

# Western SARE Competitive Grants Professional + Producer

2021 Call for Full Proposals

Submission Deadline: November 4, 2020 12:00 pm (noon) MST

The Western Sustainable Agriculture Research and Education (SARE) program announces the Call for Proposals for Professional + Producer Research and Education Grants for 2021. With a Professional + Producer Research and Education Grant, an Agricultural Professional and five (5) Producers work together to develop a proposal to conduct **both research and outreach** on a sustainable agriculture topic. Outreach activities may include on-farm/ranch demonstrations, farmer-to-farmer educational activities, and other approaches to assist producer adoption of sustainable agricultural practices. The goal of this program is to achieve results that can be communicated to producers and professionals; sustain and improve the environmental quality and natural resource base on which agriculture depends; improve the profitability of farmers/ranchers and associated agricultural businesses; and enhance the quality of life for farmers/ranchers in local communities.

The SARE grant program mission is to advance innovations that improve profitability, stewardship and quality of life in American agriculture by investing in groundbreaking research and education. To achieve that, Western SARE believes that our programs must include the involvement of agricultural producers from inception to finish, and therefore we require producer involvement in the planning, design, implementation, and educational outreach of any funded project.

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**Submit proposals online at:**  
<https://projects.sare.org>

Look for proposals under “Western” [region]

### Professional + Producer Grant Program

- November 4, 2020 – Proposals are due by 12 pm (noon) MST.
- January 2021 – A Technical Review Panel reviews and recommends proposals for funding.
- March 2021 – Western SARE Administrative Council makes final selections.
- April 2021 – Applicants will be notified of the status of their submission.



Western SARE Host Institution



207 Linfield Hall  
Bozeman, MT 59717-2840  
Phone: 406-994-4789  
Email: wsare@montana.edu

Alaska, American Samoa, Arizona, California, Colorado, Guam, Hawaii, Idaho, Federated States of Micronesia, Montana, Nevada, New Mexico, Northern Mariana Islands, Oregon, Utah, Washington, Wyoming



<p><b>Sustainable Agriculture</b></p> <p>Congress has defined sustainable agriculture as an integrated system of plant and animal production practices having a site-specific application that will over the long- term:</p> <ol style="list-style-type: none"> <li>1. Satisfy human food and fiber needs;</li> <li>2. Enhance environmental quality and the natural resource base upon which the agricultural economy depends;</li> <li>3. Make the most efficient use of non-renewable resources and on-farm resources and integrate, where appropriate, natural biological cycles and controls;</li> <li>4. Sustain the economic viability of farm operations; and</li> </ol> <p>Enhance the quality of life for farmers and society as a whole.</p> <p>– U.S. Code Title 7, Section 3103</p>	<p><b>Western SARE Goals</b></p> <ol style="list-style-type: none"> <li>1. Promote <i>good stewardship</i> of the nation’s natural resources by providing site-specific, regional and profitable sustainable farming and ranching methods that strengthen agricultural competitiveness; satisfy human food and fiber needs; maintain and enhance the quality and productivity of soil; conserve soil, water, energy, natural resources and fish and wildlife habitat; and maintain and improve the quality of surface and ground water.</li> <li>2. Enhance the <i>quality of life</i> of farmers and ranchers and ensure the viability of rural communities, for example, by increasing income and employment, especially profitable self-employment and innovative marketing opportunities in agricultural and rural communities.</li> <li>3. Protect the <i>health and safety</i> of those involved in food and farm systems by reducing, where feasible and practical, the use of toxic materials in agricultural production, and by optimizing on-farm resources and integrating, where appropriate, biological cycles and controls.</li> <li>4. Promote crop, livestock, and enterprise <i>diversification</i>.</li> <li>5. Examine the regional, economic, social and <i>environmental implications</i> of adopting sustainable agriculture practices and systems.</li> </ol>
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### **Western SARE Professional Plus Producer Proposal Application**

**Overview:** The Western SARE Administrative Council funds grant proposals that include creative and innovative on-farm research and educational outreach to advance Western SARE goals (see above). All Western SARE projects ***must contain both research and education components***.

