Northeast SARE Professional Development Grant Program

This document includes:

- 2021 Call for Preproposals
- 2021 Call for Full Proposals

The deadline for the 2021 grant cycle has passed. These materials should be used as examples only.

Use only current application materials to apply; do not use these or other former calls to apply for a current grant cycle as instructions and guidance may have changed.

Please check with the grant coordinator listed at www.northeastsare.org for more information about this grant program.

If you would like to receive grant notifications and other Northeast SARE information, please sign up on our mailing list at: northeast.sare.org/news/join-our-mailing-list/.

2021 Call for Preproposals: Professional Development Grant Program

Important Dates

The online system opens for submissions:	**May 5, 2020**
Professional Development Grant preproposals are due:	**July 23, 2020, 5:00 p.m. ET**

Applications are submitted online at: projects.sare.org

Questions?

Visit our website at: **www.northeastsare.org/PDP**.
Contact Katie Campbell-Nelson at **kcampbel@umass.edu** or 403-834-1090.

About Northeast SARE

The Northeast Sustainable Agriculture Research and Education (SARE) Program offers competitive grants to farmers, educators, agricultural 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 its customers; it will be conducted by farmers who manage resources wisely, who are satisfied with their lifestyles, and have a positive influence on their communities and the environment.

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

Inside

Northeast SARE
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United States Department of Agriculture
National Institute of Food and Agriculture

Northeast SARE, one of four regional SARE programs, is hosted by the University of Vermont and is funded by the USDA National Institute of Food and Agriculture. USDA is an equal opportunity provider and employer. Northeast SARE programs are offered to all without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or familial status.

Revised 04 May 2020

About Northeast SARE Professional Development Grants

Overview

The Northeast SARE Professional Development Grant program funds projects that develop the knowledge, awareness, skills, and attitudes of agricultural and non-agricultural service providers about sustainable agriculture practices to teach, advise, or assist farmers. An agricultural service provider is a professional who assists farmers as part of their work. Projects that develop the ability of non-agricultural service providers (e.g., real estate agents, bankers, or attorneys) to work with farmers are also eligible. These service providers then use their new knowledge, awareness, skills and attitudes in their work with farmers.

The Professional Development Grant Program uses an outcome funding approach with a "performance target" to describe the changes in practices, behaviors or conditions among beneficiaries (in this case, service providers) that are expected to result from the proposed project. To learn more about outcome funding and the use of performance targets, visit our "Outcome Funding Guide" at: **www.northeastsare.org/PDP**.

About Preproposals

Preproposals are required for the Professional Development Grant Program, as well as for Northeast SARE's two other larger grant programs, Research and Education and Research for Novel Approaches Grant Programs.

The preproposal is a preliminary concept document. Reviewers select those that best meet the review criteria to be invited to submit full proposals. A preproposal is only invited if it has strong justification, a clear and measurable performance target, and effective approaches to achieving the target. In general, about one-third of preproposals are invited to submit full proposals and about one-third of full proposals are approved for funding by the Northeast SARE Administrative Council.

Eligible Applicants

Professional Development Grants are open to agricultural service providers, including personnel at colleges and universities, Cooperative Extension, agricultural and community nonprofit organizations, municipalities, state departments of agriculture, federal agencies like NRCS, for-profit entities (such as private consultants, veterinary practices and other businesses that serve the farming community), and others who work with service providers.

Northeast SARE encourages 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 region that work with socially disadvantaged farmers and ranchers. Projects are invited to include funding to specifically address or assess social dimensions of 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.

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

An individual project leader (Principal Investigator) may not submit more than two preproposals per grant program per year. If you submit multiple preproposals and more than one is invited to submit a full proposal, you may submit *only one* full proposal. Current SARE grant recipients who are behind in their reporting will not be invited to apply for full proposals.

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).

Funding Available

There is approximately $1,000,000 available to fund projects for this cycle of Professional Development Grants. Proposals funded typically range from $30,000 to $150,000; we estimate that 8 to 12 awards will be made. Funding requests should align with project duration, scope of the work, and intensity of the education program for beneficiaries. Budgets at the higher end of the range will be considered for projects that include multi-disciplinary or multi-institutional efforts.

Matching funds are not required for SARE grants.

Project Duration

Typical project length is 2 to 3 years. All projects must be completed by November 30, 2024.

Conflict of Interest

Members of the Northeast SARE Administrative Council and their immediate family members or business associates are not permitted to apply for or receive funding from SARE grants. Members of proposal review teams are not permitted to discuss or vote on proposals that involve institutions they work for, organizations for which they serve as board members or advisers, former graduate student advisees, business partners or close personal friends and family.

Public Domain

Applications 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 (including educational materials and project reports), exclusive or proprietary processes, procedures or techniques developed with SARE funds will be in the public domain.

Grant Timeline

Online application system opens for submissions ..... May 5, 2020

Preproposal submission deadline ..... 5 p.m. ET, July 23, 2020

Applicants notified whether or not they are invited to submit a full proposal ..... August 24, 2020

Feedback sent to applicants ..... September 2020

Full proposal submission deadline ..... 5 p.m. ET, October 20, 2020

Award decisions announced to applicants ..... Late February 2021

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

Pre-award conference calls with Northeast SARE staff ..... March 2021

SARE's Grant Management System

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

The online application system will be open for submissions from May 5, 2020 until the deadline, **5 p.m. ET on Thursday, July 23, 2020**. Staff are available to answer questions until 5 p.m. ET on the due date.

Getting a User Account

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 application at **projects.sare.org**.

