



# Farmer Grant Program

## 2022 Call for Proposals

### Important Dates

The online system will open to accept proposals starting on: **October 1, 2021**  
Proposals, with all required attachments, are due no later than: **November 16, 2021, 5:00 p.m. ET**

Proposals are submitted online at: [projects.sare.org](https://projects.sare.org)

### Questions?

Visit the Northeast SARE website at: [www.northeastsare.org/FarmerGrant](https://www.northeastsare.org/FarmerGrant). For questions about this Call, please contact Candice Huber at [candice.huber@uvm.edu](mailto:candice.huber@uvm.edu) or 802-651-8335, x554.

### About Northeast SARE

The Northeast Sustainable Agriculture Research and Education (SARE) Program offers competitive grants to farmers, educators, service providers, researchers, nonprofit staff, 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 (NIFA).

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 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.

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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. Rev.08.23.21

# About the Northeast SARE Farmer Grant Program

## Overview

Northeast SARE offers grants to farmers to explore new concepts in sustainable agriculture conducted through experiments, surveys, prototypes, on-farm demonstrations or other research and education techniques.

### New this year

The maximum amount that may be requested is now \$30,000. Find details under **Funding Available** on page 3.

Farmer Grant projects address issues that affect farming with long-term sustainability in mind and focus on production, marketing, business management, labor, farm succession, social capital and other topics. Competitive proposals explore new ideas and techniques or apply known ideas in new ways or with new communities. Reviewers look to fund projects that are well-designed to meet proposed objectives and promise the greatest benefit to farming communities.

There are no restrictions on the topics that may be addressed as long as the proposed project leads to new information that enhances Northeast agriculture. You may experiment with a new crop or production method, develop a machine or tool that does something new, try out a pest management or grazing technique, explore new ways of adding value, look at new product marketing arrangements, or address issues related to farm labor, among many other ideas. For guidance on how to design your project, refer to SARE's bulletin, [How to Conduct Research on Your Farm or Ranch](#). To see examples of funded Farmer Grant projects, visit the national SARE project database at [projects.sare.org/search-projects/](http://projects.sare.org/search-projects/).

## Eligible Applicants

The Farmer Grant program is open to all commercial farm business owners and farm employees in the Northeast region. As an applicant, you may be farming on a large or small scale, with organic or conventional practices, urban or rural, full- or part-time, etc.—this grant program accepts all types and scales of farms. To be eligible, you must meet the U.S. Census of Agriculture definition of a Farm: “Any place from which \$1,000 or more of agricultural products were produced and sold, or normally would have been sold, during the census year.” If you are not sure if you are eligible, please read our document, “**Northeast SARE’s Definition of Farm**” found at: [www.northeastsare.org/FarmerGrant](http://www.northeastsare.org/FarmerGrant).

Applicants who are farm employees (versus farm owners) are eligible to apply. If you are applying as a farm employee, you must complete a Grant Commitment Form and ensure that it includes both your signature and the farm owner’s signature verifying that they will be financially responsible for the project.

Farmers on farms affiliated with an institution or a nonprofit organization are also eligible to apply as long as the farm produces and sells agricultural products that meet the farm definition above. For these proposals, you must use the name of the 501(c) organization in the proposal and complete a Grant Commitment Form.

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.

Proposals are limited to one per farm per year. If you have several ideas for this grant program, you will need to choose the one you want to submit for this grant cycle.

Current grant recipients who are behind in their reporting cannot apply. If you have a grant project that has ended or is near completion, finish it and file your final report; if your project is still in progress, make sure you have submitted a recent annual report.

Northeast SARE grants are paid on a reimbursement basis. Therefore, your farm 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, described on page 1.

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).

Northeast SARE is committed to accessibility for all eligible applicants. We encourage you to reach out to us regarding any challenges you experience as you plan and submit your preproposal. To do so or to specifically request a disability-related accommodation, please contact Northeast SARE as soon as possible at 802-651-8335 or [northeastsare@uvm.edu](mailto:northeastsare@uvm.edu).

### Technical Advisor Role

All projects must enlist a technical advisor. The technical advisor can be an Extension educator, NRCS or other government staff, university researcher, nonprofit staff, private consultant, veterinarian or other technical expert, including another farmer.

Before writing your proposal, it's important to identify a technical advisor and talk your project through with them. The role of the advisor is to provide support that you, as the grant applicant, need to create and complete a successful project. For example, your technical advisor may review the proposal to give you feedback, help with the research design of the project, provide technical information on the topic, help you troubleshoot any problems that arise during the project, and/or help promote the results of the completed work.

You may select an advisor from within the Northeast or another geographic area if their expertise and willingness to participate is a better fit for your project.

A letter of commitment from your technical advisor is required; it should describe their background, expertise and role in the project. The letter must be uploaded to your proposal at the time of submission.

Although the technical advisor is required for your grant project, **you**, the farmer applicant, should be the one actively in charge of the project. If you find that you prefer your technical advisor be in charge of the project, encourage them to apply for a **Partnership Grant** with you as a cooperating farmer.

See our "**Guide for Farmer Grant Technical Advisors**" for more information about the roles and responsibilities of technical advisors on Farmer Grant projects.

### Funding Available

Northeast SARE's Administrative Council has allocated \$700,000 to fund projects for this cycle of Farmer Grants. Awards are expected to be in the range of \$5,000 to \$30,000 per project.

Starting this year, the maximum amount that may be requested is \$30,000 per project, up from the previous cap of \$15,000. This increase is intended to provide more support for projects that include multi-farm collaboration, projects that provide intensive education for other farmers and/or service providers, and projects conducting applied research that is replicated over multiple years or locations. Simpler, straightforward proposals with modest budgets are still encouraged.

You should only request the amount of funding that is clearly necessary for the success of your project. Reviewers will select projects based on how well they address all the criteria in this Call for Proposals, including presenting a sound budget that adequately justifies the type of work being proposed.

### **Project Duration**

Most projects run for one year, but multiyear projects (up to 3 years) are accepted. All projects must be completed by November 30, 2025.