**Funding:** Projects may be one-to-three years in length. Total funds requested cannot exceed \$75,000 over the entire project period.

Multiple submissions are accepted. Only one application (from any one individual Principal Investigator, PI) can be awarded funding in any of the Western SARE competitive programs in one grant budget cycle. An exception to this rule, are proposals submitted to the Graduate Students program, where more than one project can be awarded to a Principal Investigator, who acts as main

advisor of the Graduate Student. Obtaining Graduate Student awards does not exclude the PI to be awarded an additional WSARE Research and Education or Professional Development award for the same budget cycle.

**Eligible Applicants:** WSARE requires that agricultural producers be involved from inception to finish in the planning, design, implementation, and educational outreach of any SARE-funded project. Each of the WSARE-funded grant programs, has slightly different requirements for the composition of the team and eligible applicant. Assemble your project team accordingly, keeping in mind the inherent interdisciplinary nature of sustainable agriculture.

1. **Farmer/Rancher Grants:** The project team must be a minimum of two (2) people and must include: A Producer (Principal Investigator and Applicant) and an Agricultural Professional. The Agricultural Professional must be independent of the Producer and should not submit the application on behalf of the Producer.
2. **Professional + Producer Grants:** The project team must be a minimum of six (6) people and must include: An Agricultural Professional (Principal Investigator) and at least five (5) Producers. One of the Producers must be identified as the Advisor Representative. The team may also include additional collaborators.
3. **Research and Education Grants:** The project team must be a minimum of five (5) people and must include: A Principal Investigator (PI or Co-PI), an Extension/Outreach Representative (PI or Co-PI), and at least three (3) Producers. One of the Producers must be identified as the Advisor Representative.
4. **Graduate Student Grants:** The project team must be a minimum of three (3) people and must include: A Graduate Student (Applicant), a Researcher (Principal Investigator and typically the student major professor) and at least one (1) Producer (Advisor Representative).

**Public Domain:** While proposals and reviews will remain confidential, the Western SARE program considers all funded proposals, subsequent reports, and related information to be in the public domain. See details of this stipulation in the Public Access of Research Data section in [USDA Grant Policies](#)

***Western SARE will disqualifies proposals before review because applicants do not follow the instructions of the Call for Proposals or submit incomplete Supporting Documents. It is the applicant's responsibility to ensure all sections of the proposal are submitted before the due date.***

### **Writing the Proposal**

Proposals are submitted online at <https://projects.sare.org>. The submission includes six sections: 1) acknowledgement of reading the Call for Full Proposal, 2) project's basic information, 3) project summary, 4) project narrative, 5) budget and budget justification, and 6) supporting documents.

You can write each section of the proposal in a word processor (e.g., Microsoft Word) and copy and paste it into the fields of the online application (be aware that some formatting features might be lost when you transfer the text in the online form). In

addition to text, you can insert tables and graphs. It is best to insert tables as a table using the online platform editor (see: "[Inserting Tables](#)") and not as an image. Following these instructions makes your text searchable and the text will wrap and display properly when reviewed on different devices. More importantly, it makes your submission Americans with Disability Act (ADA) compliant. Attachments are preferred in pdf format but images in .jpg or .png formats are accepted.

Please review the documents located in [Proposal Preparation Documents](#) section of Western SARE [website](#) to strengthen your proposal.

## Proposal Application

### A. Project Basic Information

This section prompts for general information about the project including:

- The *main* subject matter of the project
- The commodities and practices of the proposed project
- Project objectives
- Proposed starting and ending dates
- The state(s) where the work will be conducted

***Please choose a start date that corresponds with the first-of-the-month. Start dates must be no earlier than April 1, 2021 and no later than October 1, 2021.***

### B. Summary (Limited to 250 words)

A clear and concise summary is important for the review process. The summary should include a brief description of the problem or need and a creative approach to solve it. In the summary, include the following:

- Identify a problem and research question(s)
- Describe the research and outreach components and explain how your project will creatively address the identified problem
- Identify the potential significance of the project to improve agricultural sustainability
- Explain how your project will be disseminated among agricultural stakeholders
- Enumerate and describe the expected project outcomes.

