NORTHEAST SARE
Sustainable Agriculture Research & Education

Partnership Grant Program
2022 Call for Proposals

Important Dates

The online system will open to accept proposals starting on: **March 1, 2022**

Proposals, with all required documents, are due no later than: **April 12, 2022, 5:00 p.m. ET**

Proposals are submitted on line at: projects.sare.org

Questions?

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

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

About Northeast SARE

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

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

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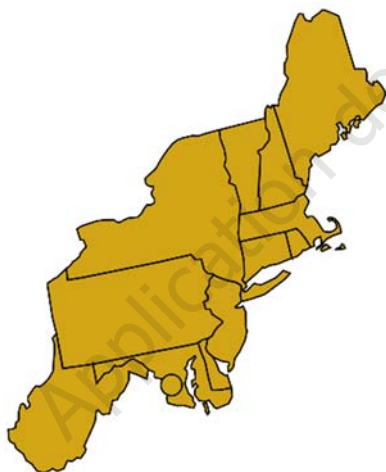
Projects must take place in the Northeast region that includes:

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

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

About Northeast SARE Partnership Grants

Overview

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

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

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

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

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

Eligible Applicants

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

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

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

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

Projects must take place within the Northeast region that includes Connecticut, Delaware, Maine, Massachusetts, Maryland, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, West Virginia, Vermont, and Washington, D.C. Applicants and host organizations may be located outside of the Northeast region if the project activities and the farmers served are located within the Northeast region.

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

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

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**. Depending on the type of request it may take our team two or more weeks to provide accommodations. We appreciate advance notice when possible so we have time to effectively address your request.

Farmer Partner Role

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

Northeast SARE uses 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." For more information and examples of eligible farms, please see our Definition of a Farm document at: **www.northeastsare.org/farmdefinition**.

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

Funding Available

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

There is no matching funds requirement for Northeast SARE grants.

While collaboration is key to this grant program, you, as the applicant, hold primary responsibility for the project and must be the primary recipient of the funds to carry it out. No more than 50% of the funds requested for a project may be allocated to one collaborator, whether through subawards, consulting fees or other budget items.

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

Project Duration

Typical project length is 1 to 3 years. 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. Members of grant 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.

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. All grant expenses must be incurred during the contract period, which will be defined before the project begins.

Eligible Expenses

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

- **Labor**, including wages, stipends, salary, and benefits, for individuals working on the project;
- **Materials and supplies**, including research and education supplies, outreach materials, and software;
- **Trave**l and per diem expenses necessary for the project;
- Journal and other **publication fees** if they are incurred during the contract period as well as copies, postage and other communications expenses;
- **Consultant services** like farmer stipends, presenter fees and other services rendered, as well as research incentives and compensation for interviewees, and contracts or subscriptions for services necessary to implement the project;
- **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);
- Farm equipment and land **rental or operating** charges;
- **Subawards** for portions of the project conducted by other organizations; and
- **Indirect costs** up to 10 percent of total direct costs. Please note that for-profit businesses cannot include indirect costs in the budget (see Appendix for more information).

Ineligible Expenses

Funds may NOT be used for:

- **Capital costs** including the purchase of land, buildings, livestock, general use machinery, greenhouses, and major improvements, fixtures or expansion expenses;
- **Normal operating expenses** such as utilities, general maintenance, general supplies, or any other expenses that would be present in the absence of the project;
- Purchase of **motorized vehicles** and **equipment** that is necessary for normal farm operation;

- **Advertising and public relations** activities and materials that are not project specific, such as those promoting a farm or organization generally, are not allowable, nor are costs of promotional items and memorabilia, including gifts and souvenirs.

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

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

- **Cell phone charges**, even if cell phones are used 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 or after the grant contract period.

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

Grant Timeline

Online system opens for proposal submissions...March 1, 2022

Online submission deadline..**April 12, 2022, 5:00 p.m. ET**

Review of proposals ....April to June 2022

Northeast SARE Administrative Council makes final selections ....July 2022

Award decisions announced to applicants..Late July 2022

Contract start date for awarded projects ....August 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, below. 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 on line at: **projects.sare.org**.

