NORTHEAST SARE
Sustainable Agriculture Research & Education

Partnership Grant Program
2021 Call for Proposals

Important Dates

The online system will open to accept proposals starting on: **March 1, 2021**

Proposals, with all required documents, are due no later than: **April 13, 2021, 5:00 p.m. ET**

### Proposals are submitted online at: projects.sare.org

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Questions?

Visit the Northeast SARE website at: **www.northeastsare.org/PartnershipGrant**.

Contact grant coordinator Candice Huber at **candice.huber@uvm.edu** or 802/651-8335 x554.

About Northeast SARE

The Northeast Sustainable Research and Education (SARE) Program offers competitive grants to farmers, educators, service providers, researchers, graduate students and others to address key issues affecting the sustainability of agriculture throughout our region. Northeast SARE is one of four regional SARE programs funded by the USDA National Institute of Food and Agriculture.

The program—including funding decisions—is driven by the Northeast SARE **outcome statement**:

Agriculture in the Northeast will be diversified and profitable, providing healthful products to customers. Farmers and the people they work with will steward resources to ensure sustainability and resilience, and foster conditions where farmers can have high quality of life and communities can thrive.
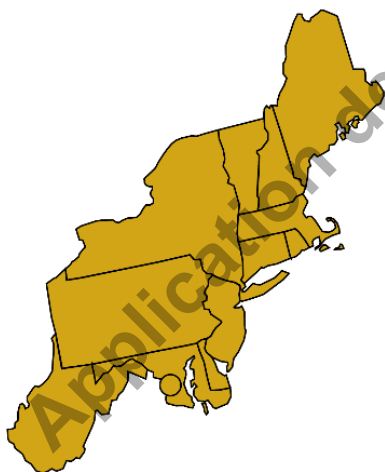
Projects must take place in the Northeast region that includes:

Connecticut, Delaware, Maine, Massachusetts, Maryland, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, West Virginia, Vermont, and Washington, D.C.

Inside

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

About Northeast SARE Partnership Grants

Overview

The Partnership Grant program funds projects that work in direct partnership with farmers to encourage innovative solutions to current sustainability challenges related to production, marketing, and/or farmer and community well-being in Northeast farming and food systems.

Partnership Grant projects may conduct research to improve production practices, pest management techniques, marketing approaches, and farmer, farmworker or community well-being; offer education and training programs to increase knowledge and improve decision-making about sustainable practices; develop unique machines and tools; organize on-farm or in-market demonstrations of new techniques; explore new farm management and community development approaches that support sustainable agriculture outcomes; and propose other work to strengthen our Northeast agricultural community.

Northeast SARE funds a broad range of projects; there are no set restrictions on the specific topics that Partnership Grants may address as long as projects lead to new information or working relationships that are consistent with the Northeast SARE outcome statement (page 1) and address the program's review criteria.

The Partnership Grant program requires an explicit connection to the needs and interests of farmers in the Northeast. The program is **not** designed to support educational programs for the non-farming general public, food donation efforts, general public awareness campaigns about agriculture and nutrition, or community and school gardening initiatives.

To see examples of funded Partnership Grant projects, visit the national SARE project database at: **projects.sare.org/search-projects/**.

Eligible Applicants

Partnership Grants are open to anyone who works with farmers, including personnel at nonprofit organizations, colleges and universities, Cooperative Extension, municipalities, state departments of agriculture, federal agencies like NRCS, and for-profit business entities that provide agricultural consulting, veterinary services, etc.

Northeast SARE encourages projects submitted from or in collaboration with women, the LGBTQ+ community, and Black, Indigenous and People of Color (BIPOC). Additionally, we encourage projects submitted from or in collaboration with Minority Serving Institutions (including 1890s and other historically Black colleges and universities, Hispanic-Serving Institutions, and tribal colleges and universities) and other organizations in the Northeast that work with historically underrepresented communities.

As a project leader, you must have the skills needed to oversee and carry out the proposed work. Your organization must have the legal structure and financial capacity in place to receive and execute a Northeast SARE contract, including expending funds needed for the project prior to receiving reimbursements from Northeast SARE; advance payments are not possible.

Applications are limited to one per individual per year. While you may only submit one proposal in a year, other individuals from your organization may also apply. Current grant recipients who are behind in their reporting cannot apply.

Projects must take place within the Northeast region that includes Connecticut, Delaware, Maine, Massachusetts, Maryland, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, West Virginia, Vermont, and Washington, D.C.

Northeast SARE will not fund proposals that appear to duplicate work that has been approved for funding by another grant program (within or external to SARE). It is your responsibility to make clear to reviewers

that any proposed work is unique, and that if it is part of a project submitted to or funded by another grant program, the project builds on or complements the other work and is not duplicating it.

Farmer Partner Role

Farmers must be partners in both the planning and implementation of the project. If you, as the applicant, are a farmer, you must include at least one other farmer from another farm in the proposal as the designated farmer partner.

Northeast SARE defines a farm as a commercial operation with an established farm income of at least $1,000 on a regular basis from crop and/or livestock enterprises that may include aquaculture or land-based production; see the "What is a farm?" guide at **www.northeastsare.org/PartnershipGrant** for more information.

Your proposal must include a letter from each farmer partner involved in your project that describes their farm and farming experience, confirms their commitment to and importance of the project, and outlines the activities they will perform.

Funding Available

Partnership Grants are capped at $30,000. One-year projects with funding requests well under the cap are encouraged. Proposals with higher funding requests should clearly justify the need for a more robust budget. This justification may include: 1) enlisting multi-institution or multi-disciplinary collaboration, 2) exploring more complex subject matter, or 3) taking longer to document results or changes.

There is no matching funds requirement for Northeast SARE grants.

While collaboration is key to this grant program, you, as the applicant, hold primary responsibility for the project and must be the primary recipient of the funds to carry it out. If collaborating organizations receive funds, their role must be subsidiary and they may not receive more than 50% of the grant award.

Partnership Grants are competitive. Proposals are reviewed based on the review criteria outlined in the step-by-step instructions (pages 8-15). The strongest proposals are selected from among those received during the current cycle; past proposals are not considered.

Project Duration

Typical project length is 1 to 2 years. All projects must be completed by November 30, 2024.

Conflict of Interest

Members of the Northeast SARE Administrative Council, SARE staff, and SARE State Coordinators are not permitted to be funded or named in proposals submitted to this grant program. Members of proposal review teams are not permitted to discuss or vote on proposals that involve organizations they work for, organizations for which they serve as board member or adviser, former graduate student advisees, or close personal friends.

Public Domain

Proposals and reviews are kept confidential, shared only among Northeast SARE staff, Administrative Council members, and grant program reviewers. However, Northeast SARE, as a USDA NIFA program, is committed to public access of results of funded projects; therefore, information on funded projects, their reports, and related information will be in the public domain.

Acknowledging SARE

All funded projects are required to acknowledge Northeast SARE as the funding source in **all** project publications and outreach materials.