### C. Project Narrative

The project narrative includes the following sections: 1) Relevance to Sustainable Agriculture and Project Value and Benefits, 2) Stakeholder Needs and Support, 3) Project Team, 4) Research Plan, 5) Educational Plan, 6) Timeline, and 7) Evaluation and Producer Adoption.

***Relevance and Benefits to Sustainable Agriculture, Project Value and Benefits:*** (15% of review criteria)

Explain why this project is necessary and how it addresses a critical need in sustainable agriculture. Identify any limitations in the current system and how your project will address them. Cite evidence of need, including results and recommendations from related SARE projects ([www.sare.org/Project-Reports](http://www.sare.org/Project-Reports)) and other studies or reports.

The proposal must address how it will:

- Sustain and improve the environmental quality and natural resource base on which agriculture depends;
- Improve the profitability of farmers/ranchers and associated agricultural businesses; **and**
- Enhance the quality of life for farmers/ranchers in local communities.

Describe the potential benefits for producers (local, state, or regional) and sustainable agriculture in general. For example, provide an economic analysis and explain how your project would affect overall farm/ranch productivity levels, operational profits, soil or water quality or quantity, and rural communities. Where possible, use specific estimates of impacts – such as dollars saved per acre, tons of soil protected from erosion, pounds of chemical reduced, number of acres or people affected, markets expanded, jobs created, etc.

### **Stakeholder Needs and Support** (5% of review criteria)

Western SARE is committed to addressing the needs of agricultural stakeholders, both on-farm/ranch and off-farm/ranch. Proposals must include evidence that stakeholders' identified needs are being addressed, as well as support for the project beyond the collaborators. Describing and documenting stakeholders' needs and support demonstrates that the proposed project is relevant and timely. Evidence of stakeholder identified needs and support may include, but are not limited to:

- Recommendations from stakeholder groups such as grower organizations or commodity commissions. Please identify stakeholder group(s) or organization(s).
- References and citations to other studies/reports that encourage future research.
- Community support letters from neighboring farmers or a local co-op.
- Needs assessments that relate to the project topic (s), if they are available.

### **Project Team** (5% of review criteria)

The project team must be a minimum of six (6) people and must include: An Agricultural Professional (Principal Investigator and Applicant) and at least five (5) Producers. One of the Producers must be identified as the Advisor Representative. Describe producers' involvement at all stages of the project. For each project objective and activity, indicate who will be responsible and which team members will be involved.

- **Principal Investigator:** The Principal Investigator (PI) is responsible for coordinating the project and carrying out its contractual provisions. The PI is responsible for all expenditures and for achieving the stated research and education objectives. For Professional + Producer grants the PI should be an Agricultural Professional.
- **Agricultural Professional:** An agricultural professional is any professional assisting producers at the local level such as a Cooperative Extension educators/agents or specialists, University faculty or researchers, USDA-NRCS field staff, agricultural consultants, nonprofit organization staff members, etc.
- **Producers:** Each producer must be an independent and separate operator. Nonprofit farm operations may participate in the project, but do not count as one of the required producers. A person qualifies as a producer (farmer/rancher) if they have a for-profit operation and:

- Their primary occupation is farming or ranching and have a farm/ranch taxpayer identification number (TIN); or
- They are a part-time producer with at least \$1,000 documented annual income from farming or ranching activities

The team may also include the following additional collaborators.

- Researchers, educators, and other collaborators with appropriate expertise for the project scope.
- Extension/Outreach Representative: The outreach representative may be an Extension agent, specialist, educator, or equivalent. This person could be responsible for implementing the education plan and outreach activities of the project.

### **Research Plan** (30% of review criteria)

The mission of SARE is to advance “innovations that improve profitability, stewardship and quality of life by investing in groundbreaking **research** and education.”