### **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 are submitted by organizations they work for, organizations for which they serve as a board member or paid consultant, former graduate student advisees or advisors, family members or close personal friends. Reviewers may not participate in review of a proposal in which collaborators on research projects or co-authors on peer reviewed publications (including pending publications and submissions) serve as project leaders; the timeline for this prohibition is for any projects or publications within the past three years. Northeast SARE's full Conflict of Interest policy can be found at: [www.northeastsare.org/COI](http://www.northeastsare.org/COI).

### **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.

### **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 is established before the project begins.

Northeast SARE is looking to fund projects that will lead to new information and these grants are **not** intended to provide start-up funds, finance farm equipment or expand farm operations.

### **Eligible Expenses**

Funds may be used for the following expenses if they are specific to the project:

- **Labor**, including wages, stipends, salary and fringe benefits for individuals working on the project;
- **Materials and supplies**, including research and education supplies, outreach materials, and project-specific software;
- **Travel** and per diem expenses necessary for the project;
- Expenses to **produce publications**, like fact sheets, guides, flyers, etc., as well as copies, postage and other project communication expenses;
- **Consultant services** like soil testing, presenter fees and other services rendered, as well as research incentives and compensation for interviewees, and subscriptions for project-specific services;
- **Meeting and training expenses**, including facility rental and participant support costs;

- **Equipment purchases and fabrication** that are necessary for, and unique to, the project (equipment with general uses, like a computer or tractor, are **not** eligible)—please see restrictions, described on p.14; and
- Farm equipment and land **rental or operating charges**;

**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** that would be incurred in the absence of the project such as utilities, general maintenance, general supplies or any other expenses that would be there in the absence of the project;
- **Promotional items**, including items of clothing (hats, tee shirts, aprons, etc.), swag, giveaways, subsidies, raffles, and branded promotional material;
- **Travel to conferences and meetings** *unless* essential to the project’s success, such as presentation of project results;
- **International travel** unless essential to the project’s success and described in the proposal (Note: There are certain restrictions on costs and airline 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; 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.

Additionally, 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. To be considered as a direct cost, the item must be clearly essential and used 100% for the project. Please contact Candice if you have questions.

**Grant Timeline**

Online system opens for submissions.....	October 1, 2021
Proposal submission deadline .....	November 16, 2021, 5 p.m. ET
Award decisions announced to applicants.....	Late February 2022
Contract start date for awarded projects .....	March 1, 2022



## Proposal Selection Process

Proposals are evaluated by independent review teams made up of farmers, researchers, nonprofit staff and agricultural service providers. Reviewers evaluate proposals on a Likert scale using the criteria that are listed beside the **Step-by-step Instructions** that follow. A summative score is then generated for each proposal using the weights for each individual section listed in the review criteria.

Review team scores and comments are provided to the Northeast SARE Administrative Council, the program's governance body, that makes final decisions about funding allocations. When selecting proposals for funding, the Administrative Council may give additional consideration to audiences, topics, and geographic locations that are underrepresented in Northeast SARE's grant portfolio.

## Preparing Your Proposal

### Advanced Planning

You will submit your proposal online at: <https://projects.sare.org/>.

Please prepare your proposal well in advance of the deadline. Successful grantees report that it generally takes 20 to 40 hours to develop a proposal. Work on the budget ahead of time and verify amounts as you go. Take into account the time it takes to receive the signed commitment letter from your technical advisor and prepare other required documents.

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

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 and nonprofit 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.

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, available at: [www.northeastsare.org/farmergrantprep](http://www.northeastsare.org/farmergrantprep).

Note that when word count limits are exceeded in the online system, the word count font changes to red and you will not be able to save that answer until the word count is at or below the limit. Also note that copying and pasting from some word processing programs may result in the loss of formatting; make any formatting corrections within the online system. Figures, tables and other supporting graphics are allowed only in specified sections.

Ask your technical advisor or someone else 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 your proposal and to print out the final copy of your proposal 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. Use the outline as a checklist to ensure the proposal is complete before submitting.

## Required Documents

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

- ✓ Letter of Commitment from Technical Advisor
- ✓ Letters of Commitment from other key collaborators (if applicable)
- ✓ Grant Commitment Form (if applicable)
- ✓ Other Relevant Research Information (required for specific situations)
- ✓ Budget Justification and Narrative Spreadsheet

- 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

## Verification and Commitment

- Confirm that you represent a farm business and your role as an operator of this farm
- These only apply to farm employee applicants:*
  - Grant Commitment Form (upload) ✓ *Required of farm employee applicants*
  - Organizational Official Information

## Proposal Summary and Applicant Information

- Proposal Summary (250-word limit)
- Resources, Experience, Skills and Capacity (300-word limit)
- Identify and Describe Technical Advisor
- Letter of Commitment from Technical Advisor (upload) ✓ *Required*

- Identify and Describe Other Key Cooperator(s) (if applicable)
- Letters of Commitment from other Key Cooperator(s) (upload) ✓ *Required if applicable*

## Introduction

- Problem and Solution (750-word limit)
- Previous Work (750-word limit)
- Citation List (750-word limit)

## Plan of Work

- Objectives (200-word limit)
- Materials and Methods (1200-word limit)
- Other Relevant Research Information (upload) ✓ *Required for specific situations*
- Outreach (250-word limit)
- Timeline (500-word limit)

## Budget

- Budget Justification and Narrative (upload) ✓ *Required*
- Budget Summary

## Human Subjects

- Does this project involve human subjects?
- Human Subjects Questionnaire

## Livestock Care

- Does this project involve animals? (vertebrate animals only)
- Livestock Questionnaire

# SARE's Grant Management System

Proposals are submitted online to SARE's Grant Management System at: <https://projects.sare.org/>.

The System supports the following web browsers: Edge, Chrome, Firefox, Safari, Opera and Brave. Please plan to use one of these browsers when entering your proposal.