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

Logging In

From the SARE Grant Management System landing page at **projects.sare.org**, select "**Log 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 Professional Development Program Preproposal**", select "**Begin a New Proposal**".

Entering your Preproposal

Preproposals must be submitted by you, the project leader (Principal Investigator). They do not require authorized signature by an institutional official.

Start the application by clicking "**Edit Title**" and enter a clear, succinct title, in title case, of under 150 characters, including spaces, that captures the essence of the project's intent. Avoid acronyms, jargon or unnecessary words. Next, provide a brief "**Proposal Description**" of 300 characters or less, used by SARE for search engine optimization purposes. Be sure to click "**Save**" after each entry.

Under "**Principal Investigator**", please do not use the "Change PI" button as you, the person submitting the preproposal, must be the Principal Investigator.

Next, complete the "**Basic Information**" and "**Preproposal Questions**" sections. To enter information, click "**Edit Answer**" for each question and be sure to click "**Save**" after each entry. See the Step-by-step Application Instructions for more guidance on these sections. At any time during the writing of your preproposal, you may preview a draft from the Proposal Overview Page by clicking "**View Draft**". Once there, you can also share your preproposal draft with collaborators by either sending the "**Link to Share**" found at the top of the draft page or by creating and sending a PDF of the preproposal.

When all preproposal questions are answered to your satisfaction, click the "**Submit Proposal**" button and select "**I understand**" to confirm the submission. Prior to the deadline, you may unsubmit to revise the preproposal, 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 preproposal, you will receive an email confirmation.

Step-by-Step Application Instructions

There are word limits for all entries. You may choose to develop your preproposal offline, ensuring it is accurate and complies with the word limits before pasting into the online system. To that end, a Word document of the proposal questions is available at: **www.northeastsare.org/PDP**.

The online application is divided into sections that contain multiple questions to answer. Instructions for all questions follow.

Keep your writing clear and simple. Avoid jargon and write for a mixed audience that includes farmers, researchers, extension staff and other agricultural service providers. You can assume that grant reviewers have solid agricultural knowledge, but may not necessarily have deep expertise in your subject area.

- No attachments are allowed in the preproposal application.
- Do not include links to external sites in the preproposal application as they will not be considered by reviewers.
- No authorized signatures are required for preproposal submission.

Basic Information

Answer the four questions: 1) Name of Organization or Institution hosting this project (if different from the applicant's institution; the applicant's institution is automatically populated), 2) List the State or States where this project will take place, 3) Anticipated project length in years, and 4) Was a full proposal of this work submitted previously to Northeast SARE?

Preproposal Questions

Responses are entered online by clicking "**Edit Answer**" after each question—be sure to click "**Save**" after each entry. Preproposals are evaluated using the review criteria that appear in the boxes to the right. Answers entered in response to the prompts below must adequately address review criteria for an application to be invited for a full proposal.

1. Performance Target (100-word limit)

The performance target is the core statement in the preproposal. It defines the specific, beneficial and verifiable actions that service providers take as a result of participating in the project; therefore, you may wish to finalize this section of the preproposal last.

The performance target is a project's measurable goal, not a guarantee. The target should be an ambitious but realistic and logical outcome you expect service providers to achieve as a result from their participation in the project's education program.

Write the following four required components of your performance target as one to two sentences.

1) The **number of service providers** who will acquire new knowledge, awareness, skills and attitudes, equipping them to take action to teach, advise and/or assist farmers.
Please use a number <u>not</u> a percentage here.

2) The **specific knowledge, awareness, skills and attitudes** that service providers will acquire.

Review criteria:

The performance target describes: 1) the number of service providers; 2) the specific new knowledge, awareness, skills and attitudes that the service providers will acquire; 3) the quantifiable actions that the service providers will take to teach, advise and/or assist farmers; and 4) the total number of farmers they will engage.

If included, the number of farmers adopting new practices or behaviors is measurable within the project timeframe.

The performance target is specific, meaningful, measurable, and realistic but ambitious.

3) The **quantifiable actions** that service providers will take to use their new knowledge, awareness, skills and attitudes to teach, advise and/or assist farmers.
Examples include: the number of new classroom programs delivered, educational curricula or materials developed, number of farmers mentored, new networks developed, etc.

4) The **total number of farmers** that the service providers teach, advise and/or assist through their actions.

Optional – Farmer performance target, written as another one to two sentences:

5) The **number of farmers who will take action to adopt** new practices or behaviors as a result of learning, advice and/or assistance from the service providers.
If this component is included, it must be measured within the timeline of the project.

2. Statement of Need (200-word limit)

Explain the problem or opportunity for farmers in the Northeast that the project will address and why it is important to sustainable agriculture. Provide the number, type, size, and location of farms potentially affected in the Northeast. State how the education program proposed will benefit service providers in a way that improves their ability to serve farmers.

Note: Citations are not required in the preproposal.

Review criteria:
The problem or opportunity is clearly described, and it is clear that addressing it will enhance sustainable agriculture in the Northeast. The number, type, size and location of farms potentially affected are adequately described. The proposed education plan clearly benefits the ability of service providers to serve farmers.

3. Service Provider Interest (200-word limit)

Describe the service providers who will benefit from this project, and their interest in helping farmers address the problem or opportunity through participation in the project. Provide evidence you have that service providers need or want the work proposed by your project.

If you have data about service provider interest in the project, summarize this information. If not, describe how you will collect this data if you are invited to submit a full proposal.