Clearly state and define the **research objectives**. Each objective should be a clear statement describing an intended achievement. Objectives must be specific, measurable, achievable, realistic, and time-bound. For more details see [Successful Objectives](#).

For each objective, describe what will be done including **methods** and **materials**. What treatments or new technique(s) will be tested? What materials will be used? Describe the project site, research design, data collection and analysis methods. Include sufficient detail so that reviewers can determine if the approaches are suitable to achieve your objectives. Avoid the use of jargon that may be unfamiliar outside your industry or specialty area, and define all acronyms.

### **Education Plan** (30% of review criteria)

Clearly state and define the **educational objectives**. Each objective should be a clear statement describing an intended achievement. Objectives must be specific, measurable, achievable, realistic, and time-bound. For more details see [Successful Objectives](#).

For each objective, describe the **outreach activities** including **methods** and **materials**. Describe how, when, and where you will conduct outreach activities (e.g., field days, demonstrations, workshops, presentations, websites, etc.). Describe who will you target (e.g., producers, stakeholders, other agricultural professionals, students, etc.). Indicate if the producers or agricultural professionals you intend to reach through this project are from underserved communities. Underserved communities are those that have difficulties accessing opportunities due to language, culture, location, or lack of resources. Explain how you will communicate your project’s findings to producers (specifically) and the general public. Provide a list of educational resources (e.g., factsheets, PowerPoint presentations, handouts, brochures, 4-H publications, videos, posters, etc.) you plan to produce. Indicate dates, locations and outreach activities, using networking techniques such as field days, workshops, demonstrations, or other events. If applicable, describe plans for any scholarly outputs (e.g., academic journals). Digital outcomes (e.g., podcasts, videos, and social media) are encouraged but should not be the sole outreach approach. Multiple communication materials and multiple communication styles are strongly suggested.

Proper citation of Western SARE is required in educational materials and activities. Information pertaining to citing Western SARE will be included in the Subaward Agreement.

**Timeline:** (5% of review criteria)

Provide a timeline, such as a [Gantt chart](#) for accomplishing each objective. Identify the major milestones and activities that will be completed, and when each of those milestones/activities will occur and how they relate back to the objectives.

**Evaluation and Producer Adoption:** (5% of review criteria)

Explain how the project's research and educational objectives will be evaluated. For example, describe how changes in producers' knowledge, awareness, attitudes, and adoption of practices will be measured (e.g., a pre-post survey). Applicants should describe their survey selection/development process and methods for analysis. An approved [WSARE Survey](#) is expected to be filled out by **participants at each outreach activity in addition to any other evaluation form**. Western SARE requires evaluation results from the aforementioned survey as part of the required reports. If the evaluation will include additional surveys or forms, applicants must include approval from an Institutional Review Board (IRB) or a document indicating that the IRB process has been initiated. This is a USDA-NIFA requirement. For more information on IRB requirements, e-mail [wsare@montana.edu](mailto:wsare@montana.edu); Montana State University can assist you with this requirement.

**D. Budget and Justification:** (5% of review criteria)

Provide a detailed budget and budget justification that are appropriate to the proposed project using the *Western SARE Budget Worksheet* found on the online application, in the Budget and Budget Justification section. Applicants **must** use this document for budget submission; no other document will be accepted. Enter the total funds requested; this amount must match the total funds resulting from the calculation in the *Western SARE Budget Worksheet* document.

If your institution will be issuing subawards to other institutions/organizations as a part of your proposed project, you are required to provide a detailed budget and justification for each. Subaward budgets **must** be submitted on the *Western SARE Budget Worksheet for Subawards*. You may ask the subaward recipients to fill out the *Western SARE Budget Worksheet for Subawards*, or you may fill it out on their behalf using details they have provided to you. As the primary applicant, you must upload both your *Western SARE Budget Worksheet* and those of any subawards to be issued. **Failure to provide the Western SARE Budget Worksheet for the main award and for any subawards will disqualify the proposal before review.**

**Professional + Producer Grant funds must be budgeted in the following categories:**

- **Salaries and Benefits:** compensating yourself and/or employees (including students) of your institution for performing work directly related to the project. Provide base salary, FTEs, fringe benefit rates, and salary/benefits amounts requested.
- **Subawards:** paying project collaborators who are not at your institution and/or to cover costs associated with the subrecipient's portion of the proposed project.