The Grant Management System will be open to accept Farmer Grant proposals from October 1, 2021 until the deadline, **5:00 p.m. ET on November 16, 2021**. Staff are available to answer questions until 5:00 p.m. ET on the due date. Proposals submitted after 5:00 p.m. ET on November 16 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.

## Getting a User Account

All new users should go to the Grant Management System at: <https://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.

If you have previously received SARE grants, submitted project reports or recently reviewed SARE proposals, you are registered as a user in the System and should use your existing account to submit your proposal. Once logged in, be sure to update your account profile. If your account profile is incomplete, you will not be able to submit your proposal—the System will show the message, "You must complete your user profile before you can submit your proposal."

## Logging In

Go to: <https://projects.sare.org/> and select **"Log in"**. Once logged in, select **"Start a new grant proposal"**. You will see grant opportunities listed for all four SARE regions; scroll down until you see **"Northeast"** and click the "+" button. Under **"2022 Northeast SARE Farmer 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 a maximum of 300 characters (including spaces) by clicking **"Edit Description"**. 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.

In the majority of cases you, the grant applicant, are the project leader/principal investigator (PI) so ignore the button that says **"Change"** under the **"Principal Investigator"** heading. If, however, it is necessary for someone else to enter the proposal, use the **"Change"** button to add PI information here. If the PI does not currently have an account, they need to create one and complete their full profile information before the proposal can be submitted. Note: The PI is responsible for oversight of the project and will receive all communications regarding the proposal.

Next, 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 below 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 your technical advisor or other 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. *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 Proposal Instructions

The proposal is divided into two sections, each containing multiple questions. Instructions for all questions are presented below. Review criteria and weights used in evaluating the proposals 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 when applicable.

### General Information

**Project start date.** Choose a start date from the calendar pop-up. Projects should not start before March 1, 2022. Contract start dates will be March 1, 2022 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. All projects must be completed no later than November 30, 2025.

**State.** Select the state where the farm is located and 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.** Choose *only* the benefits and impacts that are most likely to be produced by the project, not every benefit or impact that could potentially occur.

### Verification and Commitment

**Confirm that you represent a farm business and your role as an operator of this farm.** Read the **Eligible Applicants** section on page 2 and select your response. Farm employees may apply but are required to complete and upload a Grant Commitment Form, see below.

The remaining questions in this section **only** apply to applicants who work as a farm employee of an institution, organization or private farm. *If you are a farm owner, skip to the next section.*

If you are a farm employee, please complete the next two sections.

**Grant Commitment Form.** A completed Grant Commitment Form that verifies approval by the farm owner or institution/organization is required with your proposal submission. Download the form at: [www.northeastsare.org/FarmerGrant](http://www.northeastsare.org/FarmerGrant). You must sign as the applicant. The owner of the farm at which you work, an authorized official of your institutional grants office, or the fiscal agent for your organization must sign the bottom section. Upload a PDF or image copy of the fully completed Grant Commitment form to the online system.

**Organizational Official Information.** If your organization is a nonprofit and is serving as the fiscal agent for the project, provide the name and contact information of the organizational official (usually someone in the grants office or who is otherwise in charge of grants for the organization).

## Proposal Summary and Applicant Information

### Proposal Summary (250-word limit).

This is a standalone summary of the project. It should briefly describe the issue, the objective(s), key components of your 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.

### Resources, Experience, Skills and Capacity (300-word limit).

What resources, experience, skills and capacity do you bring to the project? Describe the farm operations and your farming experience to give reviewers a picture of your capabilities and what you will contribute to the project. Specifically, let reviewers know how long you've been involved in agriculture and the background of the farm, providing a description of the production enterprises (e.g., acres, livestock numbers, etc.) and types of market outlets (wholesale, retail, farm stand, CSA), whether you farm full- or part-time, gross sales, and other key information about the enterprise. If farm resources will be dedicated to this project, describe them here. For example, you may already have access to an essential piece of specialized equipment or may have received other funding to cover related expenses not funded by SARE.

### Identify and Describe Technical Advisor.

Select "**Add a cooperator**" to enter the name and contact information for your project's technical advisor. Use the "**Additional info**" field to describe their background, expertise and role in the project.

### Letter of Commitment from Technical Advisor (File Upload).

A letter of commitment from your technical advisor is required. The letter should describe their background, expertise and involvement that confirms their level of commitment to the project.

Please upload the letter as a PDF or image file.

#### Review criteria:

The applicant's farm operation meets the eligibility requirements. The applicant's experience, time and commitment to the project are appropriate for the work proposed. They have the knowledge and skills needed to see the work through to its conclusion. The applicant and farm have access to resources to support the project.

Criteria weight: 5%

#### Review criteria:

The technical advisor and, if applicable, other key people involved have the appropriate expertise, skills, and time to commit to the project. Signed letters of commitment from the technical advisor (and other key individuals as applicable), stating their roles and commitment, are uploaded to the proposal.

Criteria weight: 5%

## Identify and Describe Other Key Cooperator(s), if applicable.

If other key individuals are integral to the project, select “**Add a cooperator**” and complete the name and contact information for each. In the “**Additional Info**” field, describe who they are, their expertise, and the resources they bring, and explain their role. Only include people that have lead roles in the project.

## Letters of Commitment from Other Key Cooperator(s), if applicable (File Upload).

Each key individual listed above as a cooperator (collaborator must provide a letter of commitment. The letters should indicate that each person understands their roles, what they will bring to the effort, and is ready and willing to participate. Letters should be written by the individual team members, not you, the applicant.

Please upload the letters as PDF or image files.

*Do **not** upload letters of general support from individuals not involved in your project, curricula vitae, or sample promotional materials about you or your farm. Letters from your employees involved in the project are not required.*

## Introduction

### Problem and Solution (750-word limit).

What is the problem or opportunity your project will address, why is it important, and what is your proposed solution? Briefly state the problem, issue or opportunity and explain why it matters. Convey how addressing this problem will improve the sustainability of farmers like yourself.

Then, state your proposed solution or approach, and how it addresses the above need. Be clear about the expected impact of the solution 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 families, employees, and the farming community.