Use of Funds

SARE funding must comply with USDA NIFA and University of Vermont (Northeast SARE's host institution) guidelines. Therefore, there are certain allowable and ineligible expenses for this grant program, listed below. All grant expenses must be incurred during the contract period, which will be defined before the project begins.

Eligible Expenses

Funds may be used for the following expenses, provided that they are specific to the project:

- **Labor**, including wages or salary, and benefits, for individuals working on the project;

- **Supplies**, including research supplies, outreach materials, copies, postage, printing and software;

- Farm equipment **rental or operating charges**;

- **Equipment** that is necessary for, and unique to, the project – equipment with useful life beyond the project is eligible on a prorated basis but equipment with general use is not eligible.

- **Travel and per diem necessary for the project**;

- **Journal publication fees** so long as they are incurred during the contract period; and

- **Indirect costs** up to 10 percent of the total grant request.

Ineligible Expenses

Funds may NOT be used for:

- **Capital costs** for either the applicant institution or the farmer partner including the purchase of land, buildings, livestock, general use machinery, orchards, greenhouses, and major improvements, fixtures or expansion expenses;

- **Normal operating expenses** such as utilities, general maintenance, general supplies, or any other expenses that would be there in the absence of the project;

- Purchase of **motorized vehicles** and **equipment** that is necessary for normal farm operation;

- **Incentive offers and promotional items**, including items of clothing (hats, tee shirts, aprons, etc.), swag, giveaways, subsidies, raffles, and branded promotional material;

- **Travel to scholarly meetings** unless essential to the project, such as presentation of project results;

- **International travel** unless integral to the project's success and described in the budget justification (Note: There are certain restrictions on costs and carriers);

- **Cell phone charges**, even if you use your cell phone in the course of the project;

- **Food expenses** unless necessary for the continuity of a training event or project meeting (Note: When SARE funds are used for meals, USDA employees should note this on their expense reports and deduct meal costs from any per diem reimbursements); and

- **Expenses outside of the grant period**. SARE cannot pay for expenses incurred before the award start date or after the end date on the grant contract.

It is expected that costs for copiers, cameras, computers, video equipment, and other items that have a wide range of uses beyond the boundaries of the project be provided by the applicant and covered as indirect costs. To be considered a direct cost, the item must be clearly essential and used 100% for the project.

Grant Timeline

Online system opens for proposal submissions...March 1, 2021

Online submission deadline..**April 13, 2021, 5:00 p.m. ET**

Review of proposals ....April to June 2021

Northeast SARE Administrative Council makes final selections ....July 2021

Award decisions announced to applicants...Late July 2021

Contract start date for awarded projects ....August 1, 2021

Preparing Your Proposal

Advanced Planning

You will submit your proposal online at: **projects.sare.org**. Please prepare your proposal well in advance of the deadline. Most sponsored programs or grant support staff need a few weeks to review and approve proposals, so plan accordingly. A Grant Commitment Form is required – it must be completed and signed by you, the applicant, as well as the authorized official at your organization or institution. Separate completed Grant Commitment Forms are required from each subaward on your project and must be uploaded as part of your proposal. Take into account the time it takes to receive signed forms. Also, allow time to receive commitment letter(s) from your farmer partners and other collaborators.

All required documents must be included with your online proposal by the deadline; incomplete proposals will not be reviewed.

Text Limits, Formatting, and Writing Suggestions

There are word limits for most sections of the proposal. We highly recommend you prepare your proposal offline, completing your responses per the instructions that follow and then copying and pasting your responses into the online system. To that end, we have posted a Word document of the proposal questions, see: **www.northeastsare.org/PartnershipPrepDoc**. This document is provided for your convenience for proposal development only and is not intended as a substitute for the application itself.

Keep your writing clear and simple. To the extent possible, avoid scientific jargon and specialized vocabulary--write for a mixed audience that includes farmers, researchers, nonprofit and extension staff, and other agricultural service providers. You can assume that grant reviewers have solid agricultural knowledge, but not necessarily deep expertise in your subject area.

Do not include links to external sites, except as needed in the citation list, as they will not be considered by reviewers.

Ask a colleague or someone familiar with the proposed project to review the draft of your proposal. A fresh set of eyes can help you identify sections that may be unclear, correct errors, and strengthen areas that may need help.

It is advisable to correct any mistakes online before submitting and to print out the final copy for your records.

Proposal Outline / Checklist

Components of the proposal and their word limits appear below, listed in the order they appear in the online system. You may use this outline as a checklist to ensure your proposal is complete before submitting.

Attachments must be directly related to the proposed project work. Do <u>not</u> attach extraneous materials such as brochures or resumes. Do <u>not</u> attach letters of general support from people who are not direct participants.

❑ Project Title (150-character limit, including spaces)
❑ Project Description (300-character limit, including spaces)

General Information
❑ Project Start Date
❑ Project End Date
❑ State
❑ Primary Commodities
❑ Primary Practices
❑ Benefits and Impacts
❑ Project Summary (250-word limit)
❑ Does this project involve research with vertebrate animals?
❑ Does this project involve human subjects research?
❑ Plan for IACUC/IRB Determination

Applicant and Collaborator Information
❑ Experience, Skills and Capacity (750-word limit)
❑ Partner Farmers(s)
❑ Letters of Commitment from Farmer Partner(s) (file upload)
❑ Other Key Collaborator(s) (if applicable)
❑ Letters of Commitment from Other Key Collaborators (if applicable) (file upload)

Introduction
❑ Problem and Proposed Solution (500-word limit)
❑ Previous Work (750-word limit)
❑ Citation List (750-word limit)

Plan of Work
❑ Objectives (200-word limit)
❑ Materials and Methods (1,200-word limit)
❑ Supporting Materials (file upload)
❑ Outreach Plan (500-word limit)
❑ Timeline (500-word limit)

Budget

❑ Budget Justification and Narratives from applicant (and subawardees, if applicable) (file upload)
❑ Budget Summary

Commitment of Organization

❑ Grant Commitment Form for applicant (and subawards, if applicable) (file upload)
❑ Institutional Official Information
❑ FDP Clearinghouse

Note: Required Documents

Proposals with missing or incomplete required documents will not advance to grant review, so be sure the following required documents are uploaded:

- Letters of Commitment from farmers and collaborators (PDF)
- Budget Justification and Narrative Spreadsheet(s) (.xlxs)
- Grant Commitment Form for each institution receiving funds (PDF or image)

SARE's Online Submission System

Proposals are submitted online at: **projects.sare.org**.

The online submission system will be open to accept Partnership Grant proposals from March 1, 2021 until the deadline, 5:00 p.m. ET on Tuesday, April 13, 2021. Staff support to answer questions and address technical submission issues will be available until 5:00 p.m. ET on the due date. Applications submitted after 5:00 p.m. ET on April 13 will not be accepted. We strongly suggest you submit your application well in advance of the deadline, in the unlikely event you experience technical issues that take time to resolve.

The proposal must be submitted by you, the grant applicant/Principal Investigator (PI), and not another individual.