Review criteria:
Service providers, as the project's beneficiaries, are described. Their educational needs and interests are clearly explained, supported with data if available. If not, the proposal describes a plan to assess service provider interest with data to be presented in the full proposal. There is evidence that service providers need or want the service proposed by this project.

4. Education Plan (250-word limit)

Describe the education plan you will conduct to teach service providers. Describe the knowledge, awareness, skills and attitudes that service providers will acquire, and the support you will provide to them in their efforts to help farmers address the problem or opportunity. Describe the process you will use to verify the extent to which the performance target is achieved.

Review criteria:
The education plan offers a realistic approach to meet service provider needs; appropriate and effective educational approaches are clearly described; the knowledge, awareness, skills and attitudes to be gained by service providers are likely to lead to the performance target. It is clear how project verification will be conducted.

5. Key Individuals (150-word limit)

Use the following format to describe people with essential roles in this project. Start with yourself, then list other key individuals.

Name, title, business or organization. Describe this person's skills, relevant experience and primary responsibilities on the project.

If some team members have not yet been identified, provide an outline of the potential leadership team. Include descriptions of those roles as placeholders. For example, an acceptable entry might say, "a veterinarian with poultry expertise who works in the target states," or "two health department personnel with experience in water quality."

Review criteria:
The key individuals have the skills and experience to conduct the project. Their roles are well defined.

6. Funding request estimate (select category)

Select a range that estimates the total budget request you anticipate for this project (include the allowed indirect to your institution, limited to 10% of the total, in your estimate): "Under $50,000;" "$50,000 to $99,999;" "$100,000 to $149,999;" or "Over $150,000."

Review criteria:
The estimate of funds needed appears realistic and reasonable for the performance target proposed and the work described.

Next Steps: Planning for Full Proposal Submission

Applicants will be notified if they are invited to submit a full proposal by August 24, 2020. Feedback that may be used to strengthen a full proposal will be provided to applicants with invited preproposals in September 2020.

Full proposal instructions will be sent directly to invited applicants; full proposals are due by 5 p.m. ET on October 20, 2020.

Full proposals require more detailed information for all sections of the preproposal, including documentation of service provider interest. The full proposal requires additional information including: a list of milestones, recruitment and verification plan, a project advisory committee, literature review and citation list. Letters of commitment from key individuals, a draft verification tool, a complete project budget with justification, and a grant commitment form with authorized signature will also be required.

Professional Development Grant Program
2021 Call for Full Proposals

Important Dates

The online system opens for submissions:	**August 28, 2020**
Proposals, with authorized signatures, are due:	**October 20, 2020, 5:00 p.m. ET**

Proposals are submitted online at: projects.sare.org

Questions?

Visit our website at: **www.northeastsare.org/PDP**.

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About Northeast SARE

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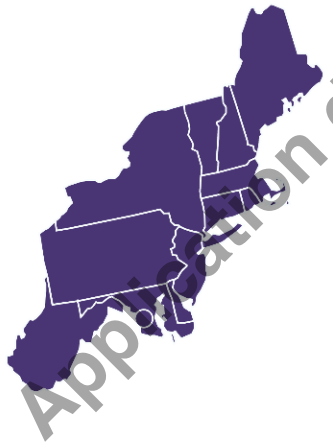
Agriculture in the Northeast will be diversified and profitable, providing healthful products to customers. Farmers and the people they work with will steward resources to ensure sustainability and resilience, and foster conditions where farmers can have high quality of life and communities can thrive.



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

Inside

Northeast SARE
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United States Department of Agriculture
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Eligible Applicants

Professional Development Grants are open to agricultural service providers, including personnel at colleges and universities, Cooperative Extension, agricultural and community nonprofit organizations, municipalities, state departments of agriculture, federal agencies like NRCS, for-profit entities (such as private consultants, veterinary practices and other businesses that serve the farming community), and others who work with service providers.

Northeast SARE encourages 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 region that work with socially disadvantaged farmers and ranchers.

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.

Projects must take place within the Northeast region which 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).

Changes to an Approved Preproposal

You may submit only one full proposal per year to Northeast SARE's large grant programs, including Research and Education, Novel Approaches for Research, and Professional Development, even if you had multiple preproposals invited to submit a full proposal. *Please note that you may not change the project leader/Principal Investigator of an approved preproposal to accommodate multiple full proposal submissions*. Minor revisions to an approved preproposal, such as refinements to the project title, performance target, milestones, and key individuals are acceptable, especially if such changes were suggested by preproposal reviewers. Reviewers will not accept a full proposal that differs significantly from the preproposal unless the changes made were those specifically suggested by preproposal reviewers. Full proposal reviewers will have your preproposal, along with the suggestions and comments sent to you from the preproposal review team. Please be sure that the content of your full proposal addresses all questions and concerns that were noted.

Funding Available

There is approximately $1,000,000 available to fund projects for this cycle of Professional Development Grants. Proposals funded typically range from $30,000 to $150,000; we estimate that 6 to 10 awards will be made.

Project Duration

Typical project length is 2 to 3 years. All projects must be completed by November 30, 2024.

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 only for expenses 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 general uses 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** 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.
- **Incentive offers and promotional items**, including items of clothing (hats, tee shirts, aprons, etc.), swag, giveaways, subsidies, raffles, and gift cards, 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 as a direct cost, the item must be clearly essential and used 100% for the project.

Conflict of Interest

Members of the Northeast SARE Administrative Council SARE staff, and SARE State Coordinators are not permitted to be a part of 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.