- Contracted Services: includes paying for professional services such as testing and analysis services, survey development and administration, computational services, website development or maintenance, professional production services (videographer to produce educational electronic media), consultants, honoraria, speaker fees, producer's labor, etc.
- Supplies: Includes basic supplies and materials needed to carry out the project. Examples include: agricultural supplies (fencing, seeds, plants, fertilizer), field and laboratory supplies, minor equipment and tools (less than \$5,000), paper/envelopes, in-house photocopying of materials for workshops/meetings, software, books, shipping materials, etc. Any shipping costs associated with the purchase of supplies/materials should be included as supply costs. The purchase of food/refreshments for meetings/field days **must** be necessary to maintain meeting continuity and is also considered a supply cost.
- Communication: includes postage and mailing expenses (including shipping samples for analysis), printed materials (flyers, brochures, posters). This category also includes expenses for publishing articles in a scientific journals or other types of field/program publications, or for commercial photocopying (Note: in-house photocopying falls under supplies).
- Travel: includes estimated mileage reimbursement, airfare, lodging, meal per diem; car rentals, taxi, bus, shuttle expenses and parking; conference fees and registrations, etc. Please note, travel per diems and mileage need to be in agreement with your organization's approved rates. If no rate is available, please use the Federal Government rate listed on the [U.S. General Services Administration website](#). Note: foreign travel is typically NOT allowed under the SARE program except in cases where sufficient justification has been provided and requires Western SARE approval. All foreign travel must be directly related to the project, must be essential for project completion, and well justified (i.e., explain why this activity cannot be done in the USA, relevance to Western agriculture sustainability, provide foreign institution and colleagues qualifications, etc.). The Freely Associated States -Federated States of Micronesia, Marshall Islands, and Palau- are foreign countries. USDA-NIFA requires that foreign travels should be done in an U.S. flag air carrier.
- Rent: includes fees associated with renting equipment, land, facilities (e.g., meeting rooms, lab space) and user fees.
- Repairs and Maintenance: includes minor repairs and maintenance of equipment, facilities, etc., including service contracts for repairs and maintenance.
- Participant / Trainee Support: Participant Support costs are associated with conference, workshop, or symposium attendees who are NOT employees of the applicant or a subaward recipient institution(s). Trainee Support costs are associated with educational projects that support trainees. Participants/Trainees can receive a set amount for participation in the above stated functions. Participant/trainee travel expenses should be itemized (not a lump sum payment), and included in the Travel budget category.
- Capital Equipment: Defined as a single, autonomous piece of equipment that costs \$5,000 or more and has a useful life of more than one year. Capital Equipment purchases are generally not allowed under the SARE program and should be **essential** for the completion of the proposed activities. Equipment expenses beyond \$5,000 can be paid by non-WSARE funds. Purchasing multiple components of single equipment that cost under \$5,000 in an attempt to circumvent the \$5,000 cap



**is not allowed.** Purchases of equipment under \$5,000 is allowed. Please include minor equipment and/or leveraged capital equipment purchases in the Supplies budget category

- **Facilities and Administrative (F&A) Costs, also referred to as Indirect Costs (IDCs):** Under the SARE program, NIFA states IDCs may not exceed 10% of the Total Federal Funds Awarded (TFFA); this calculates to roughly 11.111% of Total Direct Costs (TDC). Note: the 10% limit is a cap on the portion of an applicant's budget that may be requested for IDCs; it is not an IDC rate. Additionally, some institutions may not be eligible to request IDCs or may be limited to the 10% di minimis. You must indicate the rate you are using on the *Western SARE Budget Worksheet*. Detailed information about [Indirect Costs](#) rates and calculations can be found on the Western SARE [website](#).

