Grant Management System**

SARE funded sustainable agriculture research and education projects.


[search tips](#)


Sort by ☒ Year ☐ Title ☐ Project Number


Project Number

Project Title

Project Reports

 Region

 State

 Project Type

Project Funding  
Years From:  To:

Commodities   
Additional Plants - coffee  
Additional Plants - ginger

[www.sare.org/ncrsare](http://www.sare.org/ncrsare)

To search for relevant projects:

You can also search by project type (Research and Education, Graduate Student, etc.), region, or state. You can also search for key words in the Project Reports (cover crops, managed grazing, etc.). There is a link to search tips at the top of the page.

## Successful Proposals

- **Demonstrate relevance to sustainable agriculture in the North Central region**
- **Address NCR-SARE's three broad-based outcomes**
  - **Involve farmers/ranchers in project**

[www.sare.org/ncrsare](http://www.sare.org/ncrsare)



Photo courtesy of Katherine Turo.

Successful projects clearly present the relevance of the proposed work to the north central region, and clearly define objectives and outcomes.

Address NCR-SARE's three broad-based outcomes. How will your project affect the whole system, economically, environmentally and socially?

ALL successful graduate student proposals demonstrate farmer/rancher involvement in the proposal, beyond just identifying farmers/ranchers as the targeted recipients of the information. Sometimes farmers have expressed the need for the research, or served as advisors in planning the project, or will be involved in implementing the project or disseminating the findings, but it's important to convey how they are or will be involved.

## Successful Proposals (cont)

- Have clear **outcomes**
- Have clear **evaluation and outreach plan**
- Have budget appropriate to **the work**

[www.sare.org/ncrsare](http://www.sare.org/ncrsare)

Photo courtesy of Allison Butterfield.



Successful proposals have clearly defined outcomes for their project. These are the impacts of your project—somewhat different from the results. The outcomes are what will happen as a result of the project being completed.

Evaluation will monitor your progress toward achieving those outcomes, which will be based on your outreach efforts, not your research results. Note that you are not monitoring your progress on your research objectives, but on the project outcomes. How will you know if your target audience increased their knowledge or skill level, or if they intend to make changes based on what they learned?

The budget should be appropriate to the work.

General Grant-writing tips and resources

Home » NCR-SARE Grants » Apply for a Grant

## Apply for a Grant

Are you interested in applying for an NCR-SARE grant? If so, and if you live in one of the following states, this information is for you. The North Central Region consists of [Illinois](#), [Indiana](#), [Iowa](#), [Kansas](#), [Michigan](#), [Minnesota](#), [Missouri](#), [Nebraska](#), [North Dakota](#), [Ohio](#), [South Dakota](#), and [Wisconsin](#).

If you're located elsewhere, follow these links for information on the [Western Region SARE](#), [Southern Region SARE](#), or [Northeast Region SARE](#).

### Writing a Grant Proposal

1. Determine which SARE grant program is right for you:
  - the [Research and Education Grant Program](#) – a competitive grant program for researchers and educators
  - the [Farmer Rancher Grant Program](#) – a competitive grants program for farmers and ranchers
  - the [Graduate Student Grant Program](#) – a competitive grant program to fund graduate student projects

NCR-SARE'S GRANT PROGRAMS

[Research and Education](#)

[Farmer Rancher](#)

[Graduate Student](#)

[Youth Educator](#)

[Professional Development](#)

[Partnership](#)

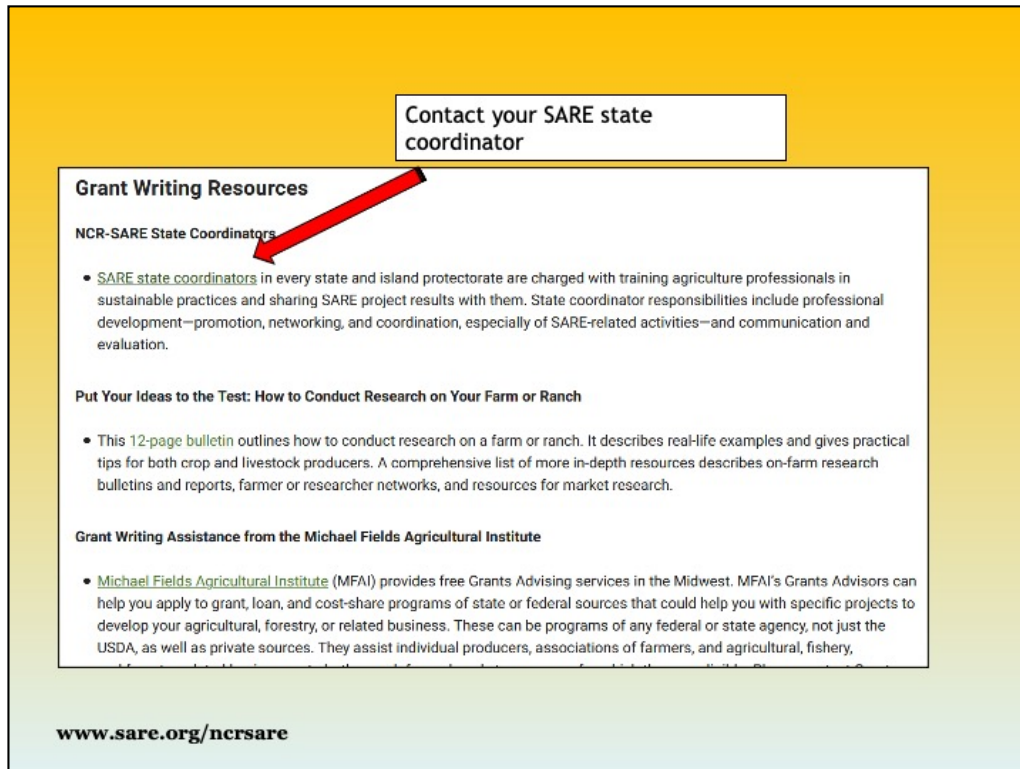


Open Grant

[www.sare.org/ncrsare](http://www.sare.org/ncrsare)

Go to the “Apply for a Grant” for general resources and tips. Scroll to bottom.





The screenshot shows a webpage with a yellow header and a white content area. At the top of the header, a white box contains the text "Contact your SARE state coordinator". Below this, the "Grant Writing Resources" section is visible. A red arrow points from the "Contact your SARE state coordinator" box to the "SARE state coordinators" link in the "NCR-SARE State Coordinators" section. The "NCR-SARE State Coordinators" section contains a bullet point about the role of state coordinators. Below this is a section titled "Put Your Ideas to the Test: How to Conduct Research on Your Farm or Ranch" with a bullet point about a 12-page bulletin. Further down is a section titled "Grant Writing Assistance from the Michael Fields Agricultural Institute" with a bullet point about the MFAI's Grants Advising services. At the bottom of the page, the URL "www.sare.org/ncrsare" is displayed.