Grant Timeline

Online grant management system opens for submission ..... August 28, 2020

Preproposal feedback sent to applicants ..... early September 2020

Full proposal submission deadline ..... 5 p.m. ET, October 20, 2020

Award decisions announced to applicants..... Late February 2021

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

Pre-award conference calls with Northeast SARE staff..... March 2021

Preparing your Proposal

Please prepare your proposal well in advance of the deadline. Most sponsored programs or grant support staff need several weeks to review and approve proposals, so plan accordingly. The Grant Commitment Form must be signed by you and your organization's official and, along with separate completed Forms from each subaward, must be uploaded as part of your proposal. Letters from each key individual must also be uploaded. Incomplete proposals will not be reviewed.

There are word limits for most entries. We suggest you use a word processing program to develop your proposal offline, ensuring it is accurate and complies with the word limits before pasting into the online system. To that end, a Word document of the proposal questions is available at: **www.northeastsare.org/PDP**.

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, 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.

Full Proposal Outline / Checklist

Components of the full proposal and their word limits appear below, listed in the order they appear in the online grant management system within section headings. You may use the outline as a checklist to ensure the proposal is complete before submitting.

Items with an asterisk (*) are required documents that need to be uploaded. Proposals with missing or incomplete required documents will not advance to grant review.

Basic Information

- ❑ Project Start Date
- ❑ Project End Date
- ❑ Primary State
- ❑ (Optional) Geographical Scope
- ❑ Primary Commodities
- ❑ Primary Practices
- ❑ Primary Benefits and Impacts
- ❑ Does this project involve research with animals?
- ❑ Does this project involve human subjects research?
- ❑ Plan for IACUC/IRB Determination

Project Summary and Performance Target

- ❑ Project Summary (450-word limit)
- ❑ Service Provider Performance Target
- ❑ (Optional) Farmer Performance Target
- ❑ Performance Target Narrative (100-word limit)

Statement of Need

- ❑ Description of Problem or Opportunity (400-word limit)
- ❑ Solution and Benefits (400-word limit)
- ❑ Service Provider Interest (300-word limit)

Achieving the Performance Target

- ❑ Education Plan (500-word limit)
- ❑ (Optional) Curriculum/Supporting Document (Upload)
- ❑ Milestones (limit of 12, 75-word limit each)
- ❑ Verification Plan (300-word limit)
- ❑ *Draft Verification Tool (Upload)

Project Team

- ❑ Key Individuals (400-word limit)
- ❑ *Letters of Commitment from Key Individuals (Upload)
- ❑ Project Advisory Committee (350-word limit)

Previous Work

- ❑ Literature Review (1,200-word limit)
- ❑ Citation List

Budget

- ❑ Organizational Affiliation of Subawardees
- ❑ *Budget Justification and Narrative Template for each institution receiving funds (Upload in spreadsheet format)
- ❑ Total Indirect Amount Requested
- ❑ Total Direct Amount Requested
- ❑ Total Amount Requested

Host Institution Approval

- ❑ *Grant Commitment Form (Upload)
- ❑ Organizational Official Contact Information
- ❑ FDP Clearinghouse Information

Navigating the Online Grant Management System

Full proposals are submitted online at: **projects.sare.org**.

The online grant management system will be open for submissions from August 28 until the deadline, **5 p.m. ET on Tuesday, October 20, 2020**. Staff are available to answer questions until 5 p.m. ET on the due date. Proposals submitted after 5:00 p.m. ET on October 20 will not be accepted. We strongly suggest you submit your proposal well in advance of the deadline, in the unlikely event you experience technical issues that take time to resolve.

Entering your Proposal

Full proposals should be submitted by you, the project leader (Principal Investigator/PI). The PI and applicant should not be different in the grant management system. Go to **projects.sare.org** and log in with the account you used to submit your preproposal. Click "Manage my grant proposals." Under "Active Proposals" you will see the proposal created with the same title as your approved preproposal. Click the link to begin.

If you wish to edit the title, click "Edit Title" and enter a clear, succinct title, in title case, of under 150 characters, including spaces, that captures the essence of the project's intent. Avoid acronyms, jargon or unnecessary words. You may edit the "Proposal Description," a short description (300 characters or less) used by SARE for search engine optimization purposes. Under "Principal Investigator", please do not use the "Change PI" button as you, the applicant, must be the Principal Investigator. Be sure to click "Save" after each entry.

Next, complete each of the following eight sections. To enter information, click on the hyperlink for each section above and then "Edit Answer" for each question. 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 View Draft page or by creating and sending a PDF of the proposal.

When all proposal questions are answered to your satisfaction, click the "Submit Proposal" button (visible when all sections are complete) and select "I understand" to confirm the submission. 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.

After you submit the proposal, Northeast SARE will use your email address as the primary method of reaching you as to the status of your proposal. Your email will also be added to our emailing list of those wishing to be contacted with Northeast SARE grant announcements and the Northeast SARE newsletter. If you wish to be removed from the announcement and newsletter e-mailing list, you will have the option to do so when you receive the first newsletter.

Step-by-Step Instructions

The proposal is divided into sections that contain multiple questions. Instructions for questions within all sections are presented below. Aside from the Basic Information section and Project Summary, questions have criteria that reviewers use to assess the proposal.

To navigate the proposal online, each section appears on the menu in the left sidebar; 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.

Basic Information

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

Project End Date: Choose an end date from the calendar pop-up. All projects must be completed by November 30, 2024.

Primary State: Select the state where the majority of work will be carried out, i.e., the primary location of the grant activities. Usually this is the home state of the project leader.

***(Optional)* Geographic Scope:** If this project will take place in more than just the primary state, list all the states where this project will take place.