Getting a User Account

Enter the SARE online submission system at **projects.sare.org**. All new users should select "Create an account" and complete the registration information. The system will send you an email with instructions to create your password.

If you have previously received SARE grants and submitted reports, you are registered as a user in the system and should use your account to submit your proposal. Once logged in, be sure to update your account profile. An incomplete profile will inhibit your ability to submit your application.

Logging In

From the SARE online submission system landing page at **projects.sare.org**, select "**Log in**." Once logged in, select "**Start a new grant proposal.**" Grant opportunities for all four SARE regions will be listed; scroll down until you see "**Northeast**" and click the "**+**" button. Under "**2021 Northeast SARE Partnership Grants**", choose "**Begin a New Proposal**."

Entering Your Proposal

Start your proposal by clicking "**Edit Title**" and entering a clear, succinct title of under 150 characters (including spaces) that captures the essence of the project's intent. Avoid acronyms, jargon and unnecessary words.

Next, provide a brief "**Project description**" of 300 characters or less. This is a short description of what the project intends to accomplish and, should your project be funded, will show up as the search result in the SARE database.

Be sure to click "**Save**" after each entry.

Ignore the button that says "**Change PI**"; the Principal Investigator (PI) is required to enter and submit the proposal.

Complete the proposal sections. Click on each section and submit responses to the questions. To enter information, click "**Edit Answer**" for each question and be sure to click "**Save**" after each entry. See the Step-by-step instructions that follow for more guidance on these sections.

At any time during the writing of your proposal, you may preview a draft from the **Proposal Overview** page by clicking "**View Draft**". Once there, you can also share the draft of your proposal with collaborators by either sending the "**Link to Share**" found at the top of the draft page (after clicking **View Draft**) or by creating and sending a PDF of the proposal.

When all proposal questions are answered to your satisfaction and you have uploaded all required attachments, go to the **Proposal Overview** page and click the "**Submit Proposal**" button at the bottom of the page. The "**Submit**" button will not appear until you have answered all the required questions.

Select "**I understand**" to confirm your submission. You will receive an email confirmation of your submission. Your submission is not complete until this final step, and it is important that you see the email confirmation to be sure your submission went through.

Prior to the deadline, you may unsubmit to revise the proposal, but if you do so, don't forget to submit it again when you are done, otherwise it will not go forward to review. Each time you submit or unsubmit the proposal, you will receive an email confirmation.

Step-by-Step Instructions

The proposal is divided into sections that contain multiple questions. Instructions for questions within all sections are presented below. Review criteria appear next to their associated questions throughout the proposal.

To navigate the proposal online, each section appears on the menu in the left sidebar of the **Proposal Overview** page; clicking on the section heading will open the fields for entering responses to questions. To enter a response, click the "**Edit Answer**" button after each question. Answers should be written per the instructions below and should adequately address the associated review criteria.

General Information

Project start date. Choose a start date from the calendar pop-up that is on or after August 1, 2021. Contract start dates will be August 1, 2021 but projects may begin after that date. Note: SARE cannot pay for expenses incurred before the contract start date.

Project end date. Choose an end date from the calendar pop-up. Partnership Grants typically run for one or two years, with a maximum of three.

State. Select the state where the majority of work will be carried out.

Primary Commodities. Select only the primary production commodities being addressed or investigated by the project, not every commodity that might potentially be affected. If your project is not commodity specific, select "Does not apply to specific commodities".

Primary Practices. Select only the primary production practices being addressed or investigated by the project, not every practice that might potentially be affected.

Benefits and Impacts. Of the choices listed, how might your project have the most benefit and impact? Select up to two areas of benefits and impacts.

Project Summary (250-word limit). This is a standalone summary of the project. It should briefly describe the issue, the project objective(s), key components of your project's plan of work, and outreach strategy. Since the summary is the first thing reviewers will see, take some time to make it clear and compelling. You may want to compose the summary after you have written the rest of your proposal.

Does this project involve research with vertebrate animals? Please answer either "yes" or "no". If your project is funded and involves animals, SARE will require certification of protocol review from an Institutional Animal Care and Use Committee (IACUC). Federal animal welfare regulations require that all activities involving the use of live vertebrate animals used or intended for use in research, research training, experimentation, biological testing or for related purposes are reviewed to ensure animal welfare and humane care.

Does this project involve human subjects research? Please answer either "yes" or "no". If your project is funded and involves human research subjects, SARE will require a completed approval document from an Institutional Review Board (IRB) for Protection of Human Subjects in Research. If your organization does not have IRB protocols in place, please consult this resource: **www.hhs.gov/ohrp/regulations-and-policy/decision-charts-2018**.

Plan for IACUC/IRB Determination: If your project does **not** involve animal research or human research subject, please write "not applicable." If your project does involve animal research or human research subjects, please describe your plan for obtaining IACUC and/or IRB determinations. Identify that your organization has an IACUC/ IRB board that will review this project or identify a partner (typically compensated) that has agreed to provide this review. If your organization does not have this capability, you should include at least one key collaborator that is compensated in the budget from an institution with this service and who has agreed to conduct the animal care or human subjects review. If your project is awarded, you will be required to provide the documentation before any research funds can be reimbursed.

Applicant and Collaborator Information

Describe your team including you, your partner farmer, and any additional key collaborators.

What experience, skills and capacity do you, your organization, partner farmer(s), and key collaborators bring to the project? (750-word limit)

Describe your qualifications to carry out this work, including your expertise, management skills, and outreach capabilities. Explain your organization's or business's experience with projects like this one and, if applicable, specify any contribution of labor, money or facilities (such as a laboratory, greenhouse, livestock, fields, etc.) to the project.

Present your partner farmer(s) by describing their farm(s), their experience in farming, and their role(s) in the project.

Describe any other key individuals (including consultants, trainers, etc.) who will devote significant time to the project. Descriptions should include name, title, business or organization, skills, relevant experience, and primary responsibilities on the project. Details for any subawards should be listed here and subawardees need to have their own plans of work which should be attached below with their letters of commitment. (Note: Subawardees must also provide a separate budget and Grant Commitment Form to be uploaded in the Budget section of the proposal.)

Identify and Describe Partner Farmer(s)

Select "**Add a cooperator**" to enter the name and contact information for each partner farmer. Use the "**Additional info**" field to describe their background, expertise and role in the project.

Review criteria:

The proposal adequately describes and demonstrates the technical, professional and organizational capacity of both the project leader and their organization to manage the project. The partner farmer(s) is/are experienced and able to host and support the proposed project. Additional key individuals, their experience, and responsibilities are described – if applicable.

Letters of Commitment from Partner Farmer(s)

Each partner farmer must provide a letter of commitment. Each letter should indicate that the individual understands their role, describes what they will bring to the effort, and acknowledges their willingness to participate and the importance of the project. Letters should be written by the farmer (not you) and addressed to you as the project leader.

If you are working with more than one farmer, you are required to include a letter of commitment from each one.