Contact your SARE state coordinator

### Grant Writing Resources

#### NCR-SARE State Coordinators

- [SARE state coordinators](#) in every state and island protectorate are charged with training agriculture professionals in sustainable practices and sharing SARE project results with them. State coordinator responsibilities include professional development—promotion, networking, and coordination, especially of SARE-related activities—and communication and evaluation.

#### Put Your Ideas to the Test: How to Conduct Research on Your Farm or Ranch

- This 12-page [bulletin](#) outlines how to conduct research on a farm or ranch. It describes real-life examples and gives practical tips for both crop and livestock producers. A comprehensive list of more in-depth resources describes on-farm research bulletins and reports, farmer or researcher networks, and resources for market research.

#### Grant Writing Assistance from the Michael Fields Agricultural Institute

- [Michael Fields Agricultural Institute](#) (MFAI) provides free Grants Advising services in the Midwest. MFAI's Grants Advisors can help you apply to grant, loan, and cost-share programs of state or federal sources that could help you with specific projects to develop your agricultural, forestry, or related business. These can be programs of any federal or state agency, not just the USDA, as well as private sources. They assist individual producers, associations of farmers, and agricultural, fishery,

[www.sare.org/ncrsare](http://www.sare.org/ncrsare)

Scroll down that page to grant writing resource, and you'll see NCR-SARE Sustainable Agriculture Coordinators. You should contact your state coordinator for NCR SARE. Click on the link indicated in this slide to obtain the name and contact information of your state coordinator. They can discuss your idea with you, offer suggestions, and may be able to link you to collaborators. They can be especially helpful in connecting you to farmers who might be interested in your work and willing to collaborate.

# Project Proposal Summary

**400 word limit**  
**Summary will be used to publicize**  
**your project if funded.**  
**Be concise—a lot of information**  
**requested.**

[www.sare.org/ncrsare](http://www.sare.org/ncrsare)



I'm going through the main parts of the proposal, skipping over a few sections, so make sure you follow the call, which lists all questions.

Word limits are meant to be generous.

Be concise.

The Summary has a 400 word limit. The summary is used both in our review process to convey the basic information about your project to our Administrative Council, which makes the funding decisions, and to publicize your project.

## Brief Project Description

**75 word limit—this is your one- floor elevator speech about your proposed project!**

**It will be used to announce funded projects, and will be shown with your project title in the reporting system.**

[www.sare.org/ncrsare](http://www.sare.org/ncrsare)



Photo courtesy of K-State Agronomy.

You will also write a very short project description. This will be used in press releases if your project is funded. This is separate from the 160 character description you will write when you enter your title in the online system. That is used for search engines, so be sure to include key words in that description.

# Outcomes

**Education Project: Post-harvest  
handling workshops**

**Learning Outcome: Farmers will  
learn post harvest handling and  
packing techniques for sales to  
institutions.**

**Action: Farmers will use post  
harvest techniques and increase sales  
to institutions**

[www.sare.org/ncrsare](http://www.sare.org/ncrsare)



Define your Project Outcomes.

Outcomes are what will happen as a result of you doing this project with regard to your target audience. So if you're doing an education project, these apply to the whole project.

We ask you to identify learning and action outcomes and you can also address condition or system outcomes. Learning outcomes, things that happen fairly quickly, are changes in awareness, skills, knowledge or attitude; action outcomes are changes in behavior, practice or decision-making, and those are the outcomes that you might achieve at the end of your project.

So as an example: for an education project on post-harvest handling with farmers as the target audience. Your learning outcomes might be that farmers will learn post harvest handling and packing techniques—so will increase both their awareness of specific requirements from institutional buyers, and increased knowledge about those techniques. The action outcome might be that farmers will use post harvest techniques and increase sales to institutions.



# Outcomes

**Research Project:** Landscape diversity influence on vegetable crop pollinator population

**Learning Outcome:** Farmers will learn how diverse landscape influences number and type of pollinators.

**Action Outcome:** Farmers will use biodiverse plantings to increase pollinator population.

[www.sare.org/ncrsare](http://www.sare.org/ncrsare)



Photo by Himgel Bryant.

You take a little different approach for a research project, because project outcomes generally refer largely to your outreach program.

It's still the “what will happen” as a result of you having done the research, but the outcomes are a little further down the road. A research project that is generally addressing a research question may be spending the majority of the first two years collecting data, and the data would then be considered an input to your outreach efforts.

For example: For a research project that looks at how landscape diversity affects the pollinator population, a learning outcome might be that farmers will learn how diverse landscapes affects the number of pollinators—that will be the information generated from the research.

An action outcome will be that farmers plant diverse landscape strips in the hopes of increasing pollinator populations, a change in farmer behavior.

## Project Proposal

### Statement of Problem, Background, Justification

**Explain the issue being addressed. Justify the Need.**  
 What's been done and what is now needed? What is the potential impact—especially in terms of NCR's Broad Based Outcomes:

- Improving farmer/rancher profitability
- Sustaining and improving the environmental quality
- Enhancing the quality of life

[www.sare.org/ncrsare](http://www.sare.org/ncrsare)



Photo by Marie Flanagan.

One of most important parts of your proposal is to describe the problem you're addressing. This has a 1000 word limit.

Provide background about what's been done, and justify what you think needs to be done.

Explain how is the proposed work is relevant to sustainable agriculture in the North Central Region, and what the impact will be, especially in terms of:

Improving the profitability of farmers and associated agricultural businesses.

Sustaining and improving the environmental quality and natural resource base on which agriculture depends.

Enhancing the quality of life for farmers/ranchers, rural and urban communities, and society as a whole.

Reviewers give more weight to proposals that at least consider impact on all three, even if the primary outcome might sustain and improve environmental quality.

It's also useful to give reviewers an idea of the extent of the problem, or the

potential impact your project may have by estimating the number of acres affected, or the size or value of the livestock or crop industry affected in the north central region.

Incorporate in this section a BRIEF review of pertinent literature and of relevant SARE projects. Search the SARE database of project reports for projects that are relevant to your proposal (see <http://mysare.sare.org>) and explain how your project is different from or complementary to other projects that SARE has funded. List literature cited at end.

## Approach & Methods

**Describe how you plan to carry out work.**

**Include special reference to farmer/rancher involvement and partnerships.**

[www.sare.org/ncrsare](http://www.sare.org/ncrsare)

Photo courtesy of Denisha Parker.



