Managing a Farmer/Rancher Grant

Farmer/Rancher Reporting Deadlines

PROGRESS REPORTS ARE DUE ANNUALLY ON MARCH 15TH OF EACH YEAR THAT THE PROJECT IS ONGOING.

· · · · · · · · · · · · · · · · · · · ·

FINAL REPORTS ARE DUE WITHIN 30 DAYS OF THE PROJECT END DATE.

*If your projects end date falls within 4 months of the March 15th deadline, a progress report for that year will not be required.

· · · · · · · · · · · · · · · · · · · ·

READ ABOUT
TIPS FOR MANAGING YOUR GRANT,
REPORTING EXPECTATIONS,
AND
PROJECT MODIFICATIONS
BELOW.

· · · · · · · · · · · · · · · · · · · ·

MANAGE YOUR PROJECT DETAILS AND ANNUAL REPORTS BY LOGGING IN AT
PROJECTS.SARE.ORG

Visit Reporting System Instructions for a detailed explanation of how to submit your project reports.

TIPS FOR MANAGING YOUR FARMER/RANCHER GRANT

- ALWAYS KEEP TRACK OF RECEIPTS FOR PROJECT EXPENSES. While Western SARE does not require you to submit receipts for this grant program, you are required to keep track of all expenses paid in case of an audit.

- KEEP DETAILED RECORDS OF YOUR RESEARCH ACTIVITIES AND DATA COLLECTED. In order to manage your project successfully, we recommend that you keep detailed records of your on-farm research/trials. Staying organized will streamline your progress/final reporting process and reduce the likelihood that we will reject your report to ask for additional details.

- SUBMIT AN ANNUAL PROGRESS REPORT FOR EACH YEAR THAT THE PROJECT IS ONGOING. A progress report is required each year, unless your project ends within 4 months of the progress report deadline. Reports can be accessed and updated at any time. If you choose, you may update your reports in stages throughout the year, rather than all at once when it is time to submit.

- STAY CONNECTED. It is important to stay in touch with Western SARE and your Program Manager, especially if you are facing any challenges or delays with your project. Our goal is to make sure that you are able to complete your project successfully. If you need support, resources, or accommodations, please communicate with us as early as possible.

- If necessary, REQUEST A PROJECT MODIFICATION. Project Modifications may include No-cost Extensions, Re-budgets, or a Revised Scope of Work. If your project has faced challenges or delays due to wildfires/drought, shipping delays, supply shortages, or other social or environmental factors, please be in touch with us to work out a solution. In most cases, the Western SARE staff can work with you to ensure that your project is completed.

- REMEMBER TO SHARE EDUCATIONAL MATERIALS AND ACKNOWLEDGE WESTERN SARE. As a requirement of your Subaward Agreement, all educational materials produced by your project should acknowledge Western SARE funding and be submitted with your project reports. For Guidelines on Acknowledging Western SARE and use of the logo, visit this link.

- SUBMIT A FINAL REPORT! 20% of all project funds is retained for completion and approval of your final report. Your final report is due within 30 day's of your projects end date. If you are facing challenges or perceive any delay in the submission of your final report, it is important to contact your Program Manager as soon as possible to work with you on a solution.

ANNUAL PROGRESS REPORTS

All reports should be submitted through the Grant Management System
by logging in at projects.sare.org

Each year after submitting your progress report, the Program Manager or other Western SARE staff will review your report in accordance to the Reporting Guidelines.

What we're looking for:

1. That activities have been accomplished according to the proposed timeline and/or any delays are explained and justified
2. That the activities accomplished align with the budget justification and expenses
3. That any content from your original proposal has been updated to reflect your progress
4. Your research and activities are consistent with the objectives outlined in your proposal and any qualitative and/or quantitative data available is shared in your report
5. Educational materials are shared in your report (i.e., uploaded flyers, technical bulletins, ppt files and/or links to YouTube videos and web content) and Western SARE funding is acknowledged or the Western SARE logo is present
6. Other evidence of your work (photos, documentation, etc.)

PLEASE BE SURE TO UPDATE ALL INFORMATION IN YOUR REPORTS WITH ACCURATE & UP-TO-DATE PROGRESS REGARDING YOUR PROJECT.
Some content in your report will be automatically populated from your original proposal. These sections should be updated and revised with each report to reflect the progress and activities that have been accomplished. As such, your final report should be written entirely in past-tense with all sections revised to reflect that the proposed activities have been accomplished or any delays are justified.