Other Key Collaborators

If other collaborators are integral to the project, select "**Add a cooperator**" to enter the name and contact information for each. Use the "**Additional info**" field to describe their background, expertise and role in the project.

You do not need to include employees of your organization as key collaborators, but make sure if you reference them elsewhere in the proposal to clarify they are employees.

All key collaborators listed here need to provide letters of commitment.

Letters of Commitment from Key Collaborators (File upload)

Key collaborators listed above must provide a letter of commitment. Each letter should indicate that the individual understands their role, describes what they will bring to the effort, and acknowledges their plan of work. Letters should be written by the collaborator (not you) and addressed to you as the project leader.

If your project budget includes consultant fees or subawardees, these individuals must be listed above as collaborators; a signed letter of commitment from each individual that includes their plan of work must be included in the proposal.

Subawardees are also required to provide a Budget Justification and Narrative uploaded to the Budget section as well as a completed Grant Commitment Form uploaded in the Commitment of Organization section of the proposal.

Do NOT upload any letters of general support from individuals not involved in your project, curricula vitae, or sample promotional materials about you or your organization.

Introduction

Define the problem or opportunity and its importance to the Northeast farming community, and past efforts to address it.

Problem and Proposed Solution (500-word limit)

What is the problem or opportunity, why is it important, and how will your project address it? Briefly explain the problem or opportunity and convey how addressing it will improve the sustainability of farming locally or regionally and the extent of the impact. State the demonstrated farmer need for this type of activity. What evidence do you have that your project will address a need of the farming community, for example, through surveys, research literature, direct, communications or articles?

Then, state your proposed work and how it addresses the above need. Be clear about the expected impact of your proposed work as relates to at least one of the following aspects of sustainable agriculture:

- reduction of environmental and/or health risks in agriculture;
- improved productivity, reduction of costs and/or increase of net farm income;
- conservation of soil, improvement of water quality, and protection of natural resources;
- enhancement of employment in farm communities; and
- improvement of quality of life for farmers, their employees, and the farming community.

If you reference a study or article, add the full citation to the Citation List below.

Previous Work (750-word limit)

What efforts have been made by others to address the problem or take advantage of this opportunity? Tell us how your project builds on what is currently known and how it is different. If the practice or approach is known but has not been applied in the Northeast region, explain how you will test what has worked elsewhere or make adaptations for your area.

Citing other studies and articles is an acceptable way to demonstrate your knowledge of current research. Note: While you can include SARE studies, it is best not to rely solely on the SARE reporting database.

Full citations should be listed in the Citation List section below.

Citation List (750-word limit)

Provide a list of citations that you reference anywhere in your application.

Plan of Work

Describe the project objective(s), materials and methods, project timeline, and outreach plan.

Objectives (200-word limit)

What is/are your project's objective(s)?

State your project's objective(s) starting with the phrase, "This project seeks to..." or "The question we will answer is ..." List specific objectives by number and include what you will compare, study or accomplish. Include the information you hope to uncover or demonstrate, how it will be useful to farmers, and what improvements you foresee happening if the project is successful.

Materials and Methods (1,200-word limit)

What are your project's planned methods and measurements? For each objective, describe what you will do and how you will do it. Be very specific in describing your testing, sampling, training, treatments, surveying, etc.

For field and laboratory research, include a description of proposed treatments, experimental design, treatment application, data to be collected, measurement protocols, and methods of analysis. Research methods should be rigorous; quantitative methods should yield statistically valid results when possible. While statistical analysis is not required for this grant program, it can provide a competitive advantage, depending on the type of study. If you plan to use a statistical model, state the design (e.g., one-way ANOVA, etc.) and the sample size sufficient for the method chosen.

For social science and marketing research, include a description of the target population(s), research design, methods and instruments to be used, data to be collected, measurement protocols, and methods of analysis. Explain how you will analyze, summarize, interpret and present any data gathered or program results, whether qualitative or quantitative.

For project objectives that involve education, demonstration, training and community-building efforts, include a description of the planned activities, engagement strategies, and how the various project components will be carried out.

General recommendations and sharing of project results should be described in the Outreach section.

Do not include links to external sites, except as needed in the Citation List, as they will not be considered by reviewers.

Supporting Materials (file upload)

Upload materials that clarify your proposal to reviewers such as a plot or sampling plan, experiment diagram, prototype image or drawing, survey questions, proof of concept for economic analysis, and other supporting documentation as needed.

The following situations require additional documents:

- If you are conducting a field trial, attach plot plans or diagrams for experimental design (hand-drawn is acceptable).
- If you are proposing an invention or prototype, attach diagrams, sketches or explanatory images.
- If your project proposes a feasibility or economic viability study, attach a proof of concept or pro-forma budget.
- If your project will measure changes in human learning or behavior, include sample surveys.

Outreach Plan (500-word limit)

How will you share your project's results? Describe the capacity of your organization or business to provide project outreach. Describe how, with specific events or modes of distribution, you will share the results of your project with farmers who can use the information, as well as with relevant organizations or other stakeholders. List only what you can reasonably accomplish within your project's timeline and share the audience(s) and projected numbers that will be reached.

Review criteria:
The outreach plan is clearly described with specific events/activities that have clear deliverables and realistic expectations for reaching farmers and other key audiences that could potentially benefit from the results of the project.

Timeline (500-word limit)

Outline all project activities in a chronological timeline that states the steps you will take, including planned outreach activities. Beginning with your start date, specify in a month/year format when key activities happen. Include how long each step will take and who will do them.

Keep in mind that SARE funds will not cover any work prior to August 1, 2021 and that the timeline should align with your project budget in terms of personnel paid, testing, etc. You may write out your timeline in outline form or put it in a table format as below:

Review criteria:
The timeline is realistic and includes all project activities and outreach; it describes who will do what, when and how long each step will take. The timetable is aligned with the project's budget.

Example timeline in table form.

Time Period	Activity	Personnel involved/time allotted
August - September, 2021	Meet with partner farmer and set up plots	Lisa Chiang - PI, Anthony De Campo - farmer, Taylor Allende -student assistant. Est. 32 hours per person.
March 2022, first 2 weeks	Prepare beds and plant seeds for control and treatments	Anthony De Campo and Taylor Allende. Est. 16 hours per person.
March - June 2022	Take measurements weekly	Taylor Allende, est. 2 hours /week for 18 weeks = 36 hours.

Budget

Both a summary and a detailed justification and narrative of the budget are required to establish the specifics of your request for funding.

The funding needed is defined by the project budget that provides your best estimate for the expenses you expect to encounter. All expected expenses should be itemized in the Budget Justification and Narrative. Calculate your costs as precisely as possible to show reviewers what funds are needed to carry out your project, and why they are needed.

The budget should be realistic and complete. A budget lacking sufficient detail, containing grossly over- or under-estimated expenses, or including unallowable expenses will decrease the chances for funding.

See the **Appendix** *for a sample Budget Justification and Narrative and Budget Summary.*

Budget Justification and Narrative (file upload)

Download and complete the Northeast SARE Budget Justification and Narrative Template (Excel spreadsheet) provided at: **www.northeastsare.org/PartnershipGrant**.