Describe you plan to carry out this work. Emphasize farmer involvement and partnerships, and describe key inputs and activities. Avoid jargon. Reviewers may not have specific expertise in your field. Inputs and activities can go in your Summary table (program logic model). You may list literature cited at the end of the section. This section also has a 1000 word limit.

# Outputs

**What will  
be the  
products  
of this  
project?**

[www.sare.org/ncrsare](http://www.sare.org/ncrsare)



Describe the products (e.g. expected research results, papers, or educational materials, completed workshops or field days with expected number of participants, etc.) of your project that will help achieve the expected outcomes.



# Evaluation

**How will you know  
you've succeeded  
or are making  
progress toward  
outcomes?**

[www.sare.org/ncrsare](http://www.sare.org/ncrsare)

Photo courtesy of Purdue University.



How will you know if you've succeeded in achieving your outcomes, or how will you monitor progress toward the outcomes? Will you do surveys to see if farmer attendees have increased their knowledge level or skill level? Or if they intend to change their practices or look into this more ( a change in attitude or awareness).

# Summary Table

Expected Outcomes	Outputs	Activities & Inputs	Evaluation
Action: Farmers will use post harvest techniques and increase sales to institutions	10 farmers adopt new packing protocols and sell to institutions	Videotape on farm post harvest process  Five ½ day workshops on postharvest techniques with materials  Student time to do follow up survey, interview farmers about increased sales	Follow up survey (six months) and interviews with farmers
Learning: Farmers will learn post harvest handling and packing techniques for sales to institutions.	Workshop curriculum  40 farmers increase awareness about techniques	Compensation to farmers for interview time  Student time to develop curriculum  \$ to develop video clips  \$printing	Pre and post-workshop surveys

[www.sare.org/ncrsare](http://www.sare.org/ncrsare)



This summarizes the logical sequence of events that will lead to the outcomes you have identified.

The Outcomes are what you want to happen as a result of the project. The inputs are the resources needed to do the activities. The outputs are the products that result, and under evaluation, describe what you'll measure to show that you achieved your Outcomes, or made progress toward your outcomes.

So here's an example of what might be part of a simple summary table for the Outcomes we identified for the Education project on postharvest handling and packaging techniques.

For the research project, you might have a similar activities posted under learning outcomes, but an input would be the data from the research project, do data showing which landscapes increased numbers of beneficial pollinators—you might have a workshop to share your findings in the third year, but in the course of the three years, you might not be able to include action outcomes, like following up to see whether farmers were actually implementing practices you talked about in the workshop.

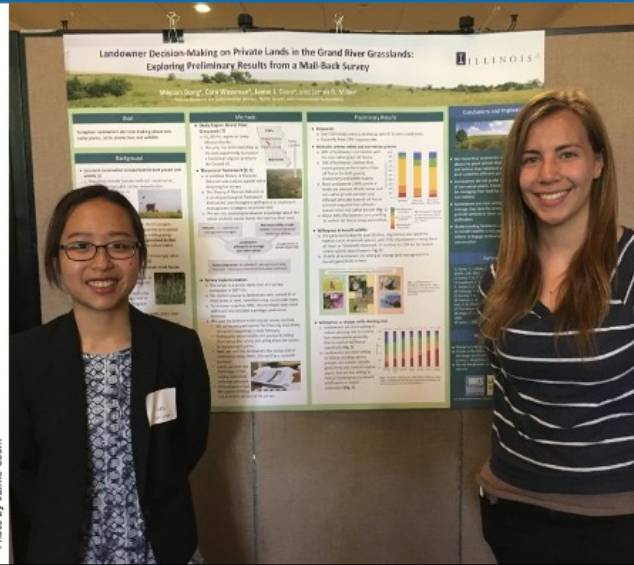
You'll be uploading this as a Table to your online application.

# Proposal

## Outreach Experience and Roles

[www.sare.org/ncrsare](http://www.sare.org/ncrsare)

Photo by Jaime Coon.



How will you inform other about your project—workshops? Extension publications? Articles?

Experience and roles. Briefly describe the roles and expertise of the various participants in your project.

## Budget and Justification

**Expenditures should closely align with goals and outcomes of your project.**

**Justify expenses.**

**Grants have \$15,000 limit.**

**10% Indirect costs allowed.**

**Salary allowed, but not tuition.**

**Budget for farmer compensation if appropriate.**

[www.sare.org/ncrsare](http://www.sare.org/ncrsare)




Photo courtesy Zsófia Szendrői.

The expenditures need to match the goals and outcomes of the project.

Up to 10% of direct costs can be taken by your institution for indirect costs. You can include graduate student salary on the budget, but tuition is not allowed.

In general, SARE proposal reviewers don't like to see an entire budget devoted to salary. But we recognize that because these are small grants, often what is needed to do the project is student time, just be sure to justify it in your narrative. We've emphasized farmer involvement in your project, and you should plan to compensate farmers for their time in the budget, if they are serving on a planning committee, or hosting a field experiment, or a field day. There is a sample budget in the Call for Proposals.



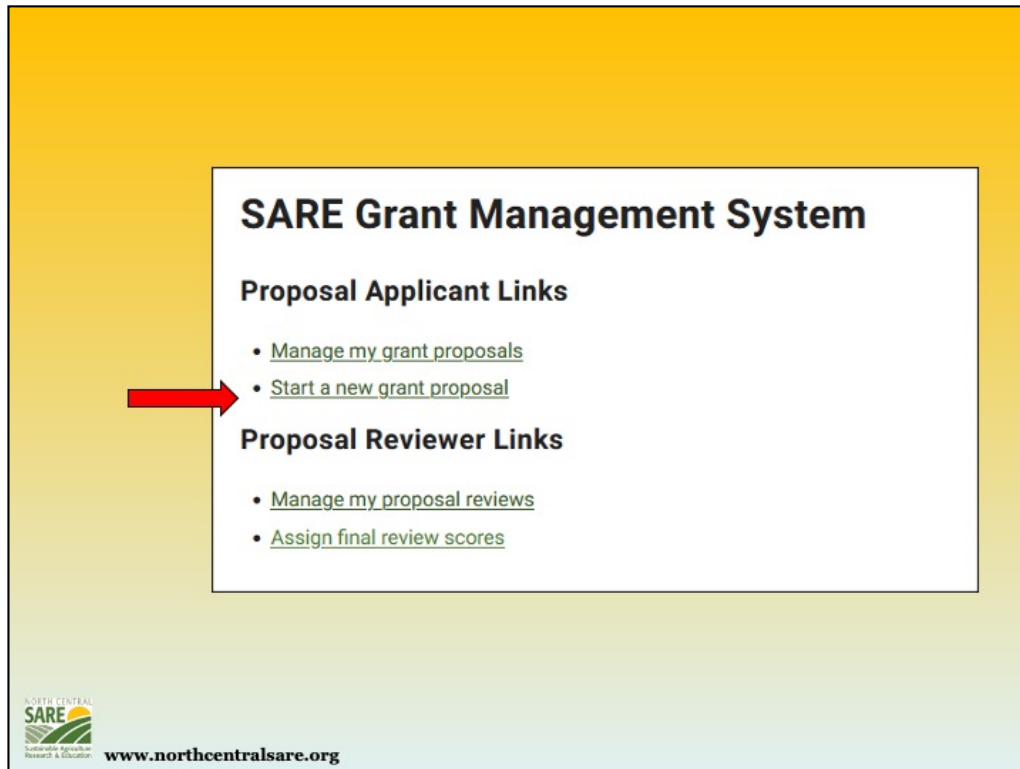
<https://projects.sare.org/>



So those are the basics for preparing your proposal. Now I'm going to switch gears and walk you through the new online application system.