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

### Review criteria:

The issue being addressed is clearly explained and there is compelling evidence of significant interest or need for the project from farmers. The proposed approach addresses the need and will likely have a positive impact on sustainable agriculture in the Northeast. It is clear how the project is relevant and impactful.  
Criteria weight: 25%

### **Previous Work (750-word limit).**

What efforts have been made by others to solve the problem or take advantage of this opportunity? Describe the current knowledge and practice on this topic to show your familiarity with what has been tried and how your project builds on existing efforts. If the practice is known but has not been applied in your community, 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 under previous work as well as anywhere else in your proposal.

### **Plan of Work**

#### **Objective(s) (200-word limit).**

State your project's objective(s) starting with the phrase, "This project seeks to..." or "The question we seek to answer is ..." List specific objectives by number and include what you will compare, study or accomplish. Include what information you hope to uncover or demonstrate, how it will be useful to other farmers, and what improvement 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 you listed above, describe what you will do and how you will do it.

Be very specific in describing the testing, sampling, training, treatments, surveying, etc. you will use. For example, if you plan to compare weed pressure between a control and a treatment, describe how you will count and identify weeds, weigh weeds, and measure weeding time, how often and at what stage of crop growth. Saying only that you will compare the amount of weed growth is not sufficient; you need to be specific as to how you will compare. As another example, if you plan to compare the impact of an organized employee communication system on job satisfaction, specify the survey questions you will ask workers and how/when you will implement the survey.

Do not include links in this section as reviewers will not view them; rather, upload relevant documents under "Other Relevant Research Information" or refer to websites and place them in your citation list.

While statistical analysis is not required for this grant program, if you do plan to use a statistical method, be sure to describe it. For more information on experimental design and statistical analysis, refer to the bulletin, [How to Conduct Research on Your Farm or Ranch](#).

#### **Review criteria:**

The applicant understands previous work and current knowledge on this topic. The project will build on current knowledge and contribute new information or apply current information to a new audience. Criteria weight: 10%

#### **Review criteria:**

Project objectives are clearly stated and include anticipated results that will lead to useful information for farmers or improvements that will make farms more sustainable. Criteria weight: 10%

#### **Review criteria:**

Methods are clearly described that will provide the information needed to meet project objectives; sufficient detail has been included to specify what will be measured or assessed, and how, where, and when that information will be collected. There is evidence of planning and consultation with the technical advisor and collaborators. If an experimental design is presented, it is appropriate and includes sufficient replication and sample numbers to provide reliable results. Criteria weight: 25%

**Other Relevant Research Information, required for specific situations (File Upload).**

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

The following situations require additional documentation that you should upload here.

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

**Outreach (250-word limit).**

What is the outreach plan for the project? Describe how other farmers and other key audiences (eg., agricultural service providers, etc.) will learn about your project’s results.

List specific planned events, media efforts, social media channels (estimated number reached, etc.) and the scope (e.g. number of subscribers) and/or region.

Outreach efforts may take place anytime during the project but the final results and lessons learned must be publicized in some way before your project has concluded to reach farmers who may benefit from the results.

**Review criteria:**

The information to be presented through outreach is well described. The outreach plan includes specific events/activities that have clear deliverables, and will reach an audience of farmers and other beneficiaries likely to have interest in and potential benefit from the results of the project.  
Criteria weight: 10%

**Timeline (500-word limit).**

Outline the project activities in a chronological timeline that states the steps you will take, including planned outreach activities. Starting with the project start date, specify in a month/year format (e.g., March 2022) when key activities and events happen. Include how long each step will take and who will do them.

Keep in mind that SARE funds will not cover any work or expenses incurred prior to March 1, 2022 and that the timeline should align with your budget in terms of personnel paid, testing, services rendered, etc.

**Review criteria:**

The timetable is realistic and includes descriptions of who will do what, when and how long each step will take. The timetable is aligned with the project’s budget and plan of work.  
Criteria weight: 5%

**Example timeline in table form**

Time Period	Activity	Personnel Involved/Time Allotted
March 2022, first 2 weeks	Prepare beds and plant seeds for control and treatments	C. Smith and T. Allende. Estimated 16 hours per person.
March - June 2022	Take measurements weekly	T. Allende, estimated 2 hours /week for 18 weeks
July 2022	Analyze results	C. Smith, estimated 8 hours/week for 3 weeks
August-September 2022	Twilight meetings to present results	C. Smith and T. Allende, 2 hours/person per meeting, 3 meetings



## Budget

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

The funding request 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. Budget items should be justified under “Description” in the spreadsheet and will be identified in the appropriate proposal section. For example, soil testing should be described in the Budget Justification and Narrative as to what, who conducted, and how many – this expense should also be described in the Materials and Methods section.

### Tips for Creating Your Budget

- Reviewers will look for strong justification of all project expenses, clearly explaining why they are necessary. Reviewers will also look for higher funding requests to be related to more complex projects such as those that: include multi-farm collaboration; provide intensive education for farmers and service providers; or conduct applied research that is replicated over multiple years or locations and includes statistical analysis.
- Funding may be requested for special equipment required for the project that is not otherwise available on the farm. If the equipment can be used by the farm outside of the project or is something that would typically be found on farms of similar type and scale, these equipment costs must be prorated based on their useful life and the length of the project.
- Farm labor necessary to the project is an eligible expense, and labor can be charged at the going rate in your area for the skills involved.
- Funds may be requested for project collaborators but their roles, time on the project and their expenses must be clearly and fully explained.
- General farm equipment and general operating expenses are not eligible expenses.
- Funds required to start a farm or to expand farm operations are not eligible expenses.

See the [Appendix](#) for more details on budget categories and samples of the Budget Justification and Narrative and Budget Summary.

### Budget Justification and Narrative (File upload).

Download and complete the required Budget Justification and Narrative Template (Excel spreadsheet) provided at: [www.northeastsare.org/FarmerGrant](http://www.northeastsare.org/FarmerGrant).