Use only the funding categories provided in the template (i.e., personnel, materials and supplies, travel, publications/printing, and other direct costs), adding rows or expanding row heights as needed to accommodate your narrative and justification. For all items, give brief, clear descriptions of their purposes. Justify each expense with narrative description. Itemize all expected expenses and calculate their costs as precisely as possible to show reviewers what funds are needed to carry out your project, and why they are needed. Include the quantity and per-unit cost of each expense and let the formulas in the template calculate the totals.

Enter any funds for collaborator(s) at another institution or organization in the "Subcontract/ Subawards" section. Make sure their funding request is less than 50% of the total budget. A separate budget justification and narrative template is required for each institution that will receive funds through subcontracts.

Take time to calculate your expenses for this project—the budget submitted is what reviewers will consider and requests for changes after submission may not be approved. Only include funds requested from SARE in this budget justification. When complete, upload the Excel file (do not convert to a PDF format) to the online application system.

Budget Summary

Enter the summed subtotals for each major budget category from the completed Budget Justification and Narrative into the Budget Summary. Click "**Add a budget item**" and select the appropriate funding category (i.e., personnel, materials and supplies, travel, printing and publication costs, other direct costs, subawards, and indirect costs). In the "**Item Description**" box, type "**See budget narrative**".

Skip and leave the "**Details/Justification**" section blank as that information has been provided in the completed Budget Justification and Narrative spreadsheet.

Click on "**Add another budget item**" to enter summed subtotals for more categories.

The total in your Budget Summary is the proposal amount requested so be sure that it matches your total in your Budget Justification and Narrative spreadsheet.

Commitment of Organization

This last section requests information needed to verify that your organization or business supports your proposal and has the capacity to manage the finances of the project.

Grant Commitment Form (file upload)

This form certifies that you have received approval from an authorized official of your organization or business. Print out the Grant Commitment Form at: **www.northeastsare.org/PartnershipGrant**. You, as the project leader, must sign and an authorized official at your organization (typically a sponsored programs officer, organization's financial manager or executive director) must also sign. You may share your proposal with your organization's authorized official by clicking on the "View Draft" button on the previous page, then print the proposal or share the proposal by providing the "Link to share" URL.

Upload a PDF or image copy of the completed, fully officiated Grant Commitment Form and enter the information from the Form into the next two questions.

Note: Completed Grant Commitment Forms are required from **all** organizations that receive SARE funds under subawards—so please be sure to work with your project partners to receive their completed (and signed) Grant Commitment Forms well in advance of the deadline. You must upload PDFs or image files of these forms with your submitted proposal. If an organization or partner will not receive a subaward, no Grant Commitment Form is required.

Organizational Official Information

Provide the name and contact information of the official for the institution, organization or business serving as fiscal agent for the project.

FDP Clearinghouse

Check the response to the question, "Is this institution registered in the Federal Demonstration Partnership (FDP) Expanded Clearinghouse?" This information will most likely be provided by your authorized official and "Yes" or "No" will indicated on your completed Grant Commitment Form. A list of participating organizations can be found at: **fdpclearinghouse.org/organizations**. It is not necessary for your organization to be part of FDP. If your project is awarded, this information will be used for contracting.

Funded Proposals

Proposals are evaluated, based on the review criteria listed above, by independent review teams made up of agricultural stakeholders, including farmers, from across the region. Grants are awarded by Northeast SARE's Administrative Council based on review team rankings. The Administrative Council may give additional consideration to states, audiences and topics that are underrepresented in the Northeast SARE grants portfolio. If the Northeast SARE Administrative Council selects your project for funding, you may expect the following.

Notification

The Northeast SARE Administrative Council will select proposals for funding in July 2021 and Northeast SARE staff will notify applicants of the status of their proposals soon after that.

Contracting and Disbursement of Funds

The grant recipient's organization will receive a subcontract from the University of Vermont, the host institution for Northeast SARE. Businesses will receive a vendor services agreement for the work. Funds are to be used exclusively for project activities, subject to the restrictions outlined in "Use of Funds."

Funds are released on a reimbursement basis to the grantee organization in response to invoices from the organization's financial office. Since funds are released on a reimbursement basis, your organization/business needs to have the financial capacity to pay project expenses up front, including payments for any collaborators. Northeast SARE will hold the last 20 percent of the award until the project work, including outreach, has been completed and the final project report has been received and approved by SARE staff. For more information, please refer to, "Managing Your Northeast SARE Partnership Grant," at: **www.northeastsare.org/ManagePartnershipGrant**.

IACUC and IRB Documentation

If your project is funded and involves research with vertebrate animals, SARE will require certification of protocol review from an Institutional Animal Care and Use Committee (IACUC). If your project is funded and involves human research subjects, SARE will need a completed approval document from an Institutional Review Board (IRB) for Protection of Human Subjects in Research. Documentation of the review determination must be provided to Northeast SARE before research funds are released.

Required Reporting

Northeast SARE requires annual progress reports and a comprehensive final report for all projects. All reports will be submitted in our online system using our reporting template. Reports should describe the progress made on the project, detail the findings observed, and document any outputs and impacts. All outreach and educational activities should be reported as well as any measured changes in knowledge, awareness, skills and attitudes, and/or the adoption of new practices. Publications, educational tools, and outreach materials developed with SARE funds should include SARE acknowledgement and be uploaded to the online system. Photos should be included to help document the project.

Progress reports for the previous calendar year are due by January 15 each year the project is active and final reports are due within 60 days of the project's end date. The final report should include full, detailed results of project activities that were defined in the proposal, regardless of pending submissions or published journal articles.

It is useful to review SARE logic models and be familiar with performance indicators that will be evaluated as part of grantee and post-project reporting. SARE logic models provide a description of the resources, activities, outputs, and outcomes of the program. For more information, please visit: **www.northeastsare.org/logicmodels**.

Northeast SARE asks that grant recipients provide contact information for at least two years after the project has ended to allow for follow-up and response to inquiries about the project.

Appendix: Budget Guidance--Explanation of Expense Categories and Examples

Use the Northeast SARE Budget Justification and Narrative template (Excel spreadsheet) provided at: **www.northeastsare.org/PartnershipGrant**. All expenses must be specific to the proposed work. List each item and provide a narrative description that explains the need for and use of each expense. Itemize each expense with the quantity and per-unit cost; the template will then calculate the total for each category (Personnel, Materials and Supplies, Travel, Publications and Other Direct Costs). These are the totals to enter into your online Budget Summary. While descriptions of budget items are provided in the template, see below for more explanation of some budget categories. Save and upload the budget justification in a spreadsheet format. For an example, see the sample budget spreadsheet on pages 20-22.

Personnel

Show personnel costs – your time or the time of other key employees – as an hourly rate multiplied by anticipated time needed to complete the project, or, if salaried, the percentage of time (FTE) and salary rate. There is also a separate line in the personnel section for fringe benefits which should be calculated as a percentage of the salary or wage amounts.