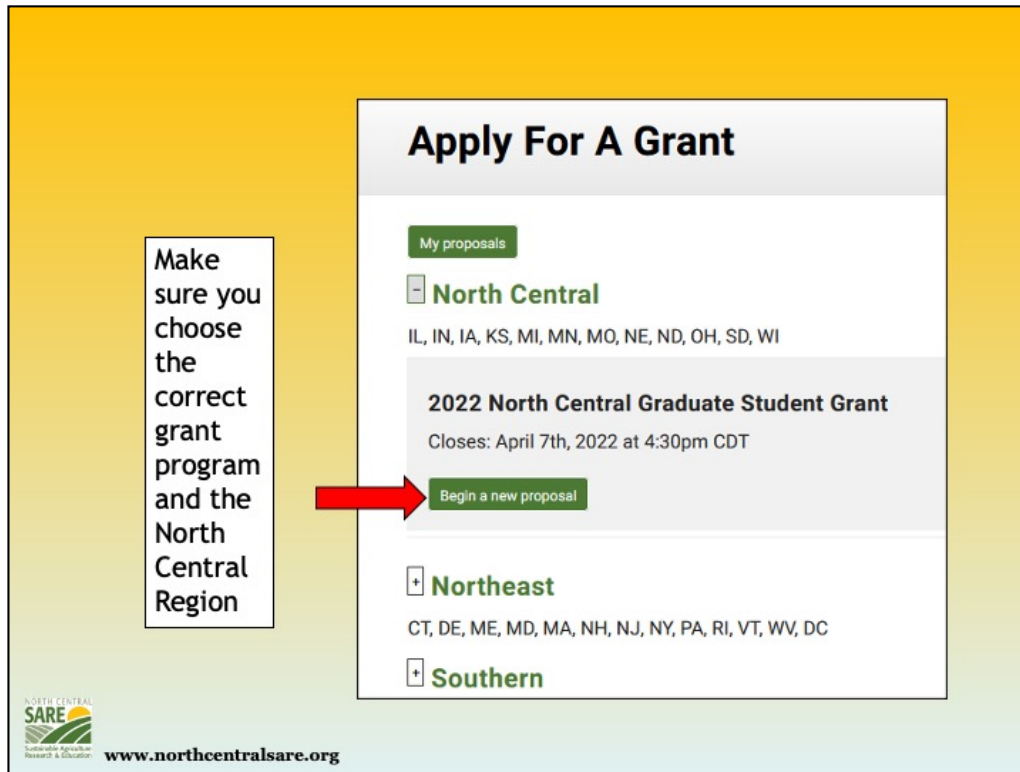
If you've never had a SARE grant before, you'll first need to create an account and complete your user profile. Go to [projects.sare.org](https://projects.sare.org/) and click on "create an account"

If you've had a SARE grant previously and filed reports in this system, your profile will already be in the system and you can log in with the information you used for reporting.



Once you log in, you'll see this screen. Under projects, you'll see a list of all projects you've been associated with. Under proposals, you'll see a link to manage applications. This is for you to edit proposals you've started but not submitted.

Click on "start a new grant" to start a new proposal.



You will see a list of all open grant applications, for all regions.

Make sure you choose the correct grant program and the North Central Region. You will be completing the 2022 North Central Graduate student application (Screen shot is from last year.)

## Manage Grant Applications

[« My Proposals](#)

### 2022 North Central Graduate Student Grant

**No Project Title – 454998 \*** [Edit title](#)

Missing Project Description \*

[Edit description](#)

<b>Graduate Student</b>	<b>Faculty Advisor *</b>
Beth Nelson	(none)
<a href="#">Change</a>	<a href="#">Change</a>

You must [complete your user profile](#) before you can submit your proposal

[View Draft](#)

**Closes:**  
April 7th, 2022 at 4:00pm  
CDT

[\\* Cover](#)

**North Central Region SARE**  
**2022 Call for Graduate Student Proposals<sup>[1]</sup>**  
**NCR-SARE and the 2022 Call for Proposals**  
SARE is the Sustainable Agriculture Research and Education program, a competitive USDA NIFA grants program funded by Congress. The



[www.northcentralsare.org](http://www.northcentralsare.org)

Enter the title and brief project description (less than 160 characters). This is the description that search engines will access, so use key words for your project. The click on "cover"

The screenshot shows the 'Cover' page of a SARE proposal submission system. On the left, two white boxes with black text provide instructions: 'To return to main page' and 'Completed questions are marked with a green check.' Red arrows point from these boxes to the 'Proposal Overview' button and the 'Start Date' section, respectively. The 'Cover' section includes a title, a description, and two main input fields. The 'Start Date' field is marked with a green checkmark and contains the text 'September 1, 2022'. Below it are 'Clear answer', 'Cancel', and 'Save' buttons. A red arrow points to the 'Save' button. The 'Project End Date' field is marked with a red asterisk and has an 'Edit Answer' button, with a red arrow pointing to it. At the bottom left is the SARE logo and the website 'www.northcentralsare.org'.

To return to main page

Completed questions are marked with a green check.

Proposal Overview View Draft

### Cover

Complete general information about the project, including type of project, start date, end date, and project cannot start before September 1, 2022.

✓ Start Date

Your project cannot start before September 1, 2022.


September 1, 2022

[Clear answer](#)

Cancel Save

\* Project End Date

Edit Answer

 **SARE**  
Sustainable Agriculture  
Research & Education

[www.northcentralsare.org](http://www.northcentralsare.org)

Answer each question by clicking on “edit answer” and **saving your answer**. Once you’ve completed the cover page information, or at any time, you can click on “back to proposal” to go back to the main page. **SAVE** as you go. If you’re interrupted, only what has been “saved” will be kept.