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

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

Text Limits, Formatting, and Writing Suggestions

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

There are word limits for most sections of the proposal. We highly recommend you prepare your proposal offline, completing your responses per the instructions below, and then copy and paste your responses into the online system. To that end, a Word document of the proposal questions are available at **www.northeastsare.org/PartnershipPrepDoc**. This document is provided for your convenience for proposal development only and is not a substitute for the online application.

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. 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.

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

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

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

Proposal Outline / Checklist

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

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

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

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

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

Introduction
❑ Problem and Proposed Solution (1,000-word limit)
❑ Previous Work (750-word limit)
❑ Citation List (750-word limit)

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

Budget

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

Commitment of Organization

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

Note: Required Documents

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

- Letters of Commitment from farmers and collaborators (PDF)

- Budget Justification and Narrative Spreadsheet(s) (.xlxs)

- Grant Commitment Form for each institution receiving funds (PDF or image)

Entering Your Proposal

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 Partnership Grant proposals from March 1, 2022 until the deadline, 5:00 p.m. ET on Tuesday, April 12, 2022. Staff support to answer questions and address technical submission issues will be available until 5:00 p.m. ET on the due date. Applications submitted after 5:00 p.m. ET on April 12 will not be accepted. We strongly suggest you submit your application well in advance of the deadline, in the unlikely event you experience technical issues that take time to resolve. Applications are expected to be submitted by the Project Leader (Principle Investigator).

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 and submitted project reports, 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. —the System will show the message, "You must complete your user profile before you can submit your proposal."

Logging In

From the SARE online submission system landing page at **http://projects.sare.org/** and select "**Log in**." Once logged in, select "**Start a new grant proposal.**" Grant opportunities for all four SARE regions will be listed; scroll down until you see "**Northeast**" and click the "+" button. Under "**2022 Northeast SARE Partnership Grants**", choose "**Begin a New Proposal**."

Entering Your Proposal

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

Next, provide a brief "**Project description**" of 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 the person entering the proposal information is the project leader/principal investigator (PI),) so ignore the button that says "**Change**" under the "**Principal Investigator**" heading. However, if it is necessary for someone other than the PI to enter and submit the proposal, use the "**Change**" button to add the PI's information. If the PI does not currently have an account, one must be created for or by them including their 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 status of 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 that follow for more guidance on these sections.

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

You may log out of the Grant Management System at any time during entry of your application and reenter it to continue. Log in and select "**Manage Grant Applications**" to return to your application. Your application will be listed under "**Unsubmitted Proposals**." Previously saved responses can be edited and new sections can be filled in. Remember to save your entries.

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

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

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

Step-by-Step Instructions

The proposal is divided into sections that contain multiple questions. Instructions for questions within all sections are presented below. Review criteria of the questions and the associated weights of proposal sections used in evaluating the proposals appear next to their associated questions throughout the instructions.

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.

Please note: Do not include links to external sites in your submission (except as needed in the citation list); they will not be considered by reviewers.

General Information

Project start date. Choose a start date from the calendar pop-up that is on or after August 1, 2022. Contract start dates will be August 1, 2022 but projects may begin after that date.

Project end date. Choose an end date from the calendar pop-up. Partnership Grants typically run for one to three years. All projects must be completed by November 30, 2025.

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

Primary Commodities. Choose 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. Choose 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.

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

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

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

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

Optional: Additional Context (150-word limit): Describe for reviewers any challenges or opportunities that you and others conducting this type of work face in accessing resources.

Applicant and Collaborator Information

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

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

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

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

Describe any other key individuals (including consultants, trainers, etc.) who will devote significant time to the project. Descriptions should include name, title, business or organization, skills, relevant experience, and primary responsibilities on the project. Details for any subawards should be listed here and subawardees need to have their own plans of work which should be attached below with their letters of commitment and budget justifications.