Only people employed by your organization should be listed in this section. Those employed elsewhere should be listed under "Other direct costs" or, if individuals are to be paid by another organization via a subaward, they should be included in a separately detailed subaward budget -- the subaward total should be listed below under "Subawards" in "Other direct costs". Use your timeline section to help you estimate the hours worked.

Non-Personnel

Non-personnel expense categories include: materials and supplies, travel, publications/printing, and other direct costs (communications, photocopying, consultant/speaker/trainer fees, services, conferences/meetings/workshops, trainee support, off-site office rental, purchase of equipment, rental of equipment or land-use charges, and other). Under each category, name each expense, provide narrative justifications of the expense, and provide information on units, quantities, and per unit costs. See "Use of Funds" (page 4) for a general list of allowable and ineligible expenses.

Materials and Supplies. This section is for items that are specific to the project and have a reasonable useful life of less than three years. Supplies can include items such as project-specific software, specialized tools, measuring devices, and other materials that will be used and used up during the course of the project. Indicate each item with estimated quantity and cost.

It is important to include narrative justification on why the item is necessary and why not otherwise available through the organization. Items must be project-specific and able to be tracked as being used for the project. General-use items such as office supplies are not allowable unless the items can be tracked.

Travel. This section is for the travel of employees of the applicant's organization only; list consultant travel under consultants and list conference attendee travel under trainee support. Specify the purpose of the trip and include who is traveling, the destination, and expenses per trip. Break out each cost to different lines (such as registration fees, lodging, airfare or mileage, per diem, etc.).

When requesting funds for travel by car, use the mileage reimbursement rate set by the organization administering the grant. If your organization does not have a rate, then you should use the Federal mileage rate. This rate is adjusted each year and is currently $0.560 per mile. For auto travel, indicate who is traveling, the destination, number of trips, and total anticipated mileage. For lodging, state the room cost and number of nights. If including travel meals (when on a trip requiring an overnight stay), specify the per diem or allowance to be used.

If the budget includes air travel, long-distance trips must clearly be justified as central to the project. All plane travel must be booked according to the guidelines of the Fly America Act which roughly states that, except under certain circumstances, all flights must be booked on U.S. flag carriers. In addition, all flights must be booked in coach class.

Publications and Printing. This budget category is specific to any publication development costs (editing, design and printing) that the project may incur, including project brochures and educational materials. Include publishing costs for scientific or technical journal articles here as well. You may include the cost of developing web-based publications here, but this area would not include general web hosting or photocopying as these expenses belong in "Other Direct Costs." Show a per-piece cost for any publications you plan to develop.

Other Direct Costs

Other Direct Costs are described below.

Communications costs typically include postage, fax and telephone expenses. Please note that charges for cell phones are not allowable.

Photocopying. If you will make copies over the course of the project, estimate the number of copies needed and the cost per page. You may also estimate your copying costs based on past experience.

Consultant, speaker, and/or trainer fees. For those receiving stipends or payments for services, speaking, or training, include their name, the name of their organization or farm, description of the services they are providing, and a breakdown of number of days or hours of service, rate of pay, expenses to be reimbursed (travel), etc.

Farmer collaborators are often paid a stipend. SARE strongly feels that farmers should be paid for the time they contribute to a project at a reasonable rate; Northeast SARE compensates farmers who serve on its Administrative Council and review teams a rate of $300 per day. Please note: there is a distinction between paying farmers that contribute to a project (by participating in planning or project evaluation or in the role of a trainer or presenter—these are appropriate and encouraged) versus paying farmers to receive the benefits of training (by attending a workshop or conference as a recipient—here, payment would not be appropriate).

Services. If an outside entity is hired for a specific custom job, it should be listed under Services. Provide details of these non-contracted services rendered for the project, including fees or hired payments, purpose and quantities. An example of such services would be laboratory testing. This section can also include monthly subscriptions, such as internet service, online meeting, storage, survey platforms, and trade publications if specific to the project.

Conferences, meetings, and workshops. Costs of hosting project conferences, meetings, training events, and workshops are included in this category. Expense examples include the rental of facilities, equipment for the meeting, and signage for field days. Details of costs for each conference or meeting should be itemized and provided in the budget narrative.

Meal expenses may be included in the budget only in situations where providing the meal maintains the continuity of a formal group meeting or educational training, and not offering such a meal would impose inappropriate discomfort for the meeting participants. Conversely, meals may not be charged as project costs when individuals decide to go out for breakfast, lunch or dinner together when no need exists for continuity of a meeting; this kind of activity is considered an entertainment cost and is not an eligible expense.

Reminders:
Expenses for a project leader or employee attending a conference should be listed under Travel.
List presenter expenses under Consultant, speaker, and/or trainer fees.
List trainee-participant expenses under Trainee support, below.

Trainee support (participant support costs). If meals, registration costs, transportation, lodging, or other travel expenses are to be paid on behalf of participants who are receiving training as the project beneficiaries, these expenses should be listed as trainee support costs. When using Modified Total Direct Cost (MTDC) calculations, these expenses are removed to determine MTDC.

Off-site office rental is most often covered under the organization's indirect costs (see below) and would only be applicable if a remote site was specifically needed to carry out the project. When using Modified Total Direct Cost (MTDC) calculations, these expenses are removed to determine MTDC.

Purchase of equipment or **cost of fabrication.** Fabrication of equipment is only appropriate when a project plan of work calls for a piece of equipment to be constructed as an integral part of the project. Only project specific research equipment with clear justification of need and full use in the project is allowable. General use equipment is not allowed. When using Modified Total Direct Cost (MTDC) calculations, these expenses are removed to determine MTDC.

For businesses and organizations that are not specifically research institutions: Costs for significant pieces of equipment that will be used beyond the life of the project may be prorated based on the useful life and project duration. This determination depends on whether the equipment is a normal cost of doing business or for equipment that is highly specific to supporting the research of the project.

Rental of equipment or **land-use charges.** Land-use charges are most typical in field research situations when a rental rate is applied or a research station that has a standard per-acre fee for field plot maintenance. When using Modified Total Direct Cost (MTDC) calculations, these expenses are removed to determine MTDC.

Other. If you have a project expense that truly does not fit into any of the above categories, it should be included in this section. Avoid using this budget category for items that really belong somewhere else. Each item must be clearly identified and justified to be allowed. Unidentified, unjustified, and undefined ("miscellaneous", "etc." or "contingency expense") items are not allowed.

Subawards

If there is a portion of the project that will be subawarded to another organization, it should be included in this section. List the institution, organization or farm, the subaward leader's name and the amount of the subaward. Each subawardee will need to complete a Budget Justification and Narrative Template and Grant Commitment Form – these must be uploaded to the proposal in the online system at the time of submission. When using Modified Total Direct Cost (MTDC) calculations, these expenses are removed to determine MTDC.

Indirect Costs

Applicants whose organizations have a negotiated federal indirect cost rate may request up to 10% of the overall award as indirect costs. This is the maximum, a cap on indirect set by USDA on SARE grants.

