

## **Appendix A: Preparing and Submitting your Proposal**

Submit your proposal online at: <https://projects.sare.org/>.

Please prepare your proposal well in advance of the deadline. We recommend you allow for a full day to enter and submit your proposal online. Required documents must be included and submitted by the deadline; incomplete proposals will not be reviewed.

The Grant Commitment Form must be signed by you and the person authorized by your business or organization to make financial commitments. If your project includes any subawards, each entity must also complete a Grant Commitment Form.

### **Writing Suggestions**

We suggest you use a word processing program to develop your proposal offline, ensuring it is accurate and complies with word limits before pasting into the online system. A Word document with the proposal questions is available at: <https://northeast.sare.org/HUFGGrantWorksheet>

Keep your writing clear and simple. You can assume grant reviewers have solid sustainable agriculture knowledge, but not necessarily deep expertise in your subject area.

Do not include links to external sites as they will not be considered by reviewers.

### **Online Submission System**

Proposals must be submitted by 5:00 p.m. ET on Tuesday, January 7, 2025, to our Grant Management System online at: <https://projects.sare.org/>.

At least 1-2 weeks before the due date, go to [projects.sare.org](https://projects.sare.org) to set up a user account, log in, and begin to enter your proposal in the grant management system to ensure that you are able to use the system. If you have any questions about this process or would like to request a PDF of detailed instructions on using the grant management system, contact: [ne-bipoc@sare.org](mailto:ne-bipoc@sare.org).

### **Entering your Proposal**

Complete the “Title” “Project Description” “Applicant” and “Project Leader” questions first. On the left, click on each section heading to answer questions. Press "Save" after every entry to store your text.

When you complete the required questions in each section, a "✓" appears. If an " \* " is there, it means a required question has not been completed. Your application cannot be submitted until all required questions have a response.

You may preview a draft of your proposal anytime by clicking “View Draft.” You can share the draft with others with “Link to Share” at the top of the draft page.

You may log out and return later to work on your proposal. Log in and select “Manage Grant Proposals.” Your draft proposal will be listed under “Unsubmitted Proposals.”

When you have answered the last question and are ready to submit, click the “Proposal Overview” button to return to the proposal overview page. Then, click “Submit Proposal” at the bottom of the page. The button will not appear until you have answered all required questions. Click once to see the confirmation page, then make sure to select “Submit proposal” again. You will receive an email confirmation of your submission.

Prior to the deadline, you may unsubmit to revise your proposal. If you do so, remember to submit it again when you are done! Each time you submit or unsubmit the proposal, you will receive an email confirmation.

### **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.

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 review a proposal in which their 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)