Review criteria:

The project leader has the knowledge and skills needed to see the work through to its conclusion and has access to resources to support the project. The organization has the capacity to support the project.

The partner farmer(s) is/are eligible, experienced and able to host and support the proposed project. Additional key individuals, their experience, and responsibilities are described, if applicable.

Signed letters of commitment from the partner farmer(s) and other key collaborators demonstrate their roles and commitment to the project, as well as the importance of the project.

Criteria weight: 10%

Identify and Describe Partner Farmer(s)

Select "**Add a cooperator**" to enter the name and contact information for each partner farmer. Use the "**Additional info**" field to describe their farm in terms of eligibility and their role in the project.

Letters of Commitment from Partner Farmer(s)

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

If more than one farmer is integral to the success of the project, you are required to include a letter of commitment from each one.

Other Key Collaborators

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

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

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

Letters of Commitment from Key Collaborators (File upload)

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

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

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

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

Introduction

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

Problem and Proposed Solution (1,000 word limit)

What is the problem or opportunity, why is it important, and how will your project address it?

Briefly explain the problem or opportunity and convey how addressing it will improve the sustainability of farming locally or regionally. Provide evidence of a demonstrated need for your project on the part of farmers or the wider agricultural community, and describe how potential results could be used by farmers. Include whether and, if so, how your project will benefit or impact farmers who have been historically marginalized or oppressed in Northeast agriculture. These communities may include (but are not limited to) farmers who are: Black or African American, American Indian or Alaska Native, Hispanic or Latinx, Asian or Pacific Islander, Lesbian, Gay, Bisexual, Transgender, Queer+, veterans, or farmers with disabilities. If possible, quantify the economic impacts of the problem and the research potential.

Then, state your proposed work and how it addresses the above need. Explain how your project will contribute to Northeast SARE's outcome statement :

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

Previous Work (750-word limit)

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

To demonstrate your knowledge of previous work, cite industry articles, journal publications, research reports, grant project reports (including SARE projects). Etc. that are directly related to your proposal. A mixture of citation types is recommended.

Citation List (750-word limit)

Provide a list of all publications referenced under "Previous Work" and elsewhere in your proposal. Only include citations directly related to the project.

Plan of Work

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

Objectives (200-word limit)

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

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

Materials and Methods (1,200-word limit)

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

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

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

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

Plans for sharing of project results should be described in the Outreach section.

Do not include hyperlinks to external information as reviewers will not view them; rather, upload relevant documents under "Supporting Materials" or refer to websites and place them in your citation list.

Supporting Materials (file upload)

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

Examples of appropriate additional documents:

- If you are conducting a field trial, attach plot plans or diagrams for experimental design (hand-drawn is acceptable).
- If you are proposing an invention or prototype, attach diagrams, sketches or explanatory images.
- If your project will measure changes in human learning or behavior, include sample survey instrument(s).

Outreach Plan (500-word limit)

How will you share your project's results? Describe the capacity of your organization or business to provide project outreach. Describe how, with specific events or modes of distribution, you will share the results of your project with farmers who can use the information, as well as with relevant organizations or other stakeholders. If possible, include and describe activities that will reach historically marginalized or oppressed communities (see list under Problem and Proposed Solution). List only what you can reasonably accomplish within your project's timeline and specify the audience(s) and projected numbers of people that will be reached.

> **Review criteria:**
> The outreach plan is clearly described with specific events/activities that have clear deliverables and realistic expectations for reaching farmers and other key audiences that could potentially benefit from the results of the project.
> Criteria weight: 10%

Timeline (500-word limit)

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

The timeline should align with your project budget in terms of personnel costs, testing fees, travel expenses, etc. You may write out your timeline in outline form or put it in a table format as below:

> **Review criteria:**
> The timeline is realistic and includes all project activities and outreach; it describes who will do what, when and how long each step will take. The timetable is aligned with the project's budget and plan of work.
> Criteria weight: 5%

Example timeline in table form.