Calculate the maximum amount by dividing the project's direct costs by nine, or estimate it as 11.11 percent of direct costs. If your institution's rate is less than this calculation, you must use the lesser amount. If your institution does not have a federally negotiated rate, you may request a *de minimis* rate of 10% of modified total direct costs (MTDC). MTDC includes all direct costs except for trainee/participant support, off-site office rental, equipment purchases, equipment rental, land-use expenses and subaward amounts above $25,000 for each subaward organization.

Ineligible for indirect: For-profit businesses (such as commercial farms, veterinary services, private consultants, farm service or product suppliers) receiving SARE awards through UVM will receive vendor service agreements as a contract (rather than a subaward agreement with the flow down of federal regulation) and these service agreements cannot include indirect. Any overhead expenses that can be directly attributable to the grant project may be itemized in the direct cost budget and cannot exceed the USDA NIFA cap of 10% of total SARE request.

Example of Budget Justification and Narrative

The following example is provided for illustrative purposes only.

Budget Detail, Justification and Narrative					**It is required to maintain formulas in column F. Column F autocalculates based on columns D and E.**
Applicant's name and institution:	Lisa Chang, Jackson College				
Item name	*Narrative justification of expense*	Unit	Quantity	$ per unit	Quantity x $ =
PERSONNEL					
Only people employed by the recipient organization or farm should be listed in this category. Those employed elsewhere should be listed under "Other direct costs," or, if individuals are to be paid by another organization via a subaward to that organization, they should be included in a separately detailed subaward budget and the subaward total should be listed below under "Subawards" in "Other direct costs."					
Salaries and wages.					
Provide narrative detail of each person's role in the project or the services they are providing through their work on the project. Show full-time equivalency as a percentage and salary for each year, or provide hourly wage multiplied by number of hours, to equal total $ requested.					
Project leader(s).					
Lisa Chiang, associate director, Home Research Center, Jackson College	Coordinate activity with the participating farm to oversee the experiment and outreach effort, 1 year	FTE	0.05	$ 75,580.00	$ 3,779.00
					$ -
Student wages.					
Taylor Allende, student assistant	summer labor; setting out treatments, collecting the insect counts and samples, entering data into computer database, measuring harvest yields; 8 weeks, 30 hours per week.	hr.	240	$ 15.50	$ 3,720.00
Support staff.					
Other hired labor.					
					$ -
	Subtotal: Salaries and wages (rounded to the nearest dollar)				$ 7,499
Fringe benefits.					
If applicable, provide the fringe rate that will be applied to the wages above and the total for each wage line or category.					
Fringe on PI labor at 45%		%	.45	$ 3,779.00	$ 1,700.55
Fringe on student labor at 22%		%	.22	$ 3,720.00	$ 818.40
					$ -
					$ -
	Subtotal: Fringe benefits (rounded to the nearest dollar)				$ 2,519
	PERSONNEL TOTAL (salaries, hourly labor, and fringe benefits)				$10,018
NON-PERSONNEL		Unit	Quantity	$ per unit	Quantity x $ =
Materials and supplies.					
This section is for items that are specific to the project. Indicate each item with estimated quantity and per-unit cost. Include narrative justification on why the item is necessary and why not otherwise available through the organization. Items must be project-specific and able to be tracked as being used for the project. General-use items such as office supplies are not allowable unless the item line can be tracked and itemized for a project-specific purpose.					
Seed	for planting treatment plots, 3 lbs per 40 plots	lb.	120	$ 4.69	$ 562.80
Chilean nitrate	fertilizer for test plots, various rates over 40 plots, 50 lb. bags	50 lb.	8	$ 31.99	$ 255.92
Insect traps	for monitoring aphids, one per 12.5 feet X 10 sides	ea.	125	$ 5.49	$ 686.25
Plastic mulch	for field plot planting	acre	2	$ 400.00	$ 800.00
Sample bags, one ream of 500 #6	for field samples, plant material	ream	1	$ 49.59	$ 49.59
Zip-lock bags	for field samples, soil samples, 20 per box	box	10	$ 4.89	$ 48.90
	Subtotal: Materials and supplies (rounded to the nearest dollar)				$ 2,403
Travel.					
For travel of employees/personnel only; list consultant travel under consultants and list conference attendee travel under trainee support.					
Specify the purpose of the trip and include who is traveling, the destination, and expenses per trip. Break out costs onto different lines (such as registration fees, lodging, airfare or mileage, per diem, etc.). For mileage reimbursement, indicate who is traveling, the destination, number of trips, and total anticipated mileage. For lodging, state the room cost and number of nights. If including travel meals (when on a trip requiring an overnight stay), specify the per diem or allowance to be used.					
Lisa Chiang, mileage	Seventeen round trips from campus to cooperating farm to monitor project and collect samples by project leader @ 25 miles	miles	425	$ 0.560	$ 238.00
Lisa Chiang, mileage	One round trip from campus to State Experiment Station by project leader to share preliminary results	miles	74	$ 0.560	$ 41.44
Lisa Chiang lodging	Project leader to present at regional vegetable conference, lodging 3 nights	nights	3	$ 150.000	$ 450.00
					$ -
	Subtotal: Travel (rounded to the nearest dollar)				$ 729

Publications/printing.

Any publication development costs (editing, design and printing) that the project may incur, including project brochures and educational materials. Include publishing costs for scientific or technical journal articles here. You may include the cost of developing web-based publications here, but would not include general web hosting or photocopying as these expenses belong in "Other Direct Costs." Show a per-piece cost for any publications you plan to develop.

Description	Details	Unit	Quantity	$ per unit	Quantity x $ =
Color guidebook, to be printed and bound at Princeton Printing.	For outreach in winter workshop training programs. Cost estimate from printer for 24 page booklets.	each	100	$ 9.95	$ 995.00
					$ -
Subtotal: Publications (rounded to the nearest dollar)					**$ 995**

Other Direct Costs		Unit	Quantity	$ per unit	Quantity x $ =

Communications. *Mailings, postage, conference calls. Cell phone charges are not allowable.*

Description	Details	Unit	Quantity	$ per unit	Quantity x $ =
Postage for field day outreach	300 flyers sent in mail @ $0.46 each	each	300	$ 0.460	$ 138.00
					$ -
Subtotal: Communications (rounded to the nearest dollar)					**$ 138**

Photocopying. *In-house photocopying. Estimate the number of copies needed and the cost per page.*

Description	Details	Unit	Quantity	$ per unit	Quantity x $ =
Photocopying of handout for field day	for field day, 12 pages each packet, 50 attendees	page	600	$ 0.05	$ 30.00
					$ -
Subtotal: Photocopying (rounded to the nearest dollar)					**$ 30**

Consultant, speaker, and/or trainer fees

Include the name of those receiving stipends or payments for services, speaking, or training. Also include the name of their organization or farm, description of the services they are providing, and a breakdown of number of days or hours of service, rate of pay, expenses to be reimbursed (travel), etc. Farmer collaborators are often paid a stipend and that expense should be included here.