Primary Commodities: Choose only the primary production commodities being addressed or investigated by the project, not every commodity that might potentially be affected (**choose no more than 2**). If your project is not commodity-specific, select "Does not apply to specific commodities".

Primary Practices: Choose only the primary production practices being addressed or investigated by the project, not every practice that might potentially be affected (**choose no more than 2**).

Primary Benefits and Impacts: Of the choices listed, how will your project have the most benefit and impact? (**Choose no more than 2**).

Does this project involve research with 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 need 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 involves animal research or human research subjects, please describe your plan for obtaining IRB and/or IACUC determinations. Identify that your organization has an IRB/IACUC board that will review this project or identify a partner (typically compensated) that has agreed to provide this review. If your project is awarded, you will be required to provide the documentation before any research funds can be reimbursed.

Project Summary and Performance Target

Project Summary (450-word limit). This is a standalone summary of the project; the summary should not refer to subsequent parts of the proposal by using language like, "This will be described later." The summary should have two elements, as follows. Include the subheadings in the text you enter to identify each element.

Problem and Justification: A brief description of the problem or opportunity for the farmers supported by the service providers in this project, and justify the need from the perspective of both.

Solution and Approach: The proposed solution to the problem or opportunity that will benefit service providers to serve this farmer audience, and the approach for reaching or carrying out the solution.

Service Provider Performance Target. The performance target defines the specific, beneficial and verifiable actions that service providers will take as a result of participating in the project; therefore, you may wish to finalize this section of the proposal last.

The performance target is a project's measurable goal, not a guarantee. The target should be ambitious but realistic. It is the logical outcome you expect for service providers as a result from their participation in the project's education program.

Include the following required components of your performance target:

- The **number of service providers** who will take action to educate/advise farmers. Please use a number not a percentage here.
- The **actions that service providers will take** to use their new knowledge, awareness, skills and attitudes to teach, advise and/or assist farmers. Examples include: the number of new classroom programs delivered, educational curricula or materials developed, number of farmers mentored, new networks developed, etc.
- The **number of farmers** who will be educated, advised and/or assisted by the service providers.
    - (Optional): Estimated total size/scale of farms these farmers manage (e.g. total acres or animal units managed, gross sales or production volume, etc.), when appropriate.

(Optional) Farmer Performance Target. If this component is included, it must be measured within the timeline of the project

- The **change or adoption farmers will make** as a result of working with the service providers in this project.
- The **number of farmers** who will make a change or adopt a new practices or behaviors.
    - (Optional): Estimated total size/scale of farms these farmers manage (e.g. total acres or animal units managed, gross sales or production volume, etc.), when appropriate.

Review criteria:
The performance target describes: 1) the number of service providers; 2) the actions that the service providers will take to teach, advise and/or assist farmers; and 3) the total number of farmers they will engage.

If included, the number of farmers adopting new practices or behaviors is measurable within the project timeframe.

The performance target is specific, meaningful, measurable, and realistic but ambitious.

Performance Target Narrative (100-word limit). Write a narrative statement that combines all sections of the performance target form filled out above as one sentence.

Service Provider Example: X number of service providers will use X skills they learn (or X change in attitude) to assist X number of farmers to earn an additional X dollars in profit.

Farmer Example: X number of farmers will adopt X new practice on X number of acres.

Statement of Need

Description of Problem or Opportunity (400-word limit). Explain the problem or opportunity for farmers in the Northeast that the service providers project will address and why it is important to sustainable agriculture in the Northeast and will contribute to Northeast SARE's outcome statement, see page 1. Provide the number, type, size and location of Northeast farms potentially affected.

Provide evidence (data) to justify claims made in the description of the problem or opportunity. Data may come from the literature, the unpublished work of others, farmer surveys, extension surveys, census data, etc.

Review criteria:
The problem or opportunity is clearly described, and it is clear that addressing it will enhance sustainable agriculture in the Northeast. The number, type, size and location of Northeast farms potentially affected are described. The need to address the problem or opportunity is substantial and is supported by specific evidence (data).

Solution and Benefits (400-word limit). State how the project will benefit service providers with new knowledge, skills, attitudes or awareness in a way that improves their ability to serve farmers.

Provide evidence that supports how and why the solution is expected to be effective such as data from previous work, or quantified observations of farmer or service provider experience. Claims made about the proposed solution must be justified; the same sources listed in the Description of Problem or Opportunity section above may be used.

Review criteria:
The project proposes a solution capable of leading to measurable benefits that will improve sustainability and benefit service providers to help farmers. Compelling evidence is provided, such as data from previous work, or quantified observations of farmer or service provider experience.

Service Provider Interest (300-word limit). Specify the number and type of service providers you will engage in this project as participants, and the total pool, including geographic range, from which you will recruit. Explain their interest in helping farmers address the problem or opportunity through participation in the project. These should be service providers who are concerned about the problem and are in a position to teach, advise, or assist farmers.

Describe evidence you have that service providers need or want the work proposed by your project. Justify statements of interest with numerical data (not expressed as percentages of unknown numbers) from surveys or other quantified inquiries conducted by the applicant (or others) that demonstrate service provider interest in participating in the project.

Review criteria:
Service providers engaged in this project are well described and appropriate to the proposal. Their educational needs and interests are clearly explained and supported with specific numerical data. There is evidence that service providers need or want the service proposed by this project.

Achieving the Performance Target

Education Plan (650-word limit). Describe the education plan you will conduct to teach service providers. Describe the knowledge, awareness, skills, and attitudes that service providers will acquire, and the support you will provide to them in their efforts to help farmers address the problem or opportunity.