Time Period	Activity	Personnel involved/time allotted
August - September, 2022	Meet with partner farmer and set up plots	Lisa Chiang - PI, Anthony De Campo - farmer, Taylor Allende -student assistant. Est. 32 hours per person.
March 2023, first 2 weeks	Prepare beds and plant seeds for control and treatments	Anthony De Campo and Taylor Allende. Est. 16 hours per person.
March - June 2023	Take measurements weekly	Taylor Allende, est. 2 hours /week for 18 weeks

Budget

The *Budget Justification and Narrative* provides the details of your request for funding. The B*udget Summary* shows the amounts requested in each major category of funding. Both are required.

All expenses necessary for the project should be itemized in the Budget Justification and Narrative. Calculate and explain 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, one that seems to over- or under-estimated expenses, or one that includes unallowable expenses will not be favorably reviewed.

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

> **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 items are allowable and reasonable. The overall budget request is appropriate to the scale, scope, and expected results of the project.
>
> Criteria weight: 5%

Budget Justification and Narrative (file upload)

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

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

Enter any funds requested for collaborator(s) at another institution or organization in the "Subcontract/Subawards" section. Funding requests for collaborators must be less than 50% of the total budget. A separate budget justification and narrative template is required for each institution that will receive funds through subcontracts.

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

Budget Summary

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

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

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

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

Commitment of Organization

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

Grant Commitment Form (file upload)

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

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

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

Organizational Official Information

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

FDP Clearinghouse

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

Funded Proposals

If the Northeast SARE Administrative Council selects your project for funding, you may expect the following.

Notification

The Northeast SARE Administrative Council will select proposals for funding in July 2022 and Northeast SARE staff will notify applicants of the status of their proposals soon after that.

Contracting and Disbursement of Funds

The grant recipient's organization will receive a subcontract from the University of Vermont, the host institution for Northeast SARE. Businesses will receive a vendor services agreement for the work. Funds are to be used exclusively for project activities, subject to the restrictions outlined in "Use of Funds." Funds are released on a reimbursement basis to the grantee organization in response to invoices from the organization's financial office. Since funds are released on a reimbursement basis, your organization/business needs to have the financial capacity to pay project expenses up front, including payments for any collaborators. Northeast SARE will hold the last 20 percent of the award until the

project work, including outreach, has been completed and the final project report has been received and approved by SARE staff. For more information, please refer to, "Managing Your Northeast SARE Partnership Grant," at: **www.northeastsare.org/ManagePartnershipGrant**.

IACUC and IRB Documentation

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

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

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

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

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

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

Use the Northeast SARE Budget Justification and Narrative template (Excel spreadsheet) provided at: **www.northeastsare.org/PartnershipGrant**. All expenses must be specific to the proposed work. List each item and provide a narrative description that explains the need for and use of each expense. Itemize each expense with the quantity and per-unit cost; the template will then calculate the total for each category (Personnel, Materials and Supplies, Travel, Publications and Other Direct Costs). These are the totals to enter into your online Budget Summary. While descriptions of budget items are provided in the template, see below for more explanation of some budget categories. Save and upload the budget justification in a spreadsheet format. For an example, see the sample budget spreadsheet on pages 22-24.

Personnel

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

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

Non-Personnel

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

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

It is important to include narrative justification on why the item is necessary and why not otherwise available through the organization. Items must be project-specific and able to be tracked as being used for the project. General-use items such as office supplies are not allowable unless the items can be tracked and itemized for a project-specific purpose. Advertising and public relations activities and material costs are allowable only if they are necessary for, and specific to, the project. Activities and materials that are not project specific, such as those promoting a farm or organization generally, are not allowable, nor are costs of promotional items and memorabilia, including gifts and souvenirs.

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

When requesting funds for travel by car, use the mileage reimbursement rate set by the organization administering the grant (not more than the Federal rate). If your organization does not have a rate, then you should use the current Federal mileage rate at: www.irs.gov/tax-professionals/standard-mileage-rates. For auto travel, indicate who is traveling, the destination, number of trips, and total anticipated mileage. For lodging, state the room cost and number of nights. If including travel meals (when on a trip requiring an overnight stay), specify the per diem or allowance to be used.