More information about each budget category is provided on the *Budget Categories and Guidance* tab found on the *Western SARE Budget Worksheet*.

***Professional + Producer Grant funds may NOT be used for the following purposes:***

- Capital Equipment purchases above \$5,000 – see above for more information
- Starting or expanding a farm or farm operation
- Major renovations/permanent improvements to a farm or ranch, such as constructing or remodeling a building
- Repairs/Maintenance of equipment or buildings/facilities.
- Providing meals during events that are not necessary to maintain the continuity of a scheduled meeting; breakfasts and dinners typically do not qualify
- Testing of commercial products.

Additionally, matching funds are not required or requested of Western SARE grant recipients. Please do NOT include matching funds in your budget or justification.

## **E. Supporting Documents**

All supporting documents must be attached into the Supporting Documents section of the online application. PDF documents are preferred but images in jpg and png formats are accepted. ***Failure to provide all the required supporting documents will disqualify the proposal before review.***

***Signature Page:*** This form affirms the PI (Agricultural Professional) is responsible for all expenditures and achieving the stated research and education objectives. This form must be signed by the PI and the PI's Authorized Organizational Representative. For a college or university, this person is usually the Director of the Sponsored Programs Office. Non-profits or other organizations, this is typically the Executive Director, CEO or CFO. This form may be downloaded from the online application site and is also included in the following section of the Call for Full Proposal.

***Current Vita:*** The PI and all other project team members ***must*** submit a current vita (maximum 2-pages for each member). A vita is not required for producers and students.

**Letters of Producer Cooperation:** Each Producer who is part of the project team **must** send a signed and dated Letter of Cooperation to be included in the submission. This letter should verify their willingness to participate in the project, explaining their commitment (resources, time, etc.) and their role in the project.

**Letter of Commitment from Partner Institutions:** If your proposal includes issuing subawards to partner institutions, attach a letter of commitment from each institution. The letter of commitment must be signed by the subaward's PI (usually listed as a Co-PI of the project) and include the following: period of performance, total funds requested, and a scope of work outlining activities to be performed, the deliverables created and the project timeline.

**Letters of Stakeholder Support:** If applicable, attach letters of support from stakeholder individuals and/or organizations that support the proposed research and education activities.

**Current and Pending Support:** The PI and other project team members **must** submit a Current and Pending Support form. This form is not needed for producers and students. This form may be downloaded from the online application site and is also included in the following section of this Call for Proposal.

**Animal Welfare Assurance Statement:** This form **must** be completed by the applicant to identify whether or not their proposed project includes any warm-blooded, vertebrate animals. This form may be downloaded from the online application site and is also included in the following section of this Call for Proposal.

**Institutional Review Board Approval:** If your project will involve research with humans (e.g. tasting sessions, conducting interviews, etc.) or you will use other survey than the WSARE Survey to evaluate the impact of your project, you will need to provide evidence of acceptance or exemption by an Institutional Review Board (IRB) or its equivalent. At the time of submission, proof that you initiated the IRB process is acceptable; however, if awarded, the Subaward Service Agreement will not be executed until IRB approval/exemption documentation is provided. If you do not have access to an Institutional Review committee, contact us by e-mail at [wsare@montana.edu](mailto:wsare@montana.edu).

**Citations:** Citations should be attached in the Supporting Documents section of the online submission and are not part of word number limitation. Attach a list of cited sources.

**Other Documents** (Optional): Here you will be able to attach any other document that you think might strengthen your proposal. These other documents may not be used to lengthen your proposal under the Project Narrative.



**Signature Page**

Please print this document, obtain **BOTH** required signatures and upload into the Supporting Documents section of your online grant application.

**Project Title:** \_\_\_\_\_

**Total Funds Requested:** \_\_\_\_\_

**Requested Project Period:**

Start Date (MM/DD/YYYY): \_\_\_\_\_ End date (MM/DD/YYYY): \_\_\_\_\_

**Principal Investigator**

USDA defines a Principal Investigator as one who has the authority to write and submit a proposal and carry out its contractual provisions.