The plan must be realistic, describe content and methods appropriate to engaging service providers, and likely lead to achievement of the performance target.

The education plan must include:

- Realistic number of service providers who will participate.
- Methods for recruiting and engaging those service providers.
- The types of project interactions and educational experiences in which service providers participate (in sequence) to facilitate learning (e.g., workshops, demonstrations, webinars, consultations, etc.). Concepts and curriculum topics in which service providers will gain new knowledge, skills, attitudes or awareness.
- Methods for supporting service providers as they learn, plan, and take actions throughout the project (e.g., interviews, software, record keeping tools, fact sheets, videos or other instructive materials).

Review criteria:
The recruitment plan is appropriate and effective for the service providers who will benefit from the project. The education plan offers a realistic approach to meet service provider needs; appropriate and effective educational approaches are clearly described; the educational curriculum topics describe knowledge, awareness, skills and attitudes to be gained by service providers that are likely to lead to the performance target. Methods for supporting service providers are sufficient to help them apply what they gain from the project to support farmers.

(Optional) Draft Curriculum (Upload). You may include a draft curriculum or other type of educational tools to be used in this project here.

Milestones (Limit of 12 milestones – 75 words each). Milestones list logically connected learning, skills acquisition, knowledge gain, increased awareness, or changes in attitude that service providers will accomplish, in sequence, as they participate in activities outlined in the education plan. The milestones will also include verification steps.

The Performance Target is not a milestone—rather, milestones are the changes or actions that will lead to the performance target.

Milestones describe what quantified service providers (and farmers if included) will experience as they interact with the project team– from recruitment and pre-training engagement, through educational experiences, and support for implementation of new practices, to documentation of those practices and resulting benefits, to providing that information to the project team during verification.

Milestones are written in terms of what the service providers will do and learn; they are not a plan of work or list of activities that the project team will perform.

If funded, the project's milestones will become the benchmarks for required progress reports; as such, they must be verifiable (measurable).

Review criteria:
The milestones describe a sequence of knowledge and skills acquisition or changes in awareness or attitude by service providers, as well as interim changes service providers make or measureable steps they take during the project.

The milestones include verification steps and logically lead to the performance target.

Each milestone is written as a statement with three required elements and one optional element. These are entered online into separate fields:

- The interim action and/or learning step in which service providers participate (include recruitment, educational, or verification steps AND specific knowledge, skill, attitude or awareness changes as relevant);
- Proposed realistic number of service providers who participate;
- (Optional) Proposed Number of farmers who participate; and
- Proposed completion date. Recurring milestones may be combined; list the completion date for these as its final occurrence.

Verification Plan (300-word limit). Describe how and when data will be collected to measure the extent to which each milestone was achieved and, ultimately, how the performance target was achieved.

The verification plan should include:

- Data collection methods and tools project leaders will use to collect milestone and performance target data from service provider participants and farmers if you include a farmer performance target in your project.
- Timing of when data will be collected and/or reported to you by service providers.
- Supportive guidance and tools you will provide to service providers to inform them of the performance target, help them record data about actions and results, if appropriate, and be prepared to respond to your requests for data about their follow-up actions.

Examples of supportive guidance and tools for beneficiaries include the following:

- *Project introduction or enrollment forms that explain the project focus, scope, and performance target, and that are used to obtain written commitment to participate.*
- *Data sheets, templates or checklists where participants can record data and information about their project activities on paper or online.*

Review criteria:
The verification plan describes specific and effective tools and methods for verifying the extent to which the milestones and the performance target are achieved. The timing of verification activities is appropriate. Effective verification guidance and tools for beneficiaries are described. The draft verification tool is complete and likely to obtain the necessary data.

Draft Verification Tool (Upload). A draft verification tool is required. Please include draft questions that service providers will answer to verify the extent to which they have made the changes described in the performance target.

If approved for funding, the online reporting system will track the following metrics (required if included in your project):

- Actual number of service providers (and farmers) who participate in each milestone;
- The type of service provider participant: Extension, NRCS, Nonprofit, Agency, Service providers (other or unspecified), Farmers/Ranchers, Others; and
- Amount of production affected and/or the measureable benefits that resulted due to project activities.

If approved for funding, ***optional*** metrics and products to be tracked are:

- Number of consultations, fact sheets, educational tools, journal articles, on-farm demonstrations, online trainings, newsletters, tours, webinars, presentations, workshops, field days, and other educational activities.
- Number of grants received that built upon this project, number of new working collaborations, additional outcomes, success stories, areas of further study identified, etc.

While it is not necessary for every project to have each of these products, it is helpful to design verification tools to capture these types of results.

For further guidance on developing your verification plan and tools, please refer to the examples in our "Project Verification Planning Guide" at: **www.northeastsare.org/PDP**.

Project Team

Key Individuals (400-word limit). Briefly describe yourself as the project leader (principal investigator) and other key individuals (cooperators) who will devote significant time to the project. Descriptions include name, title, business or organization, skills, relevant experience, and primary responsibilities on the project. You should demonstrate your team's ability to manage the project and conduct its activities. If some key individuals have not yet been identified, provide a description of the type/qualifications of the persons who would be recruited to fill those positions.

Review criteria:
The key individuals have the skills and experience to conduct the project. Their roles are well defined and letters of commitment are included.

Also name any other individuals and their organizations, outside of your own, that will be receiving funds requested from SARE to carry out the project, as well as those organizations who will be contributing significant money, personnel time, facilities or equipment to the project.