Plane travel must be booked according to the guidelines of the Fly America Act which roughly states that, except under certain circumstances, all flights must be booked on U.S. flag carriers. In addition, all flights must be booked in coach class. Foreign travel is typically not allowed except in cases where sufficient justification has been provided and it must be pre-approved by Northeast SARE staff (if your project is funded).

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

Other Direct Costs

Other Direct Costs are described below.

Communications costs typically include postage, fax and telephone expenses incurred during the project. Charges for cell phones are not allowable.

Photocopying. If you will make copies of printed material, estimate the number of copies needed and the cost per page.

Consultant, speaker, and/or trainer fees. If outside entities will be compensated on a temporary basis to carry out specific tasks, these charges are listed here. All personnel of the host organization should be listed under the Salaries and Wages section. Expenses for specific services, consultants and speakers/presenters should all be included here. Include the names of those receiving stipends or payments for services, the organization or farm, a description of the services they are providing, and a breakdown of the number of days or hours of service, rate of pay, and expenses to be reimbursed (travel), etc.

Farmer collaborators are often paid a stipend and that expense belongs in this category. SARE strongly encourages that farmers (and others who take time out of their normal work to provide a service to the project) be paid for the time they contribute to a project at a reasonable rate. For example, Northeast SARE compensates farmers who serve on its Administrative Council and review teams at a rate of $300 per day.

Research incentives and compensation for interviewees or other research participants should also be included here when clearly necessary for the success of the program.

Services. If an outside entity is hired for a specific custom job, it should be listed under Services. Provide details of the services rendered for the project, including fees, purpose and quantities. Examples of services include laboratory tests, monthly subscriptions for survey platforms, online meeting fees, storage fees, and trade publications if specific to the project.

Conferences, meetings, and workshops. Costs of hosting project conferences, meetings, training events, and workshops are included in this category. Examples include the rental of facilities, equipment for the meeting, and signage for field days. Details of costs for each conference or meeting should be itemized and provided in the budget narrative. Food expenses are typically <u>not</u> 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.

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

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

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

Purchase of equipment or **cost of fabrication.** Equipment is defined as an item that has 1) an acquisition cost of $5,000 or more **and/or** 2) an expected useful life of more than one year (e.g., a $1,000 item with a useful life of 5 years would belong in this category). Allowable items must be project-specific and not general-purpose equipment that has uses clearly not specific to the project.

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.

Requests for funds to purchase or fabricate equipment must clearly justify: 1) why the equipment is essential to the project and 2) why it is not part of the organization's normal inventory. When possible, equipment should be rented, but if the equipment is relatively inexpensive or not available for rent, an applicant can propose to buy the equipment. Shipping and delivery costs may be included.

When using Modified Total Direct Cost (MTDC) calculations, these expenses are removed to determine MTDC.

If the applicant is a for-profit business and if equipment to be purchased has a useful life 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 five years for farm equipment) times the number of years used for the project. If the equipment's effectiveness is unknown (i.e., the project's objective is to determine whether it is useful in a particular application) or will be used only for education/research for its entire useful life, it may be funded in full.

Rental of equipment or **land-use charges.** Requests for funds to rent or operate equipment must clearly justify: 1) why the equipment is essential to the project and 2) why it is not part of an organization's normal inventory.

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

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

Subawards

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

Indirect Costs

Eligible for indirect: Applicants whose organizations have a negotiated federal indirect cost rate may request up to 10% of total direct costs. This is the maximum, a cap on indirect set by USDA on SARE grants. If your institution's rate is less than this calculation, you must use the lesser amount. If your institution does not have a federally negotiated rate, you may request a de minimis rate of 10% of modified total direct costs (MTDC). MTDC includes all direct costs except for trainee/participant support, off-site office rental, equipment purchases, equipment rental, and land-use expenses.