**Additional Faculty Advisors Information**

A faculty member (often the student's major professor) should be available to discuss project budget issues. Also, since many universities only allow faculty members to sign the signature and contact information for the student's adviser on the project budget. Be sure to check "Additional Advisor/Major Professor" for their role.

**Email \***  
ncrsare@umn.edu

**First Name \***  
Jane

**Last Name \***  
Smith


**Roles \***

☒ Additional Advisor/Major Professor

**Name Prefix** - Select -

**Name Suffix**  
e.g. DVM or Jr.

When you complete information for your Advisor, check the box



www.northcentralsare.org

Complete the information for your faculty advisor, and check the box indicating this person is your advisor.

**Test A – 454998** [Edit title](#)

Test A

[Edit description](#)

**Graduate Student** **Faculty Advisor**

Beth Nelson      Beth Nelson

[Change](#)      [Change](#)

You must complete your user profile before you can submit your proposal

[View Draft](#)

**Closes:**  
April 7th, 2022 at 4:00pm  
CDT

**North Central Region SARE**  
**2022 Call for Graduate Student Proposals<sup>[1]</sup>**  
**NCR-SARE and the 2022 Call for Proposals**

SARE is the Sustainable Agriculture Research and Education program, a competitive USDA NIFA grants program funded by Congress. North Central region (NCR) includes: Indiana, Illinois, Iowa, Kansas, Michigan, Minnesota, Missouri, Ohio, Nebraska, North Dakota, South Dakota, and Wisconsin.

NCR-SARE strengthens communities, increases farmer/rancher profitability, and improves the environment by supporting research and education. Learn more about SARE at [www.sare.org](http://www.sare.org).

The Graduate Student Grant Program is one of six NCR-SARE grant programs. The Graduate Student Grant Program provides funding for graduate students to conduct research and education projects.

✓ [Cover](#)

\* [Impact on sustainable agriculture in the North Central Region](#)

\* [Body of Proposal](#)

\* [Budget and Budget Justification](#)

If all required questions in a section are complete, the section will be marked with a green check.

Click on each section to complete.



**www.northcentralsare.org**

Once all required questions in a section are complete, the section will be marked with a green check.

Click on “Body” to enter information in the next section.

**Body of Proposal**

Word limits are meant to be generous, knowing that different proposals will require more detail in different sections.

**\* Summary**

The Summary should concisely convey information about your project. The Summary should include the project objectives, an abbreviated version of the project outcomes, and very brief summaries of the context, approach/methods, and evaluation plan. State how the outcomes are expected to have relevance to farmers/ranchers.

[Edit Answer](#)

**\* Outcomes**

Provide a brief narrative that lists learning and action outcomes expected from your project activities. Learning outcomes include changes in the knowledge, awareness, skills, and attitudes of the audience that you are trying to reach. Action outcomes include changes in the behavior or practices of this audience. Discussion of expected outcomes should include audience that is likely to experience change as a result of the project. Outcomes should be specific, clear, and measurable. Include your expected outcomes in the Summary Table of Outcomes, Inputs and Activities, Outputs and Evaluation.

For more information about defining outcomes for your proposal, see the presentation on preparing a grant proposal on the North Central SARE website.

Words: 1/250


[Add media](#)

**Callout Box:** Some sections allow you to add images or tables. Click on "add media". Limit images/tables to the equivalent of one two-sided page.

**Footer:** NORTH CENTRAL SARE www.northcentralsare.org

You will enter the body of your proposal here. Note that most sections have word limits. You can add images or tables in sections that have an “add media” button, but please limit your images as indicated in the Call. To go back to your main page, click on “Proposal Overview.”

You can view a draft of your proposal at any time.



## 2022 North Central Graduate Student Grant

**Test A – 454998** [Edit title](#)

Test A

[Edit description](#)

**Graduate Student**

Beth Nelson

[Change](#)

**Faculty Advisor**

Beth Nelson

[Change](#)

You must [complete your user profile](#) before you can submit your proposal

[View Draft](#)

**Closes:**

April 7th, 2022 at 4:00pm CDT

✓ [Cover](#)

✓ [Impact on sustainable agriculture in the North Central Region](#)


**North Central Region SARE**

**2022 Call for Graduate Student Proposals<sup>[1]</sup>**

***NCR-SARE and the 2022 Call for Proposals***

SARE is the Sustainable Agriculture Research and Education a competitive USDA NIFA grants program funded by the U.S. Department of Agriculture. The North Central region (NCR) includes: Indiana, Illinois, Michigan, Minnesota, Missouri, Ohio, Nebraska, North Dakota, and Wisconsin.

*NCR SARE strengthens communities, increases farm*



**www.northcentralsare.org**

To view or share your draft proposal, click on “View draft”

Complete the budget by entering each item with short item description, then justification and details. Click on save when done with each item.

• Purchase of books used in the student's courses.  
 • Printing or copying of a the  
 • Permanent capital improve  
 • Purchase of motorized veh  
 • Equipment (see note in bud

For each item in your budget, p  
 quantity. The budget justificati  
 proposing to buy landscape cl  
 250' @ \$92 each, four rolls, \$  
 times anticipated time needed  
 explanations for labor needed  
 in this grant program. Tuition r  
 NCR-SARE does NOT require n  
 program. Equipment rental is a

**\* Budget**

Add a Budget Item

Add Budget Item

Budget Category - Select -

Item Description

Details / Justification

Amount

Cancel Save

Proposal Overview View Details

NORTH CENTRAL  
**SARE**  
 National Agriculture  
 Research & Education

www.northcentralsare.org

You will enter each item in the budget.



Budget

**Answer:**

Maximum indirect costs allowed: \$300 (10.00%)

Category	Description	Amount
Personnel - Salaries/Wages	student help for sampling	\$3,000
<a href="#">Edit</a> <a href="#">Delete</a>		
<b>Total:</b>		<b>\$3,000</b>

Description	Details / Justification
student help for sampling	1 student sampling and preparing samples for test; 20 hours per week for 10 weeks, \$15/hour.

[Add a Budget Item](#)

Complete information for first item, then click  
“Add another budget item”  
Save when complete.

www.northcentralsare.org

Select the major budget category from the drop down list, provide a brief item description, provide a more detailed budget justification for how you arrived at that number, as described in the instructions), and the total amount. Save, then return to the budget and add another item. You don’t have to save after each entry, but your work won’t be saved until you do, so better to save as you go so you don’t lose information.

Once you've entered your direct costs, you can use the total direct cost to calculate indirect costs.  
 $\$3500 \times .10 = \$350$ .