Letters of Commitment from Key Individuals (Upload). Each key individual (other than you, the applicant) 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. Letters should be written by the individual team members (not you) and addressed to you as the project leader.

Do not upload: Letters of general support from individuals not involved in your project, curricula vitae, or sample promotional materials about your organization.

Project Advisory Committee (350-word limit). An advisory committee consisting of at least two farmers and one agricultural service provider (eg., Extension, NRCS or other federal or state agency, private or non-profit organizations, veterinarian, or other farm advisor) is required to provide input on project design and implementation. Additional people representing other affiliations, such as researchers, may also be included on the committee. The committee does not include Key Individuals, but may include others involved in the project. Provide the names and affiliations of those who will serve on the advisory committee.

Review criteria:
Advisory committee members are appropriate to the project and include at least two farmers and one agricultural service provider. Committee members have provided input into proposal development and there is a clear plan to engage the committee throughout the project.

Describe the extent to which advisory committee members have provided input during proposal development, and how they will be engaged during the project, for example in assessment of farmer interest, providing feedback on preliminary findings, and sharing project activities and findings. Describe how and when advisory committee meetings will occur.

Previous Work

Literature Review (1,200-word limit). Outline the scientific foundation and merits of your project and identify and explain the references used to understand the problems, challenges, and opportunities your project will address, as well as current knowledge associated with the proposed solution and educational methods used. Include only those sources most relevant to your project. This section is the place to convince reviewers that there is a body of knowledge that provides a compelling rationale for the project and its educational approach.

Review criteria:
Previous relevant work is described and connected to the proposed work.

Clearly describe what others have done and how your project will complement or build upon the results of previous efforts. Show that you are informed about previous relevant research or initiatives including grants from SARE if they are relevant to your project. The national SARE database of projects (**projects.sare.org/search-projects**) contains projects from all four SARE regions and is searchable by state, type of grant, author and keyword.

Citation List. Provide a list of full citations referenced in the literature review and elsewhere in your proposal. Include only those citations directly related to the proposed project.

Review criteria:
A citation list is provided with relevant references included.

Budget

A detailed budget justification and narrative is required for the applicant (PI) and each subaward on the project. The budget justification and narrative is provided by completing a spreadsheet template.

Review criteria:
Budget items reflect the realistic needs of the project; and the total budget request is appropriate in terms of the magnitude of the project's expected results. All expenses are well justified.

Your funding request is expected to be in the budget range requested in your preproposal, unless otherwise requested by the preproposal review team. Funding requests should align with project duration, scope of the work, and intensity of the education program for farmers. Occasionally, full proposal budgets exceed original estimates and the amount of the funding range selected at the preproposal stage. If the expenses have increased beyond the original range indicated, or if work proposed undergoes a significant reduction, the reasons should be made clear through the budget justification and proposal text.

Projects are invited to include funding to address and assess social dimensions of the proposed work.

Organizational Affiliation of Subawardees. The organizational affiliation of the project leader (you, the principal investigator) is already defined in the applicant profile and does not need to be entered again. Enter any additional organizations that will receive funding.

Budget Justification and Narrative Spreadsheet (Upload). Use the Northeast SARE Budget Justification and Narrative Template (Excel spreadsheet) provided.

Be sure to select the template that matches your project length (i.e., one, two or three years).

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.

In the template, include the quantity and per-unit cost of each expense and include a narrative description that explains the need for and use of each expense. The spreadsheet should calculate the total cost of each item, the category subtotals for each year, and overall project totals. Budget categories in the spreadsheet are explained in the "Instructions" sheet of the budget template and are also provided in the **Appendix** for your convenience. An overview of allowable and unallowable uses of funds is given on page 3. All totals for each expense should be calculated using formulas in Excel.

The competitiveness of proposals is undermined by an inadequately justified budget. For example, if a budget shows expenses of $18,450 for lab tests but provides no number of tests, cost per unit or explanation about the purpose of these tests, the justification is inadequate. If the total of itemized expenses does not sum to the amount requested in the budget, the amount is not properly justified. If an item is requested without any detail as to why it is needed or how it is related to the project, the budget is not properly justified. This level of detail is required by USDA NIFA and the University of Vermont. It also shows reviewers you have carefully considered the funding needed for your project.

Matching funds are not required for SARE grants. If your organization is providing facilities, resources, or significant contribution in kind to the project, these are best described in the proposal text and not in the budget justification.

A budget justification and narrative template is required for each organization that will receive funds through subawards.

The completed template(s) must be uploaded as an Excel file (.xls or .xlsx) to your online submission.

Total Indirect Amount Requested. Enter the total indirect dollar amount requested from the budget template ("TOTAL INDIRECT COSTS" from budget template).

Total Direct Amount Requested. Enter the total direct dollar amount requested from the budget template ("TOTAL DIRECT COSTS" from budget template).

Total Amount Requested. Enter the total dollar amount requested from the budget template ("TOTAL SARE Request" from budget template).

Host Organization Approval

Grant Commitment Form (Upload). Please print out and complete the Grant Commitment Form. You, the project leader (principal investigator), must sign as the applicant. An authorized official at your organization (typically a sponsored programs officer or organization's financial manager or executive director) must also sign. You may share your proposal with your host 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. For the organization serving as fiscal agent for the project, provide the name and contact information of the official for the organization serving as fiscal agent for the project.

FDP Clearinghouse. Please check the response to the question, "Is this organization registered in the Federal Demonstration Partnership (FDP) Expanded Clearinghouse?" A list of participating organizations can be found at: **fdpclearinghouse.org/organizations**.