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

Example Budget Justification and Narrative

The following example is provided for illustrative purposes only.

Budget Detail, Justification and Narrative					It is required to maintain formulas in column F. Column F auto calculates based on columns D and E.
Applicant's name and institution:					
Item name	*Narrative justification of expense*	**Unit**	**Quantity**	**$ per unit**	**Quantity x $ =**
PERSONNEL *Only people employed by the recipient organization or farm should be listed in this category. Those employed elsewhere should be listed under "Other direct costs," or, if individuals are to be paid by another organization via a subaward to that organization, they should be included in a separately detailed subaward budget and the subaward total should be listed below under "Subawards" in "Other direct costs."*					
Salaries and wages. *Provide narrative detail of each person's role in the project or the services they are providing through their work on the project. Show full-time equivalency as a percentage and salary for each year, or provide hourly wage multiplied by number of hours, to equal total $ requested.*					
Project leader(s).					
Lisa Chiang, associate director, Jackson Research Center	Coordinate activity with the participating farm to oversee the experiment and outreach effort, 1 year	FTE	0.05	$ 75,580.00	$ 3,779.00
					$ -
Student wages.					
Taylor Allende, student assistant	summer labor; setting out treatments, collecting the insect counts and samples, entering data into computer database, measuring harvest yields; 8 weeks, 30 hours per week.	hr.	240	$ 15.50	$ 3,720.00
					$ -
Support staff.					
					$ -
Other hired labor.					
					$ -
		Subtotal: **Salaries and wages** (rounded to the nearest dollar)			$ 7,499
Fringe benefits. *If applicable, provide the cost of fringe benefits. These should be calculated as a percentage of the salary and/or wage amounts above.*					
Fringe on PI labor at 45%		%	.45	$ 3,779.00	$ 1,700.55
Fringe on student labor at 22%		%	.22	$ 3,720.00	$ 818.40
					$ -
		Subtotal: **Fringe benefits** (rounded to the nearest dollar)			$ 2,519
		PERSONNEL TOTAL (salaries, hourly labor, and fringe benefits)			**$10,018**
NON-PERSONNEL		**Unit**	**Quantity**	**$ per unit**	**Quantity x $ =**
Materials and supplies. *This section is for items that are specific to the project. Indicate each item with estimated quantity and per-unit cost. Include narrative justification on why the item is necessary and why not otherwise available through the organization. Items must be project-specific and able to be tracked as being used for the project. General-use items such as office supplies are not allowable unless the items can be tracked and itemized for a project-specific purpose.*					
Seed	for planting treatment plots, 3 lbs per 40 plots	lb.	120	$ 4.69	$ 562.80
Chilean nitrate	fertilizer for test plots, various rates over 40 plots, 50 lb. bags	50 lb.	8	$ 31.99	$ 255.92
Insect traps	for monitoring aphids, one per 12.5 feet X 10 sides	ea.	125	$ 5.49	$ 686.25
Plastic mulch	for field plot planting	acre	2	$ 400.00	$ 800.00
Sample bags	for field samples, plant material; package of 500	pkg	1	$ 49.59	$ 49.59
Zip-lock bags	for field samples, soil samples, 20 per box	box	10	$ 4.89	$ 48.90
		Subtotal: **Materials and supplies** (rounded to the nearest dollar)			**2,403**
Travel. *For travel of employees/personnel only; list consultant travel under consultants and list conference attendee travel under trainee support. Specify the purpose of the trip and who is traveling, the destination, dates of trip or length of trip if dates are not known, and expenses per trip. We recommend that you break out costs onto different lines (such as registration fees, lodging, airfare or mileage, per diem, etc.) so that your estimates are clear to reviewers.*					
Lisa Chiang, mileage	Seventeen round trips from campus to cooperating farm to monitor project and collect samples by project leader @ 25 miles	miles	425	$ 0.560	$ 238.00
Lisa Chiang, mileage	One round trip from campus to State Experiment Station by project leader to share preliminary results	miles	74	$ 0.560	$ 41.44
Lisa Chiang lodging	Project leader to present at regional vegetable conference, lodging 3 nights State College, PA,	nights	3	$ 150.000	$ 450.00
					$ -
		Subtotal: **Travel** (rounded to the nearest dollar)			**729**
Publications/printing. *Any publication development costs (editing, design and printing) that the project may incur, including project brochures and educational materials. Include publishing costs for scientific or technical journal articles here. You may include the cost of developing web-based publications here, but would not include general web hosting or photocopying as these expenses belong in "Other Direct Costs." Show a per-piece cost for any publications you plan to develop.*					
Color guidebook, to be printed and bound at Prince Printing.	For outreach in winter workshop training programs. Cost estimate from printer for 24 page booklets.	each	100	$ 9.95	$ 995.00
					$ -
		Subtotal: **Publications** (rounded to the nearest dollar)			**995**