✓ Budget

Answer:

Maximum indirect costs allowed: \$350 (10.00%)

Category	Description	Amount
Personnel - Salaries/Wages	student help for sampling	\$3,000
<a href="#">Edit</a>	<a href="#">Delete</a>	
Materials and supplies	Seed	\$500
<a href="#">Edit</a>	<a href="#">Delete</a>	
Fee for services	farmer compensation	\$0
<a href="#">Edit</a>	<a href="#">Delete</a>	
<b>Total:</b>		<b>\$3,500</b>

Description	Details / Justification
student help for sampling	1 student sampling and preparing samples for test; 20 hours per week for 10 weeks, \$15/hour.
Seed	\$100/50 pound of seed for each of five farmers
farmer compensation	10 hours for each of five farmers to plant seed, at \$25/hour



www.northcentralsare.org

You'll see a table with the simple item description and the amount, and a separate table below that provides the more detailed justification.


When you've added in all your direct costs, you can "save", and use the total to calculate indirect costs. Multiply the direct cost total by .10 to get indirect costs. In this example, that will be \$350.

**\$350 added as a budget item as  
"Indirect Costs".**

✓ Budget

**Answer:**  
Maximum indirect costs allowed: \$350 (10.00%)

Category	Description	Amount
Personnel - Salaries/Wages	student help for sampling	\$3,000
<a href="#">Edit</a> <a href="#">Delete</a>		
Materials and supplies	Seed	\$500
<a href="#">Edit</a> <a href="#">Delete</a>		
Fee for services	farmer compensation	\$0
<a href="#">Edit</a> <a href="#">Delete</a>		
Indirect costs	10% of Direct Costs Total	\$350
<a href="#">Edit</a> <a href="#">Delete</a>		
<b>Total:</b>		<b>\$3,850</b>



Description	Details / Justification
student help for sampling	1 student sampling and preparing samples for test, 20 hours per week for 10 weeks, \$15/hour.
Seed	\$100/50 pound of seed for each of five farmers
farmer compensation	10 hours for each of five farmers to plant seed, at \$25/hour
10% of Direct Costs Total	10% of Direct Costs Total as allowed by SARE.

Add \$350 as a budget item, identified as Indirect Costs from the drop down menu.



[www.northcentralsare.org](http://www.northcentralsare.org)



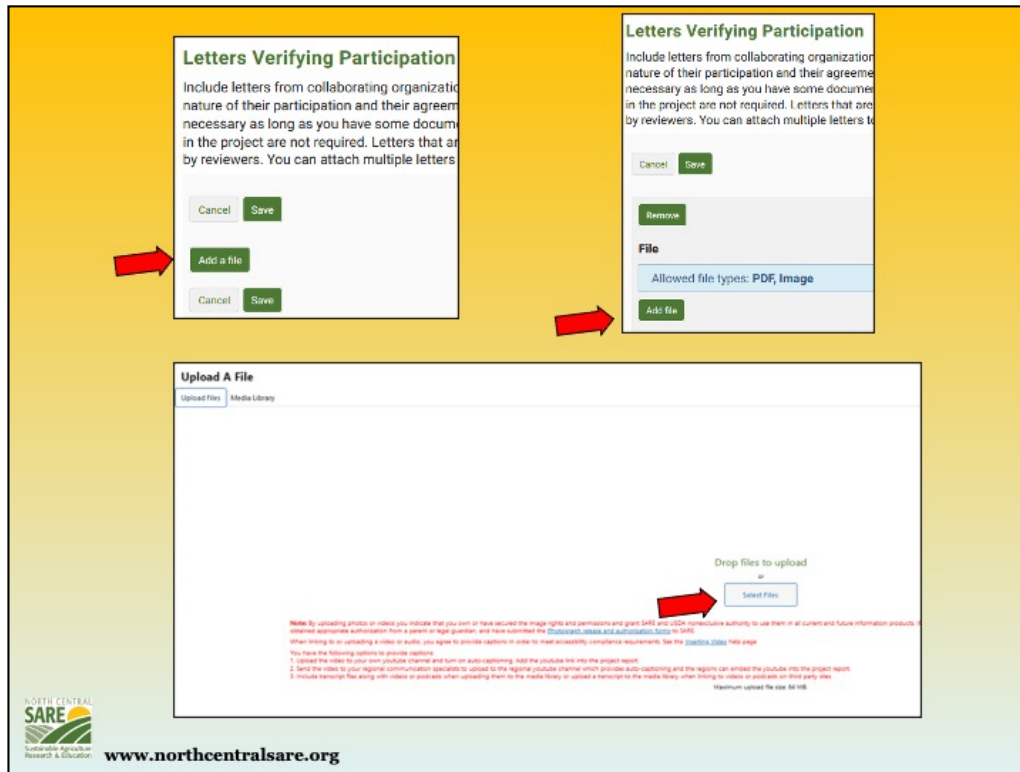
**Letters Verifying Participation**

Include letters from collaborating organizations and from individuals who will be participating in the project to verify the nature of their participation and their agreement to participate. Letters from participating farmers/ranchers are necessary as long as you have some documentation of their commitment. Letters of support from participants in the project are not required. Letters that are not provided as attachments here and are received separately by reviewers. You can attach multiple letters to this section.

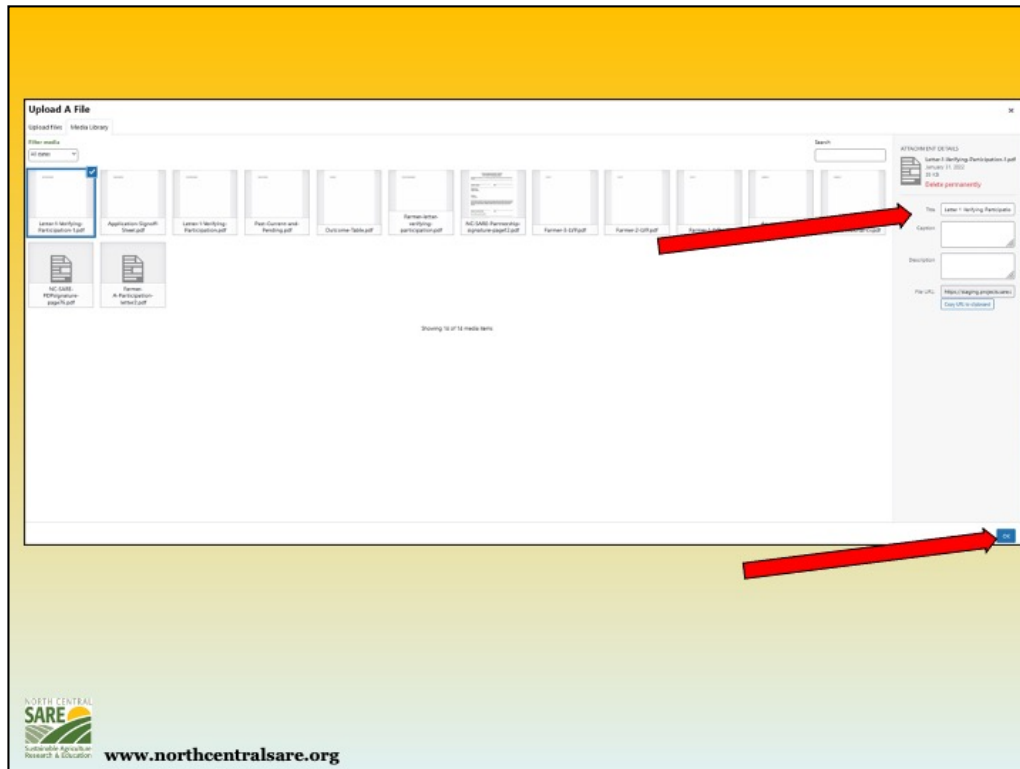
[Edit Answer](#)