Funded Proposals

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 by the end of February 2021 and Northeast SARE staff will notify applicants of the status of their proposals soon after that.

Contracting and Disbursement of Funds

The Sponsored Programs Office or Authorized Representative of the grant recipient will receive a Subaward Agreement from the University of Vermont, the host organization for Northeast SARE. Funds are to be used exclusively for the proposed project, subject to the restrictions outlined in "Use of Funds." Funds are released on a reimbursement basis to the organization in response to invoices from the organization's financial office. This process can take a while, so if funded, be sure to initiate it as soon as possible. Northeast SARE will hold the last 10 percent of the award until the final project report has been received and approved.

IACUC and IRB Documentation

If your project is funded and involves research with 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.

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 and skills, attitudes and opinions, and/or the adoption of new practices. Products and educational tools should be added to the report as attachments. Photographs may be included to help document and promote the project.

Progress reports 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. Also at the close of projects, SARE asks for contact information of 8-12 project participants whom SARE may contact in the future for program evaluation.

It is useful to review SARE logic models and to 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**.

Appendix: Explanation of Budget Categories and Items to Include

Personnel Costs

Personnel costs include those for you (project leader), student wages, support staff or other hired labor. These must be shown as either an hourly rate multiplied by the anticipated time needed to complete the project or as a percentage of FTE at a given salary. There is also a separate line in the personnel section for fringe benefits. These should be calculated as a percentage of salary or wage amounts.

Only people employed by the applicant's organization 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, they should be included in a separately detailed subaward budget and the subaward total should be listed below under "Subawards" in "Other direct costs".

Non-Personnel Costs

Non-personnel expense categories include: materials and supplies, travel, publications/printing, and other direct costs (communications, photocopying, speaker/trainer fees, consultants, services, conferences/meetings/workshops, trainee support, off-site office rental, purchase of equipment, rental of equipment or land-use charges, and other/miscellaneous). Under each category, name each expense, provide narrative justifications of the expense, and provide information on units, quantities, and per unit costs.

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. Again, be specific, for example:

Soil test kits to measure soil health before and after treatment. 4 kits x $22 each = $88

Mapping software to collect, store and visualize project field data = $420

Paper for in-house project flyers and workshop handouts. 10 reams x $2.60 each = $26

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 and itemized for a project-specific purpose.

Travel. This section is for the travel of employees/personnel 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 costs onto 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 $0.575 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. Here are some sample budget lines:

Research assistant making 4 trips to cooperating farm, 14 miles each; 56 miles @$0.575/mile = $32.20

Project leader making 3 trips to soil lab, 26 miles each; 78 miles @$0.575/mile = $44.85

Project leader making 1 trip to growers' meeting; 104 miles @$0.575/mile = $59.80

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. 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. For example:

24-page resource directory, layout and design at $30/hour, 15 hours = $450

Printing at $1.12 each, 1000 pieces = $1,120

Other Direct Costs. This budget category includes: communications, photocopying, speaker/trainer fees, consultants, services, conferences/meetings/workshops, trainee support, off-site office rental, purchase of equipment, rental of equipment or land-use charges, and other/miscellaneous.

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

For example, if you plan to mail 350 flyers to announce a field day, the line item would read:

Postage for 350 field day flyers at $0.50 each = $175

If you are planning conference calls with cooperators, it is fine to estimate what these will cost. For example:

2 conference calls with planning committee @ 1 hour each = $ 72

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. For example:

500 copies of the bulletin for distribution at field day @ .05 each = $25

100 pages a month @ .05 each X 12 months = $60

Speaker and trainer fees. This section should include the name(s) of speakers and trainers you will work with, description of the services they are providing, their fees, and any other expenses to be reimbursed, such as travel.

Consultants. If outside entities are hired on a temporary basis to carry out specific tasks, these charges are listed under consultants. Include the names of those receiving stipends or payments for services and their organization or farm, statement of work or description of what will be done to earn the payment, and a breakdown of number of days or hours of service, rate of pay, expenses to be reimbursed (travel), etc. For example:

John Abrahamson, education consultant, assist in organizing and facilitating 4 meetings at $325 each = $1,300

Farmer collaborators are often paid a stipend, while some organizations process payment for such contributors under consultants. Either is acceptable. 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 to 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. For example:

> *Darla Adams, WonderMark, precision spraying, 4 applications of fungicide at $300 each = $1,200*

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 holding project conferences, meetings, training events, and workshops are included in this category. Expense examples include the rental of facilities and equipment for the meeting, signage for field days, fees for guest speakers, and travel and per diem for presenters. 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.

Reminder: List expenses for a project leader or staff attending a conference under Travel. List presenter expenses under Consultants or Speaker/Trainer fees. List trainee-participant expenses under Trainee support.

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 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.

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.

For profit businesses and any organization that is not specifically a research institution: 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.

Other and miscellaneous. 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 ("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 submission system.

Indirect Costs

USDA currently allows indirect costs. Applicants whose organizations have a negotiated federal indirect cost rate may budget the indirect portion to be up to 10 percent of total funds requested. This is the maximum, a cap on indirect set by USDA on SARE grants. This amount can be estimated by dividing total direct costs by nine. If a fractional dollar amount is calculated, the total is rounded down so the amount of indirect remains under 10 percent of the overall total. For this reason, there may be unexpected rounding behavior in the automatic indirect cost calculations in certain cases, which is normal. If the negotiated organizational rate is less, then that lower rate limit applies. If your organization has never had a federally negotiated indirect cost rate, you may request a *de minimis* rate of 10% of modified total direct costs.