As the project PI, I affirm I am responsible for all expenditures and achieving the stated research and education objectives of the proposal.

\_\_\_\_\_  
*Signature: Principal Investigator* *Date*

Printed Name: \_\_\_\_\_

**Authorized Organizational Representative**

USDA defines the Authorized Organizational Representative (AOR) as one who has authority to enter into contractual agreements with the Western SARE Host Institution, Montana State University.

As the AOR for the institution/organization project of the PI submitting this proposal, I affirm that [enter institution/organization name here] has authority to enter into a contractual agreement with Montana State University.

\_\_\_\_\_  
*Signature: Authorized Organizational Representative* *Date*

Name and Title: \_\_\_\_\_

## CURRENT & PENDING SUPPORT

Name: \_\_\_\_\_

**How this template is completed:**

- Record information for active and pending projects, including this proposal.
- All current efforts to which PI, Co-PIs and other senior personnel have committed a portion of their time must be listed, whether or not salary for the person involved is included in the budgets of the various projects.
- Provide analogous information for all proposed work which is being considered by, or which will be submitted in the near future to, other possible sponsors, including other USDA programs.
- For concurrent projects, the percent of time committed must not exceed 100%.

Note: Concurrent submission of a proposal to other organizations will not prejudice its review by CSREES.

NAME (List/PI first)	SUPPORTING AGENCY AND AWARD/PENDING PROPOSAL#	TOTAL \$ AMOUNT	EXPIRATION DATES	% OF TIME COMMITTED	TITLE OF PROJECT
	Active:				
	Pending:				

**This file MUST be converted to PDF prior to attachment in the electronic application package.**

**Animal Welfare Assurance Statement**



The applicant acknowledges that work may require Institutional Animal Care and Use Oversight and that Montana State University (MSU), and thus Western SARE, is subject to the [Guide for the Care and Use of Agricultural Animals in Research and Teaching](#). This includes, but is not limited to: beef, swine, poultry, fish, etc. If awarded the applicant acknowledges that it is his/her responsibility to ensure that a USDA-acknowledged IACUC reviews, approves, and oversees the animal welfare issues of the project.

\_\_\_\_\_ Date: \_\_\_\_\_  
Signature: Principal Investigator

**NOTE:** If animal welfare is NOT applicable, check and sign below:

Not Applicable [ ] \_\_\_\_\_ Date: \_\_\_\_\_  
Signature: Principal Investigator

## The Review Process

Eligible proposals received by the due date with all supporting documents will be evaluated by a Technical Review Panel, a diverse group of reviewers from the Western SARE region with broad agricultural production, scientific, and educational expertise. The Technical Review Panel evaluates the proposals based on the review criteria stated below and meets to discuss and appraise the merits of each proposal. Their recommendations are forwarded to the Western SARE Administrative Council for additional review and final selection.

Proposals will be reviewed for technical merit against the following criteria:

Relevance to Sustainable Agriculture, Project Value and Benefits	15%
Stakeholder Needs and Support	5%
Project Team	5%
Research Plan	30%
Educational Plan	30%
Timeline	5%
Evaluation & Producer Adoption	5%
Budget & Justification	5%
<b>Total</b>	<b>100%</b>

## Reporting Requirements (for awarded proposals)

An annual report will be required each year of your project. Progress and final reports should describe the progress made on the project, detail the observed results, describe the educational outreach events and material produced by the project, and document impacts. All educational outreach activities should include an evaluation component that measures changes in knowledge or awareness, attitudes and opinions, and/or the adoption of new practices by producers or other agricultural professionals. If your project is a one-year project only a final report should be submitted. Approved project reports will be posted on the national SARE website, and will be shared with producers, interested policymakers and community, state, regional and national leaders. All educational materials and products must have an electronic version to be included in your reports. ***Annual Reports are due on April 15<sup>th</sup> of each year of the project. You will have up to 60 days from the Period of Performance end date to submit the Final Report.***

Please review the documents located in WSARE [Reporting Documents for Grantees](#) section to understand what will be expected if your project is awarded:

- The Professional + Producer Reporting Expectations list shows which results you should report on during the project and what Western SARE may evaluate two to four years after the project's completion.
- The [Survey Instrument](#) is a tool for gathering results from a project's educational outreach activities by measuring changes in participants' knowledge, attitude, skills and awareness.