 **www.northcentralsare.org**

For an example of how to upload files, go to the section for “letters verifying participation”. Click on “edit answer”



Click on “add a file” on the next two screens, then click on “select file” to upload from your computer.



On the far right you should see the title of the uploaded file. You can provide a caption if you'd like, otherwise it will use the file name. You must click the box "ok" in the lower right hand corner to upload your file into the media file



**Letters Verifying Participation**

Include letters from collaborating organizations and from individuals who can describe the nature of their participation and their agreement to participate in the project. Letters are necessary as long as you have some documentation of their participation. Letters that are not provided by reviewers. You can attach multiple letters to this section.

[Cancel](#) [Save](#)

[Remove](#)

**File**

Allowed file types: PDF, Image

[Change file](#)

Current file: Letter 1 Verifying Participation (PDF)

[Remove current file](#)

[Add another file](#)

[Cancel](#) [Save](#)

 **www.northcentralsare.org**

The screenshot shows a web form titled "Letters Verifying Participation". It contains instructions, a "Cancel" and "Save" button pair, a "Remove" button, a "File" section with "Allowed file types: PDF, Image", a "Change file" button, a "Current file: Letter 1 Verifying Participation (PDF)" entry with a "Remove current file" link, an "Add another file" button, and another "Cancel" and "Save" button pair at the bottom. Two red arrows point to the "Add another file" and the bottom "Save" button. The North Central SARE logo and website URL are at the bottom left.

It will have added your file as Current file. Note that you can change the file or remove it. You can click on "add another file" to add a second letter.


Click on  
"Application  
Signoff Sheet to  
download the  
pdf, and print

**\* Application Signoff Sheet**

Once you have completed all required information and uploaded all necessary attachments, print and download the [Application Signoff Sheet](#). You and your faculty advisor must sign the Application Signoff Sheet and submit it to your grants office for an authorized organization representative's signature. You will need to upload the Application signoff sheet to upload with your proposal as the final step prior to submitting your proposal.

Once your submission is complete, you will be directed to a web page that states your proposal is complete and specifies the date and time of submission. You may "unsubmit" your proposal to make changes to the deadline!

Upload/select file

 **www.northcentralsare.org**

Next you'll print off the application signoff sheet, by clicking on the link.

**You and your advisor will sign the sheet, then submit to your institution's grant office to complete and sign. You will then upload the a pdf of the signed sheet.**

### APPLICATION SIGNOFF SHEET NCR SARE Graduate Student Grant

Signatures are required below from you, the applicant, and your faculty advisor. Your institutional grants office should complete and sign the bottom part of this page.

**APPLICANT'S ASSURANCE:** I affirm that I am, or will be, a graduate student at \_\_\_\_\_  
that I have written this proposal and discussed this proposal with my faculty advisor, listed below.  
Should I be awarded a grant, I will report results through each December while the project is in progress and write a final report when the project is complete. I will keep North Central SARE informed of any contact and e-mail changes for at least two years after the final report is written.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

**FACULTY ADVISOR:** I affirm that I have read this proposal and understand that, for the purposes of this proposal, I will be named the principal investigator. I will supervise grant activities and support student compliance with SARE requirements as needed.

Faculty Advisor signature \_\_\_\_\_ Date \_\_\_\_\_

**INSTITUTIONAL APPROVAL:** The grants or sponsored programs office hereby certifies that we have read this proposal and have the capacity to manage grant funds on behalf of the faculty member named above should the proposal be funded. We further understand that SARE funds cannot be used except as outlined in the proposal.

Signature of authorized official \_\_\_\_\_ Date \_\_\_\_\_

Name and title of authorized official: \_\_\_\_\_

Contact Information for Authorized Official:


Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

DUNS Number: \_\_\_\_\_


[www.northcentralsare.org](http://www.northcentralsare.org)

You and your advisor will sign, then submit to your institution's grant office with the draft of your proposal, to have them complete the institution information and sign.. Ask them to provide you with a pdf of the signed page, and you will then upload that to your proposal prior to submission. This signed form must be submitted by the closing date, so allow extra time for your organization to review your proposal and sign off. Some grant offices require a week or more to complete this.

Link to share draft with collaborators

### Test A

2022 North Central Graduate Student Grant

ID: 454998

[Edit Proposal](#)

Link to share: <https://staging.projects.sare.org/proposals/show/454998/6151>

[Download PDF](#)

**Grant Type:** Graduate Student

**Region:** North Central


**Application Year:** 2022

**Status:** Not submitted

**Amount Requested:** \$3,850

**Graduate Student:**

[Beth Nelson](#)  
administrator  
Univ of MN  
1862 Land Grant  
[nelschreib@comcast.net](mailto:nelschreib@comcast.net)



www.northcentralsare.org

You can share the draft with collaborators by sending them the link. Collaborators cannot directly access the proposal, except by using your login information.

Once you are satisfied with your proposal, click "submit proposal". Submit button does not appear until all required sections are completed.

### 2022 North Central Graduate Student Grant

**Test A – 454998** [Edit title](#)

Test A

[Edit description](#)

**Graduate Student**

Beth Nelson

[Change](#)

**Faculty Advisor**

Beth Nelson

[Change](#)

[View Draft](#)

**Closes:**  
April 7th, 2022 at 4:00pm CDT

- ✓ [Cover](#)
- ✓ [Impact on sustainable agriculture in the North Central Region](#)
- ✓ [Body of Proposal](#)
- ✓ [Budget and Budget Justification](#)

[Submit Proposal](#)

Only Beth Nelson can submit this proposal.

[Delete proposal.](#)

**North Central Region SARE**

**2022 Call for Graduate Student Proposals<sup>[1]</sup>**

**NCR-SARE and the 2022 Call for Proposals**

SARE is the Sustainable Agriculture Research and Education a competitive USDA NIFA grants program funded by Congress. The North Central region (NCR) includes: Indiana, Illinois, Iowa, Kansas, Michigan, Minnesota, Missouri, Ohio, Nebraska, North Dakota, and Wisconsin.