Only use 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 and clear descriptions of their purposes. Justify why each expense is necessary with narrative description. Show how each requested amount was determined by itemizing the quantity and per-unit cost of each expense.

#### Review criteria:

A clear and sensible budget is proposed. The budget is internally consistent (units provided and math is correct) and justifies how the funds will be spent. Budget expenses are reasonable; the overall budget request is appropriate to the scale, scope, and expected results of the project. Criteria weight: 5%

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 submission system.

### **Budget Summary.**

Enter the summed subtotals for each major budget category from the completed Budget Justification and Narrative into the online Budget Summary. *(For an example, see the yellow highlighted sections in the sample Budget Justification and Narrative in the [Appendix](#)).*

To add a subtotal to 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.

Click on “**Add another budget item**” to enter summed subtotals for other categories.

Check to be sure that your Budget Summary total matches the total on your Budget Justification and Narrative.

### **Human Subjects Research**

#### **Does your project involve human subjects?**

This question requires a yes or no response.

If you select “No”, save your response and skip to the next section.

If your project will solicit data from people using surveys, interviews or observational studies to make generalizable conclusions, it is likely considered human subjects research. In this case, select “Yes” and answer the following questions so that Northeast SARE can verify that this project is implemented safely and in accordance with human subjects protections as is required by USDA NIFA for research projects.

- **Subject participation (no word limit).** Who will be participating in your human subjects research?
- **Data collected (no word limit).** What information will be collected from the participants?
- **Method of data collection (no word limit).** What are your methods for data collection (surveys, interviews, focus groups, etc.)? How will you protect anonymity for collection of sensitive information? Sensitive information could include income, demographics, etc.; you could protect the anonymity by, for example, coding responses or removing names.

### **Livestock Care**

#### **Does this project involve animals (vertebrate animals only)?**

This question requires a yes or no response.

If you select “No”, save your response and skip to the next section.

If your project will work with livestock or other vertebrate animals, select “Yes” and respond to the following questions; these responses help Northeast SARE verify that this project’s handling of animals complies with the Animal Welfare Act, as is required by USDA NIFA for research projects.

- **Kind of animals (no word limit).** What kind of animals will be involved in your project?
- **Number of animals (no word limit).** Please indicate how many of each animal will be involved in your project.
- **Source of animals (no word limit).** The source (name and location) from which you plan to obtain animals for your project. If you already own the animals and they are already at the project site, where did you obtain them and how long have you had them?
- **Stocking density (no word limit).** What is stocking density (space per animal)? Please provide a response for all forms of housing (pens, feedlots, pastures, etc.) that will be used in this project.
- **Housing/Shelter (no word limit).** Describe the housing or shelter available for the animals in normal and inclement weather.
- **Cleaning of housing/shelter (no word limit).** For the period of the study, how is the housing/shelter cleaned? How often?
- **Feeding and water (no word limit).** Describe how feed and water is provided, how often it is provided, and how often the feed and water containers are checked and cleaned.
- **Nutritional needs (no word limit).** Describe how the nutritional needs of the animals in this project will be met.
- **Health management (no word limit).** Describe the vaccination program and the routine procedures used to minimize disease and manage parasites. Include what the animals are vaccinated against and provide common names of the products that are used. Include a description of routine worming or parasite management.
- **Procedures (no word limit).** What procedures will the animals undergo during course of this project? Will these procedures induce or potentially induce distress or pain in the animal and if so, how will you manage or minimize the potential for pain and distress?
- **Other people handling/caring for Animals (no word limit).** Please indicate if other individuals will participate in handling and or caring for the animals in this project. If other individuals will be involved, please describe their expertise with animal care. If individuals need to be trained to perform the procedures described in this project, please indicate how they will be trained to do the procedures properly.
- **Post project animal outcome (no word limit).** At the end of the project, what happens to animals? Please indicate if they will remain at the project site, be sold or slaughtered.
- **Transportation (no word limit).** If animals are transported off-site, please describe how they will be transported.
- **Animal slaughter (no word limit).** If animals will be slaughtered, please indicate if this will occur at a commercial licensed slaughter facility. If it is not done at a commercial licensed slaughter facility, describe where and how slaughter will be conducted.
- **Human consumption (no word limit).** Please indicate if the animals or products from these animals will be used as food for humans and if so, confirm that withdrawal times for medications will be followed before allowing the animals or products from the animals to enter the food chain.
- **Veterinarian (no word limit).** Identify the veterinarian (name, address and contact information) who will provide routine and emergency care of the animals used in this project.

## Expectations for 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 2022 and Northeast SARE staff will notify applicants of the status of their proposals soon after that.

### Contracting and Disbursement of Funds

Those selected for funding will receive a contract from the University of Vermont (Northeast SARE's host institution) to establish reimbursements for approved project expenses. Before a contract is issued, Northeast SARE staff will send information detailing the next steps, including any proposal or budget revisions that need to be made.

Funds are released on a reimbursement basis. As such, you need to have the financial capacity to pay project expenses up front and be reimbursed for invoices submitted on a net 30-day term. Northeast SARE will hold the last 20 percent of the total award until the project work, including outreach, has been completed and your final project report has been received and approved. For more information, refer to "Managing Your Northeast SARE Farmer Grant" at: [www.northeastsare.org/ManageFarmerGrant](http://www.northeastsare.org/ManageFarmerGrant).

### Acknowledging SARE

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

### Required Reporting

Northeast SARE requires annual progress reports and a comprehensive final report for all projects. All reports will be submitted in the Grant Management 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 or awareness, attitudes and awareness, and/or the adoption of new practices. Publications and educational tools should be added to the report as attachments. Photographs should 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 30 days of the project's end date. The final report should include full, detailed results of the project and outreach activities conducted that were outlined in your proposal.

Northeast SARE asks that grant recipients provide us with their contact information for at least two years after the project has ended to allow for follow-up and response to inquiries about the project. For more information about the types of information SARE collects post-project, visit: [www.northeastsare.org/logicmodels](http://www.northeastsare.org/logicmodels).

### Resources

The following resources may help you as plan and write your proposal.