Sample Budget Detail, continued

Other Direct Costs		Unit	Quantity	$ per unit	Quantity x $ =
Communications. *Mailings, postage, conference calls. Cell phone charges are not allowable.*					
Postage for field day outreach	300 flyers sent in mail @ $0.46 each	each	300	$ 0.460	$ 138.00
					$ -
	Subtotal: **Communications** (rounded to the nearest dollar)				$ 138
Photocopying. *In-house photocopying. Estimate the number of copies needed and the cost per page.*					
Photocopying of handout for field day	for field day, 12 pages each packet, 50 attendees	page	600	$ 0.05	$ 30.00
					$ -
	Subtotal: **Photocopying** (rounded to the nearest dollar)				$ 30
Consultant, speaker, and/or trainer fees					
Include the name of those receiving stipends or payments for services, speaking, or training. Also include the name of their organization or farm, description of the services they are providing, and a breakdown of number of days or hours of service, rate of pay, expenses to be reimbursed (travel), etc. Farmer collaborators are often paid a stipend and that expense should be included here.					
Peter Bouvier, retired extension entomologist	Four half-days assisting with training farmer and staff on major dates for data collection, measurements, and interpretation	half-day	4	$ 125.00	$ 500.00
Peter Bouvier, retired extension entomologist	Travel to State Research station to assist in presenting preliminary results	miles	232	$ 0.575	$ 133.40
Anthony Martinez	Cooperating farmer for test field prep, laying mulch, planting, and maintenance	days	5	$ 300.00	$ 1,500.00
Insect Specialist/Consultant, TBD	For insect IPM work in study to determine threshold and identification of pests-2.5 hrs/month for 4 months @ $35/hr	hrs	10	$ 55.00	$ 550.00
	Subtotal: **Consultant, speaker, and/or trainer fees** (rounded to the nearest dollar)				$ 2,683
Services.					
If an outside entity is hired for a specific custom job, it should be listed under services. Provide details of these non-contracted services rendered for the project, including fees or hired payments, purpose and quantities. This section can also include monthly subscriptions, such as internet service, online meeting, storage, survey platforms, and trade publications if specific to the project.					
LabTech, LLC.	Tissue analyses of 99 forage samples	each	99	$ 22.00	$ 2,178.00
LabTech, LLC.	PSNT tests, 40 soil samples	each	40	$ 6.00	$ 240.00
					$ -
	Subtotal: **Services** (rounded to the nearest dollar)				$ 2,418
Conferences/meetings/workshops.					
Costs of **hosting** *project conferences, meetings, training events, and workshops are included in this category. Details of costs for each conference or meeting should be itemized and provided in the budget narrative. Meal expenses may be included in the budget only in situations where providing the meal maintains the continuity of a formal group meeting or educational training, and not offering such a meal would impose inappropriate discomfort for the meeting participants. List expenses for a project leader or staff attending a conference under* **Travel.** *List presenter expenses under* **Consultants, speaker, and/or trainer fees**. *List trainee-participant expenses under* **Trainee support.**					
					$ -
	Subtotal: **Conferences/meetings/workshops** (rounded to the nearest dollar)				$ -
Trainee support *(participant support costs).*					
If meals, registration costs, transportation, lodging, 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.**					
					$ -
	Subtotal: **Trainee support** (rounded to the nearest dollar)				$ -
Off-site office rental.					
Office rental is often covered under the organization's indirect costs and would only be applicable if a remote site was specifically needed to carry out the project. **When calculating Modified Total Direct Cost (MTDC) calculations, off-site office rental expenses are not included.**					
					$ -
	Subtotal: **Off-site office rental** (rounded to the nearest dollar)				$ -
Purchase of equipment (*or the* **cost of fabrication** *of equipment)*					
Fabrication of equipment is only appropriate when a project plan of work calls for a piece of equipment to be constructed as an integral part of the project. Only project specific research equipment with clear justification of need and full use in the project is allowable. General use equipment is not allowed. **When calculating Modified Total Direct Cost (MTDC) calculations, equipment expenses are not included.**					
					$ -
	Subtotal: **Equipment** (rounded to the nearest dollar)				$ -
Rental of equipment *or* **land-use** *charges*					
Land-use charges are most typical in field research situations when a rental rate or per acre fee is applied. **When calculating Modified Total Direct Cost (MTDC) calculations, equipment rental and land-use expenses are not included.**					
Land rental for experimental plots Fat Potato Farm	Supplemental research plots at neighboring farm, rented by the acre per season	acre	4	$ 125.00	$ 500.00
					$ -
	Subtotal: **Rental of equipment or land-use charges** (rounded to the nearest dollar)				$ 500