IMPORTANT NOTE:

*DISBURSEMENT OF PROJECT FUNDS IS CONTINGENT UPON SUBMISSION AND APPROVAL OF ANNUAL PROGRESS REPORTS. 20% OF PROJECT FUNDS IS RETAINED FOR APPROVAL OF FINAL REPORTS.

· ·

*Project reports are public documents shared with agricultural stakeholders and legislators. As such, reports reflect not only the quality of your project but also the quality and integrity of Western SARE. Project reports are the ultimate outcome, and is what taxpayers get from their contribution to a federally-funded program.

FINAL REPORTS

Submit your Final Report by logging into the <u>Grant Management System</u> at <u>projects.sare.org</u>

Your final report should expand on the criteria outlined for annual progress reports and should emphasize the conclusions and outcomes of your research.

• •

WHAT IS THE CONCLUSION OF YOUR RESEARCH?

YOUR FINAL REPORT SHOULD EXPLAIN THE CONCLUSIONS, OUTCOMES, AND RECOMMENDATIONS OF YOUR RESEARCH. Please emphasize what you discovered and what recommendations you would make to other producers reading your report who want to adopt your practices and/or expand your research.

• •

<u>What we're looking for:</u>

1. Each category of your report has been updated in past-tense reflecting that all proposed activities have been accomplished
2. ALL activities outlined in your timeline or elsewhere in your proposal have been accomplished or lack of completion is justified and (where relevant) you provide an explanation for how you adapted or overcame challenges.
3. There are clear outcomes and results for each of your projects research & educational objects
4. The activities described align with the budget justification and expenses
5. Your research and activities are consistent with the objectives outlined in your proposal
6. There is evidence of qualitative and/or quantitative data shared in your report to back your findings
7. Educational materials are shared in your report (i.e., uploaded flyers, technical bulletins, ppt files and/or links to YouTube videos and web content) and Western SARE funding is acknowledged or the Western SARE logo is present
8. Other evidence of your work (photos, documentation, etc.)
9. Proper grammar and spelling throughout
10. ALL sections of your report are completed; Final reports will be rejected if all required questions are not answered

PROJECT REPORTS ARE PUBLIC DOCUMENTS SHARED WITH AGRICULTURAL STAKEHOLDERS AND LEGISLATORS. AS SUCH, REPORTS REFLECT NOT ONLY THE QUALITY OF YOUR PROJECT BUT ALSO THE QUALITY AND INTEGRITY OF WESTERN SARE. PROJECT REPORTS ARE THE ULTIMATE OUTCOME, AND IS WHAT TAXPAYERS GET FROM THEIR CONTRIBUTION TO A FEDERALLY-FUNDED PROGRAM.

PROJECT MODIFICATIONS
Requests can take up to 6 weeks to process, so please plan ahead!

We understand that challenges can arise throughout the life of your Western SARE project. With this in mind, the project's PI may request a project modification to overcome and account for changed circumstances.

Project Modification Request Process:

- Download Western SAREs [Project Modification form](#) from the [Documents for Managing a Grant](#) page on the Western SARE website and read the instructions for completing and submitting the form
- Provide justification for your requests in the form and include relevant attachments as needed
- Submit to your Program Manager (cc Western SARE Fiscal Manager and Regional Coordinator)
- We will follow-up with you if we have questions or need additional information
- If your modifications are approved, we will prepare an amended Subaward Agreement that outlines any adjustments to your existing contract with Western SARE & MSU-OSP

Types of Project Modifications:

- <u>No-Cost Extension</u> - A NCE of 1-12 months can be requested in the event of delays and obstacles.
- <u>Re-budget</u> - Re-allocation of budget funds in excess of 10% of total award requires Western SARE approval.
- <u>Change of PI</u> - While change of PIs is allowed on a case-by-case basis, this is unusual for F/R projects. Change of TA does not require a modification request and can be accomplished by contacting WSARE.
- <u>Revised Scope of Work</u> - Significant changes to project outcomes and objectives will be considered under extenuating circumstances.
- <u>Other Modifications</u> - In the case of other Project Modification Requests, we encourage you to contact the F/R Program Manager to guide you in the best course of action.

Read more about Project Modification Requests at [Documents for Managing a Grant](#) on the [Western SARE website](#)