- Refer to the SARE bulletin, "[How to Conduct Research on Your Farm or Ranch](#)".
- See the "[Guide for Technical Advisors](#)".
- Visit SARE's national database to learn about funded projects: [projects.sare.org/search-projects/](http://projects.sare.org/search-projects/).
- The Alternative Farming Systems Information Center (AFSIC) at the National Agricultural Library specializes in identifying resources about sustainable food systems and practices: [www.nal.usda.gov/afsic](http://www.nal.usda.gov/afsic). Information specialists can share resources and search information relevant to your proposal.

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

Use the Northeast SARE Budget Justification and Narrative Templates (Excel spreadsheet) provided at: [www.northeastsare.org/FarmerGrant](http://www.northeastsare.org/FarmerGrant). 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 calculate the totals for each category (Personnel, Materials and Supplies, Travel, Publications and Other Direct Costs). These are the totals you will enter into the online Budget Summary. While descriptions of budget items are provided in the Template, see below for explanation of some budget categories. Save and upload the Budget Justification and Narrative in a spreadsheet format (.xlsx only).

### Personnel

Show personnel costs—your time and/or the time of your employees—as an hourly rate multiplied by anticipated time needed to complete the project; or, if salaried, enter the percentage of time (FTE) and salary rate. Only people employed by your organization working on the project should be listed in this section. Use the Timeline section to help you estimate the hours worked. Note: If you are paying a consultant or providing payments to people who are not your employees, enter these expenses under “Other Direct Costs”.

### Non-Personnel Expenses

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 justification of the expense, and list information on units, quantities, and per unit costs. See “[Use of Funds](#)” (p.4-5) for a general list of allowable and ineligible expenses.

**Materials and Supplies.** Materials and Supplies are items that are not depreciated over time. Be specific and clearly describe why they are essential to the project. Itemize the quantity and per-unit cost of each expense. As an example, if you are proposing to buy cover crop seed, your budget line should list the item, specify why they are needed, how many are needed, and the cost per unit (*e.g.*, “Cover crop seed for 10 acres, 12 lbs. per acre = 120 lbs. @ \$4 per pound = \$480.”).

Depending on their use, perennials and livestock may be considered Materials and Supplies expenses. Perennial crops and livestock are not allowable expenses when used for the purposes of establishing a farming enterprise. However, if you are, for example, conducting a variety trial or testing a crop that is new to your region, and the expense is clearly justified for plot trials, the purchase of perennial plants is allowable. The purchase of bees for research is also allowable when the numbers are in accord with creating a common basis for treatment comparison. The expense of smaller, shorter-lived animal species as a treatment of a study may be allowable if the cost is justified; for example, the use of ducks or chickens as pest or weed control. Livestock feed during the study period is allowed; housing or fencing investments are treated as equipment expenses (see “Purchase of Equipment” below), and only eligible if they are necessary and unique to the project. The cost of livestock is only eligible if they are in addition to the numbers you usually carry and the study involves a loss of income. SARE funds are not intended to subsidize farm expansions.

**Travel.** This section is only for the travel of you, the applicant, and your employees; travel expenses for technical advisors, consultants and other collaborators should be listed under “Other Direct Costs.”



Specify the purpose of each 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 current federal mileage rate of 56¢ per mile. For auto travel, indicate who is traveling, the destination, number of trips, and total anticipated mileage (e.g., “*M. Sanchez, project leader, car travel to experiment station for insect identification training, one 62-mile round trip @ 0.56/mile = \$34.72*”). International travel is discouraged and, if proposed, must be integral to the project’s success and described in your budget justification. There are certain restrictions on costs and carriers; contact Northeast SARE staff for details.

**Publications/Printing.** In this section, include relevant outreach expenses, like the cost of commercial printing of workshop flyers, fact sheets, etc. Note that photocopies belong under “Other Direct Costs”.

### **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 costs. See more information below.

Farmer Grants typically do not include trainee support and off-site office rental; if you are considering these expense categories, contact Northeast SARE staff for further clarification.

**Communications** costs include postage, fax and telephone expenses incurred during the project. Subscription fees for online services should be included in the Services category, below. 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.

**Consultants, speaker, and/or trainer fees.** Payments to collaborators, your technical advisor, consultants or any other individuals hired on a temporary basis to carry out specific tasks are listed here. Include the names of those receiving stipends or payments for services, their organization or farm, description of the work they are providing, and a breakdown of number of days or hours of service, rate of pay, expenses to be reimbursed (travel), etc. (e.g., *J. Abrams, education consultant, to assist in identification of pests, 6 hours at \$80/hr = \$480*).

**Services.** If an outside entity is hired for a specific custom job, such as lab services for soil testing, it should be listed here. Provide details of these non-contracted services including fees purpose and quantities (e.g., *Nutrilabs, N analysis of leaf samples, 64 samples at \$20 each = \$1280*).

**Conferences/Meetings/Workshops Expenses.** This section is for expenses related to events you will host. **Food expenses** are typically not allowed unless clearly justified as light refreshments or working lunches necessary for the continuity of a training or meeting. Events you will attend (to present your results, etc.) should be listed under Travel.

**Purchase of Equipment or Cost of Fabrication.** Equipment refers to an item that has an acquisition cost of \$5,000 or more (unless the organization has established lower levels) or has an expected useful life of more than one year. Fabrication of equipment in a SARE project 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 a clear justification of need and full use during the project timeline is allowable. General use equipment is not allowed.

Requests for funds to purchase or rent equipment must clearly justify: 1) why the equipment is essential to the project and 2) why it is not part of a farm’s normal inventory. When possible, equipment should be

rented, but if the equipment is relatively inexpensive or not available for rent, you may propose to buy the equipment. Shipping and delivery costs may be included.

If equipment to be purchased has a useful life on your farm or other farms that extends beyond the project period, SARE funds should be requested using a pro-rated share of the total cost based only on the time it will be used for the project. The allowed expense should be calculated as the purchase price, divided by expected useful life (typically 5 years for farm equipment) times the number of years used for the project.