NCR-SARE strengthens communities, increases farmer/rancher profitability, and improves the environment by supporting research and education. Learn more about SARE at [www.sare.org](http://www.sare.org).

The Graduate Student Grant Program is one of six NCR-SARE programs. The Graduate Student Grant Program provides funding for students enrolled in graduate programs or in veterinary medicine residence programs at accredited colleges or universities who are exploring some aspect of sustainable agriculture as part of their educational program. **Proposals must be written by the student** who will coordinate and conduct the project, with input from their faculty advisor. The project must primarily benefit the North Central Region.

In 2022, \$300,000 will be available to fund about 20 grant projects. Individual grants are for \$15,000 total, and can fund projects for up to 12 months.

[www.northcentralsare.org](http://www.northcentralsare.org)

Once you've uploaded the signature page, and all required sections are complete, you can proceed to submit your proposal. Note that the "Submit proposal" button will NOT show up until you have completed all sections, including the title and the brief description on that main proposal page.

**Proposal Submitted**

2022 North Central Graduate Student Grant  
Test A  
Your proposal has been submitted.  
[PROPOSAL OVERVIEW](#)  
[VIEW PROPOSAL](#)

Once you click "submit proposal" you'll see this screen. This is the only confirmation you'll receive. Note that in this system, you do have the ability to "unsubmit" and make corrections BEFORE the close date!

**View Proposal**

**Closes:**  
April 7th, 2022 at 4:00pm CDT

**Submitted** ✓

- ✓ [Cover](#)
- ✓ [Impact on sustainable agriculture in the North Central Region](#)
- ✓ [Body of Proposal](#)
- ✓ [Budget and Budget Justification](#)

**Unsubmit Proposal**

**North Central Region SARE**  
**2022 Call for Graduate Student Proposals<sup>(1)</sup>**  
**NCR-SARE and the 2022 Call for Proposals**  
SARE is the Sustainable Agriculture Research and Education (SARE) program, a competitive USDA NIFA grants program funded by the U.S. Department of Agriculture. The North Central region (NCR) includes: Indiana, Illinois, Michigan, Minnesota, Missouri, Ohio, Nebraska, North Dakota, and Wisconsin. NCR-SARE strengthens communities, increases farm profitability, and improves the environment by supporting research, education, and demonstration projects. Learn more about SARE at [www.northcentralsare.org](http://www.northcentralsare.org). The Graduate Student Grant Program is one of several programs. The Graduate Student Grant Program provides students enrolled in graduate programs or in veterinary residence programs at accredited colleges or universities the opportunity to explore some aspect of sustainable agriculture through an educational program. **Proposals must be written** by the student and will coordinate and conduct the project, with input from the advisor. The project must primarily benefit the North Central region. In 2022, \$300,000 will be available to fund about 10 proposals.

**www.northcentralsare.org**

You'll see the top screen as confirmation once you've submitted.

You do have the ability to unsubmit and make changes prior to the closing date for the grant program. Just log back into the system, go to "manage my proposals" and click on your 2022 Grad Student proposal.

You MUST resubmit prior to the deadline.



If you got back to your proposal page, you'll see that the recently submitted grant is listed under "pending approval".

## Manage Grant Applications


### Unsubmitted Proposals

[TestA Preproposal - 454890](#)  
2022 North Central Research and Education Grant - Full Proposal

### Pending Approval

[Test A - 454998](#)  
2022 North Central Graduate Student Grant

[Test C - 452985](#)  
2022 North Central Partnership Grant



www.northcentralsare.org

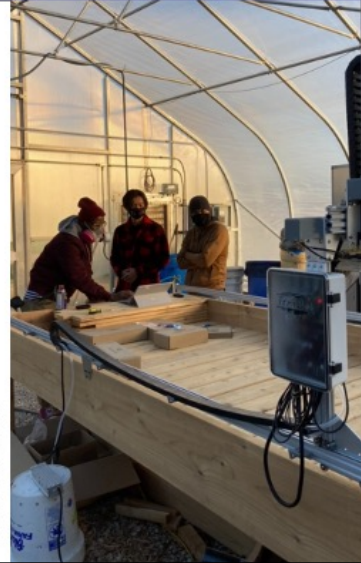
On your manage proposals page, you'll see your submitted grant under "pending approval". Active proposals are ones you've started, but not yet submitted.

## Timeline 2022 Graduate Student Grant Cycle

<i>Feb. 7, 2022</i>	Graduate Student Call for Proposals released
<b><i>April 7, 2022</i></b>	Grant applications due at 4:00 pm CDT
<i>Late July, 2022</i>	Administrative Council recommends grants and project coordinators notified
<i>August, 2022</i>	Budgets reviewed and grant contracts finalized
<i>September 1, 2022</i>	Funds available,
<i>March 1, 2024</i>	First annual report due (unless project ends prior to December 31, 2020)
<i>Project end date</i>	Final report due 60 days after project end date

[www.sare.org/ncrsare](http://www.sare.org/ncrsare)

Photo courtesy Mark Baker.



The proposals are due online (with signed signature page) Thursday, April 7, at 4:00 p.m. CDT. They'll be reviewed in July and a decision will be made by the NCR-SARE Administrative Council in late July. We'll notify applicants in early August, and if you're funded, our contracts person will contact you to verify the budget, and begin writing the contract. Funds will be available Sept. 1. We do require annual reporting and a final report.

# Things to Remember

**Involve farmers or end-users!**  
**Budget appropriate for work—**  
**follow guidelines.**

**Submit proposal by**  
**the 4:00 p.m. CDT**  
**April 7 deadline!**

[www.sare.org/ncrsare](http://www.sare.org/ncrsare)

Photo courtesy Charles Martin.



Things to remember!

## Questions? Contact NCR-SARE

**Beth Nelson, Regional Director,  
Research and Education Programs  
BAE Bldg. Suite 120, 1390 Eckles Ave.  
St. Paul, MN 55108  
E-mail: [bethnelson@umn.edu](mailto:bethnelson@umn.edu)  
Phone: 612.626.4436**

**North Central SARE Office:  
E-mail: [ncrsare@umn.edu](mailto:ncrsare@umn.edu)  
Phone: 612.626.3113  
[www.northcentralsare.org](http://www.northcentralsare.org)**

**[www.sare.org/ncrsare](http://www.sare.org/ncrsare)**



**Sustainable Agriculture  
Research & Education**

*Advancing sustainable  
agriculture since 1988*

Here is contact information for me and for Jean Andreasen. Please feel free to contact us with questions..

We look forward to receiving your proposal.