## Selected Proposals

If the Western SARE Administrative Council selects your project for funding, you may expect the following:

**Notification:** The Western SARE Administrative Council will select proposals for funding in March 2021. The Administrative Council reserves the right to restructure or reduce the budget of any grant proposal before final approval. Western SARE staff will notify applicants of the status of their proposals in April 2021.

**Award:** If your proposal is selected for funding, the Office of Sponsored Programs at Montana State University (MSU) will initiate a Subaward Agreement to you. The Subaward Agreement will identify all Terms and Conditions for the award, including reporting requirements.

**Funds:** All Subawards are cost reimbursable. The subrecipient will be responsible for invoicing MSU for all expenses to be reimbursed. Invoices are to be submitted according to the guidelines in the Subaward Agreement. 10% of the awarded amount will be withheld pending receipt and approval of the final report.

**Photographs and Videos:** Grant recipients are required to document their project with photographs, which can be useful to them and help us highlight and promote their work on our website and in publications. High-definition digital photographs and videos are preferred.

**Proper Western SARE Citation:** The Western SARE program must be credited as the funding source in any publications or outreach materials generated by the project. Please refer to the Western SARE website for complete guidelines for [acknowledging funds](#).

**Site visits:** Western SARE recognizes there are limits to what can be accomplished, measured and reported during the life of your project. As a result, along with your reporting, Western SARE staff plan to conduct post-project assessments of representative projects to develop a more comprehensive measure of the SARE program's impact in areas such as:

- Who is participating in SARE-funded projects?
- What is being produced by the projects (e.g., new knowledge, new approaches)?
- What are people learning from these projects?
- What changes are farmers and ranchers making?
- What economic, environmental, social or productivity benefits are farmers and ranchers seeing as a result of having made a change?

**Changes:** Grantees must report changes regarding the information of the project team members (e.g., address, phone number, email, etc.) to the Western SARE office. Significant changes to the project as originally proposed, such as a change in PI, Co-PI, institution, stated objectives, timeline, budget, etc., should be sent as a request via email to the Western SARE Regional Coordinator for consideration/approval. Upon approval of the aforementioned changes, grantees will update their SARE profiles at [projects.sare.org](http://projects.sare.org).

## How to Apply

Go to <https://projects.sare.org>

Look for programs under “Western” [region]

***We strongly encourage applicants read the entire Call for Proposal before beginning to write the proposal.***

**Proposals are due by 12 pm (noon) MST – November 4, 2020**

In compliance with section 504 of the Rehabilitation Act of 1973, as amended, this material can be made available in other formats upon request.

### Resources

Check the resources in the [WSARE Proposal Preparation Documents](#) section of [westernsare.org](http://westernsare.org). If you have further questions, please contact our office at 406-994-4785 or [wsare@msu.edu](mailto:wsare@msu.edu)

Information on past projects can be found at <https://www.westernsare.org/Projects>. We encourage you to visit this website to learn more about sustainable agriculture and the Western SARE program at <https://www.westernsare.org>. Tips for writing proposals are available [here](#).

The Alternative Farming Systems Information Center (AFSIC) at the National Agricultural Library specializes in locating, collecting, and providing information about Sustainable Agriculture. Information specialists can answer questions, highlight resources, and share search techniques for literature reviews and background research. AFSIC has a number of resources at <http://www.nal.usda.gov/afsic> that may be relevant to your proposal; or, contact AFSIC at 301-504-6559 or e-mail [afsic@nal.usda.gov](mailto:afsic@nal.usda.gov).

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