“Experimental” equipment that has no obvious use on your farm other than for research purposes and has no obvious use on other farms (no resale value) may be funded in full.

*The following are some examples of allowable equipment expenses:*

- *A \$6,000 scale (plus a shipping fee of \$200) is needed to weigh cattle being raised under different feed regimens and one is not available for rent ([www.cattlescales.com](http://www.cattlescales.com), Model AP600). It will be used over two years in the project with a useful life of 10 years, the allowable SARE portion of the purchase price would be  $\$6,200/10 \text{ years} = \$620 \text{ per year}$ .  $\$620 \text{ times two years} = \$1,240$ . This is the allowable expense charged to the SARE grant; the balance of \$4,960 would be paid by the farm.*
- *A microscope is needed to identify insects for a two-year study. It has a useful life of 10 years ([www.microscopes.com](http://www.microscopes.com), model GW168, The Microscope Store.). The purchase price (including shipping) is \$1,600. The useful life is 10 years so the per year price is \$160. For a two-year project, the amount allowed to be charged to the SARE grant is \$320 and the balance of \$1,280 would be paid by the farm.*
- *Ten electric netting rolls are needed to keep sheep in a hops yard for a weed management study. The netting has a useful life of three years. The equipment is Electro Net 35, 164-foot length each ([www.premier1supplies.com](http://www.premier1supplies.com)) and costs \$112 per roll. 10 rolls are needed totaling \$1,120 plus \$50 shipping for a total cost of \$1,170.  $\$1,170/3 \text{ years} = \$390 \text{ per year}$ . Since this is a one-year study, \$390 may be charged to the grant; the remaining \$780 would be paid by the farm.*
- *Insect screening is needed as a control method when comparing it to pesticides in a two-year study. Insect Mesh, 13 feet x 328 feet ([www.americannettings.com](http://www.americannettings.com)) costs \$612 plus \$28 shipping. Assuming the screening has a five-year useful life,  $\$640/5 \text{ year totals } \$128/\text{year}$ . For this two-year project, \$256 may be charged to the grant; the remaining \$384 would be paid by the farm.*

**Other Costs.** If you have a project expense that truly does not fit into any of the above categories, it should be included in this section. Each item must be clearly identified and justified to be allowed. Unidentified, unjustified and undefined (“etc.,” “miscellaneous” or “contingency expense”) items are not allowed.

### **Indirect Costs**

Upon awarding SARE funding, for-profit businesses such as a commercial farms, veterinary services, private consultants, etc., will receive a vendor service agreement as a contract from Northeast SARE’s host institution, University of Vermont (UVM). Vendor service agreements **cannot include indirect costs**, though any overhead expenses that can be directly attributable to the grant project may be included in the direct costs of the budget.

Individuals on farms associated with non-profit organizations should contact the Northeast SARE office for details on allowed indirect costs. Your proposals funds through a subaward agreement that flows down through UVM from USDA NIFA, and have different federal regulations and compliance requirements.

## Example of Budget Justification and Narrative

The following example budget is provided so you can see how one fits together. Please note: Every budget is different—yours should reflect how your project is designed and what you plan to do. Provide enough detail so that reviewers will understand the need for each requested item.

Budget Detail, Justification and Narrative		It is required to maintain formulas in column F. Column F auto calculates based on columns D and E.			
<b>Applicant's name and institution:</b> Maria Sanchez, Five Oak Farm					
Item name	Narrative justification of expense	Unit	Quantity	\$ per unit	Quantity x \$ =
<b>PERSONNEL</b>					
<i>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."</i>					
<b>Salaries and wages.</b>					
<i>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.</i>					
<b>Project leader(s).</b>					
Maria Sanchez	Manage grant, data collection and analysis, outreach and	hrs	320	\$ 35.00	\$ 11,200.00
					\$ -
<b>Student wages.</b>					
					\$ -
<b>Support staff.</b>					
David Potter, farm employee	Plant and manage crops within trial plot over 2 seasons	hrs	120	\$ 18.00	\$ 2,160.00
					\$ -
<b>Other hired labor.</b>					
					\$ -
<b>Subtotal: Salaries and wages</b> (rounded to the nearest dollar)					<b>\$ 13,360</b>
<b>Fringe benefits.</b>					
<i>If applicable, provide the fringe rate that will be applied to the wages above and the total for each wage line or category.</i>					
SS, Medicare, FUTA	Employers match portion	percent	0.0825	\$ 2,160.00	\$ 178.20
					\$ -
<b>Subtotal: Fringe benefits</b> (rounded to the nearest dollar)					<b>\$ 178</b>
<b>PERSONNEL TOTAL</b> (salaries, hourly labor, and fringe benefits)					<b>\$13,538</b>
<b>NON-PERSONNEL</b>		<b>Unit</b>	<b>Quantity</b>	<b>\$ per unit</b>	<b>Quantity x \$ =</b>
<b>Materials and supplies.</b>					
<i>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 items can be tracked and itemized for a project-specific purpose.</i>					
Cover crop seed	Cover crop seed for 10 acres, 12 lbs/acre	lbs	120	\$ 4.00	\$ 480.00
Flags	Flags for marking plots, 25 per bundle	bundle	4	\$ 8.99	\$ 35.96
Zip-loc bags	For collecting soil samples, 1 box of 50 bags	box	1	\$ 3.99	\$ 3.99
					\$ -
<b>Subtotal: Materials and supplies</b> (rounded to the nearest dollar)					<b>\$ 520</b>
<b>Travel.</b>					
<i>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.</i>					
Maria Sanchez, project leader	Travel to experiment station in Morgantown, WV for insect identification training over 3 days; 3 round trips at 62 mile round trip	mile	186	\$ 0.560	\$ 104.16
Maria Sanchez, project leader	Travel to regional crop meeting in Charleston, WV, to present project results; round rtrip is 290 miles	mile	290	\$ 0.560	\$ 162.40
					\$ -
<b>Subtotal: Travel</b> (rounded to the nearest dollar)					<b>\$ 267</b>
<b>Publications/printing.</b>					
<i>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.</i>					
Printing at QuikPrint	Reports to demonstrate growth comparisons, to be distributed through local extension office. 8 pages each.	each	50	8	\$ 400.00
					\$ -
<b>Subtotal: Publications</b> (rounded to the nearest dollar)					<b>\$ 400</b>