Description	Details	Unit	Quantity	$ per unit	Quantity x $ =
Peter Bouvier, retired extension entomologist	Four half-days assisting with training farmer and staff on major dates for data collection, measurements, and interpretation	half-day	4	$ 125.00	$ 500.00
Peter Bouvier, retired extension entomologist	Travel to State Research station to assist in presenting preliminary results	miles	232	$ 0.575	$ 133.40
Anthony Martinez	Cooperating farmer for test field prep, laying mulch, planting, and maintenance	days	5	$ 300.00	$ 1,500.00
Insect Specialist/Consultant, TBD	For insect IPM work in study to determine threshold and identification of pests-2.5 hrs/month for 4 months @ $35/hr	hrs	10	$ 55.00	$ 550.00
Subtotal: Consultant, speaker, and/or trainer fees (rounded to the nearest dollar)					**$ 2,683**

Services.

If an outside entity is hired for a specific custom job, it should be listed under services. Provide details of these non-contracted services rendered for the project, including fees or hired payments, purpose and quantities. This section can also include monthly subscriptions, such as internet service, online meeting, storage, survey platforms, and trade publications if specific to the project.

Description	Details	Unit	Quantity	$ per unit	Quantity x $ =
LabTech, LLC.	Tissue analyses of 99 forage samples	each	99	$ 22.00	$ 2,178.00
LabTech, LLC.	PSNT tests, 40 soil samples	each	40	$ 6.00	$ 240.00
					$ -
Subtotal: Services (rounded to the nearest dollar)					**$ 2,418**

Conferences/meetings/workshops.

*Costs of **hosting** project conferences, meetings, training events, and workshops are included in this category. Details of costs for each conference or meeting should be itemized and provided in the budget narrative. Meal expenses may be included in the budget only in situations where providing the meal maintains the continuity of a formal group meeting or educational training, and not offering such a meal would impose inappropriate discomfort for the meeting participants.*

*List expenses for a project leader or staff attending a conference under **Travel**. List presenter expenses under **Consultants, speaker, and/or trainer fees**. List trainee-participant expenses under **Trainee support**.*

					$ -
Subtotal: Conferences/meetings/workshops (rounded to the nearest dollar)					**$ -**

Trainee support *(participant support costs).*

*If meals, registration costs, transportation, lodging, or other travel expenses are to be paid on behalf of participants who are receiving training as the project beneficiaries, these expenses should be listed as trainee support costs. Payments for services rendered should be listed above in speaker/trainer fees or consultant payments. Other Conference/meeting/workshop expenses may be listed in that category above. **When calculating Modified Total Direct Cost (MTDC) calculations, trainee support expenses are not included.***

					$ -
Subtotal: Trainee support (rounded to the nearest dollar)					**$ -**

Off-site office rental.

*Office rental is often covered under the organization's indirect costs and would only be applicable if a remote site was specifically needed to carry out the project. **When calculating Modified Total Direct Cost (MTDC) calculations, off-site office rental expenses are not included.***

					$ -
Subtotal: Off-site office rental (rounded to the nearest dollar)					**$ -**

Purchase of equipment (*or the **cost of fabrication** of equipment)*

*Fabrication of equipment is only appropriate when a project plan of work calls for a piece of equipment to be constructed as an integral part of the project. Only project specific research equipment with clear justification of need and full use in the project is allowable. General use equipment is not allowed. **When calculating Modified Total Direct Cost (MTDC) calculations, equipment expenses are not included.***

					$ -
Subtotal: Equipment (rounded to the nearest dollar)					**$ -**

Sample Budget Detail, continued

Rental of equipment or ***land-use*** charges *Land-use charges are most typical in field research situations when a rental rate or per acre fee is applied.* **When calculating Modified Total Direct Cost (MTDC) calculations, equipment rental and land-use expenses are not included.**							
Land rental for experimental plots Fat Potato Farm	Supplemental research plots at neighboring farm, rented by the acre per season	acre	4	$	125.00	$	500.00
						$	-
	Subtotal: Rental of equipment or land-use charges (rounded to the nearest dollar)						$ **500**
Other *For project expense that truly do not fit into any other category. Each item must be clearly identified and justified to be allowed.* "Miscellaneous" and "contingency expenses" are not allowed.							
						$	-
		Subtotal: Other (rounded to the nearest dollar)					$ -
	Subtotal: Other Direct Costs before subcontracts/subawards (rounded to the nearest dollar)						$ **5,769**
Subcontracts/Subawards. *If there is a portion of the project that will be subawarded to another organization, list it in this section. List the institution, organization, or farm, the subaward leader's name, and the amount of the subaward. Each subawardee will need to complete a Budget Justification and Narrative Template and Grant Commitment Form – these must be uploaded to the proposal in the online submission system. It is expected that the prime recipient is taking the lead on the effort with full responsibility for reporting, and each subaward must be less than 50% of the overall project funding request.* **When calculating Modified Total Direct Cost (MTDC) calculations, subaward amounts above $25,000 for eeach subaward organization are not included.**							
				Total from separate spreadsheet:			
				Total from separate spreadsheet:			
			Sum of all subcontracts			$	-
			Other Direct Costs total (rounded to the nearest dollar)			$	5,769
			NON-PERSONNEL TOTAL			$	9,896
			TOTAL DIRECT COSTS				**$19,914**
Indirect costs. Complete the check-off below as to the basis for the amount being requested. Enter total indirect request amount on this line. Farms and other private businesses should leave the indirect cost amount blank or enter $0 (see below).						$	2,212.00
			TOTAL SARE REQUEST			$	**22,126**
Acknowledge that indirect has been offered through the application instructions by checking (X) in the appropriate box on the left below.							
X	**Indirect is requested, based on having a federally negotiated indirect rate** (subject to USDA/NIFA cap of 10% federal funds). We have entered the amount requested on the **Indirect costs** line above.						
	Indirect is requested, based on the de minimis rate (our organization does not have a federally negotiated indirect rate). We have entered the amount requested for indirect on the **Indirect costs** line above.						
	No indirect is requested (check if your organization is a farm or other for-profit business ineligible for indirect, as specified below). Overhead expenses that are directly attributable to the project are itemized in the direct cost budget and **do not exceed the USDA/NIFA cap of 10% of total SARE request.**						
	No indirect is requested (check if your organization is eligible but chooses not to request indirect).						

Example of Budget Summary

The subtotals are taken from the budget justification and narrative template above and entered into the online application system.

Category	Description	Amount
Personnel	Subtotal from budget justification and narrative template	$10,018
Materials and supplies	Subtotal from budget justification and narrative template	$2,403
Travel	Subtotal from budget justification and narrative template	$729
Printing and publications	Subtotal from budget justification and narrative template	$995
Other direct costs	Subtotal from budget justification and narrative template	$5,769
Indirect costs*	Subtotal from budget justification and narrative template	$2,212
Total		$22,126

The indirect shown here is 10 percent of the total award, based on the organization having an approved federal indirect cost rate.