Sample Budget Detail, continued

Other								
For project expense that truly do not fit into any other category. Each item must be clearly identified and justified to be allowed. "Miscellaneous" and "contingency expenses" are not allowed. Research incentives and compensation for interviewees or other research participants should also be included here when clearly necessary for the success of the program.								
							$	-
			Subtotal: Other (rounded to the nearest dollar)				$	-
		Subtotal: Other Direct Costs before subcontracts/subawards (rounded to the nearest dollar)					$	**5,769**
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:			
					Subtotal: Subawards		$	-
					Other Direct Costs total (rounded to the nearest dollar)		$	5,769
					NON-PERSONNEL TOTAL		$	9,896
					TOTAL DIRECT COSTS			$19,914
Indirect costs.								
Complete the check-off below as to the basis for the amount being requested. Enter total indirect request amount on this line. Farms and other private businesses should leave the indirect cost amount blank or enter $0 (see below).							$	1,991.00
					TOTAL SARE REQUEST		$	21,905

Acknowledge that indirect has been offered through the application instructions by checking (X) in the appropriate box on the left below.	
X	**Indirect is requested, based on having a federally negotiated indirect rate** (subject to USDA/NIFA cap of 10% total direct costs). We have entered the amount requested on the **Indirect costs** line above. Use your own indirect calculations above if your indirect rate is less than 10% of total direct costs or if your negotiated rate is based on Modified Total Direct Costs.
	Indirect is requested, based on the de minimis rate (our organization does not have a federally negotiated indirect rate). We have entered the amount requested for indirect on the **Indirect costs** line above. This calculation uses Modified Total Direct Costs.
	No indirect is requested (check if your organization is a farm or other for-profit business ineligible for indirect, as specified below). Overhead expenses that are directly attributable to the project are itemized in the direct cost budget and **do not exceed the USDA/NIFA cap of 10% of total direct costs.**
	No indirect is requested (check if your organization is eligible but chooses not to request indirect).

Example of Budget Summary

The subtotals in yellow are taken from the budget justification and narrative template above and entered into the Grant Management System.

Category	Description	Amount
Personnel	See budget justification and narrative	$10,018
Materials and supplies	See budget justification and narrative	$2,403
Travel	See budget justification and narrative	$729
Printing and publications	See budget justification and narrative	$995
Other direct costs	See budget justification and narrative	$5,769
Indirect costs*	See budget justification and narrative	$1,991
Total		$21,905

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