**Example continued on next page**

**Example Budget Justification and Narrative, continued**

Other Direct Costs		Unit	Quantity	\$ per unit	Quantity x \$ =
<b>Communications.</b> Mailings, postage, conference calls. Cell phone charges are not allowable.					
Postage for outreach	Mailings of flyers to announce Twilight Meetings, \$0.50 each	each	300	0.55	\$ 165.00
					\$ -
<b>Subtotal: Communications</b> (rounded to the nearest dollar)					<b>\$ 165</b>
<b>Photocopying.</b> In-house photocopying. Estimate the number of copies needed and the cost per page.					
Fact sheets	Handouts at twilight meetings	each	40	0.25	\$ 10.00
					\$ -
<b>Subtotal: Photocopying</b> (rounded to the nearest dollar)					<b>\$ 10</b>
<b>Consultant, speaker, and/or trainer fees</b>					
<i>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.</i>					
Dr. Mary Greene, Entomogist	To provide training in insect identification at Morgantown	hrs	12	75	\$ 900.00
Richard DeMayo	Farmer experienced in research to assist with insect collection	days	6	200	\$ 1,200.00
Stacy Fortuna	Technical Advisor, travel to test areas for consultation, 8 round	miles	329	0.56	\$ 184.24
					\$ -
<b>Subtotal: Consultant, speaker, and/or trainer fees</b> (rounded to the nearest dollar)					<b>\$ 2,284</b>
<b>Services.</b>					
<i>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.</i>					
LabTech, LLC	Soil analysis, 10 samples twice per summer	samples	40	60	\$ 2,400.00
					\$ -
<b>Subtotal: Services</b> (rounded to the nearest dollar)					<b>\$ 2,400</b>
<b>Conferences/meetings/workshops.</b>					
<i>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.</i>					
					\$ -
<b>Subtotal: Conferences/meetings/workshops</b> (rounded to the nearest dollar)					<b>\$ -</b>
<b>Trainee support</b> (participant support costs).					
<i>If meals, registration costs, transportation, lodging, stipends or other 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.</i>					
					\$ -
<b>Subtotal: Trainee support</b> (rounded to the nearest dollar)					<b>\$ -</b>
<b>Off-site office rental.</b>					
<i>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.</i>					
					\$ -
<b>Subtotal: Off-site office rental</b> (rounded to the nearest dollar)					<b>\$ -</b>
<b>Purchase of equipment</b> (or the cost of fabrication of equipment)					
<i>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.</i>					
Microscope for insect identification	Purchased from The Microscope Store (www.microscopes.com, Model GW168). Needed to identify insects. Cost is \$1565 plus \$35 shipping. Useful life of 10 years, \$1600/10= \$160. For two year project = \$320. Farm will pay	prorated cost	1	\$ 320.00	\$ 320.00
					\$ -
<b>Subtotal: Equipment</b> (rounded to the nearest dollar)					<b>\$ 320</b>
<b>Rental of equipment or land-use charges</b>					
<i>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.</i>					
Extra land rental for experimental plots	8 acres for two years, being rented from Buggy Bay Farm	acre	16	100	\$ 1,600.00
Seed drill	Tractor attachment for planting cash crop, 2 seasons	days	6	300	\$ 1,800.00
					\$ -
<b>Subtotal: Rental of equipment or land-use charges</b> (rounded to the nearest dollar)					<b>\$ 3,400</b>
<b>Other</b>					
<i>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.</i>					
					\$ -
<b>Subtotal: Other</b> (rounded to the nearest dollar)					<b>\$ -</b>
<b>Subtotal: Other Direct Costs before subcontracts/subawards</b> (rounded to the nearest dollar)					<b>\$ 8,579</b>

**Example continued on next page**

**Example Budget Justification and Narrative, continued**

**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 each subaward organization are not included.**

	Total from separate spreadsheet:	
	<b>Subtotal: Subawards</b>	<b>\$ 8,579</b>
	<b>Other Direct Costs total</b> (rounded to the nearest dollar)	<b>\$ 9,766</b>
	<b>NON-PERSONNEL TOTAL</b>	<b>\$ 9,766</b>
	<b>TOTAL DIRECT COSTS</b>	<b>\$23,304</b>
<b>Indirect costs.</b>		
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).		\$ -
	<b>TOTAL SARE REQUEST</b>	<b>\$ 23,304</b>

**Acknowledge that indirect has been offered through the application instructions by checking (X) in the appropriate box on the left below.**

<input type="checkbox"/>	<b>Indirect is requested, based on having a federally negotiated indirect rate</b> (subject to USDA/NIFA cap of 10% total direct costs). We have entered the amount requested on the <b>Indirect costs</b> line above.
<input type="checkbox"/>	<b>Indirect is requested, based on the de minimis rate</b> (our organization does not have a federally negotiated indirect rate). We have entered the amount requested for indirect on the <b>Indirect costs</b> line above.
<input checked="" type="checkbox"/>	<b>No indirect is requested</b> (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 <b>do not exceed the USDA/NIFA cap of 10% of total direct costs.</b>
<input type="checkbox"/>	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—see the yellow highlighted amounts—and entered online to the Budget Summary.

Category	Description	Amount
Personnel	Subtotal from budget justification and narrative template	\$13,538
Materials and supplies	Subtotal from budget justification and narrative template	\$520
Travel	Subtotal from budget justification and narrative template	\$267
Printing and publications	Subtotal from budget justification and narrative template	\$400
Other direct costs	Subtotal from budget justification and narrative template	\$8579
<b>Total grant funds requested (rounded to nearest dollar):</b>		<b>\$23,304*</b>

\*Make sure the total in the Budget Summary matches the total on your Budget Justification and Narrative.