



# Western SARE Farmer/Rancher Grant Program Acronyms and Glossary of Terms

***This list includes acronyms and terms included in the Western SARE Farmer/Rancher Grant Program Call for Proposals. Please contact [wsare-fr@sare.org](mailto:wsare-fr@sare.org) with any questions.***

**AC:** Administrative Council – Sets guidelines for calls for proposals, establishes program priorities, and is responsible for the final selection of proposals to ensure that funded projects have the appropriate balance and diversity that represent the region's wide-range geography.

**ADA:** Americans with Disability Act – All outreach material produced by Western-SARE-supported projects must be ADA compliant, meaning that they must be accessible to people with disabilities.

**CFP:** Call for Proposal – Invitation to apply for funding that outlines the requirements for proposals submitted to a grant program, also referred to as an RFA.

**Extension** – Operated through land-grant universities; brings research and science-based resources to communities.

**F/R:** Farmer/Rancher grant program with a producer serving as the principal investigator (PI).

**Gantt Chart:** Style of timeline that typically includes a list of objectives/tasks and bars depicting the timeline for each.

**GMS:** Grant Management System – The web-based platform that SARE uses for submission of proposals and project reports, also contains a database of SARE-funded projects and other learning resources addressing sustainable agriculture in the U.S. For access, visit [projects.sare.org](http://projects.sare.org).

**GSA:** United States General Services Administration – Federal agency that sets Federally approved rates for travel, including hotel and per diem rates, found online at [gsa.gov](http://gsa.gov).

**IACUC:** Institutional Animal Care and Use Committee – For projects that involve research and teaching involving vertebrate animals.

**IDC:** Indirect Costs – Costs not directly tied to the project's activities, such as administrative expenses, facilities, and utilities.

**IPM:** Integrated Pest Management – An approach to pest management that focuses on prevention, monitoring pest populations, and the use of a combination of control strategies (cultural, mechanical, biological, and chemical).

**IRB:** Institutional Review Board – For projects that involve research with humans, such as interviews, tasting sessions, videos, or surveys that seek personal, demographic, or other identifying information.

**Letter of Cooperation:** Letter from team members verifying their willingness to participate in a project by explaining their commitment and role in the project.

**Letter of Support:** Letter from individuals or organizations outside the project team to demonstrate their interest in a proposed project.

**MSU:** Montana State University – Land-grant university and the host institution for Western SARE.

**NCE:** No-Cost Extension – A request to extend the timeline of a funded project if objectives cannot be met before the project end date.

**NGO:** Non-Governmental Organization – Generally non-profit organizations that are driven by a mission.

**NIFA:** National Institute of Food and Agriculture – Federal agency within USDA that provides funding and leadership for SARE as well as other agricultural programs.

**PI:** Principal Investigator – Project lead; person who is responsible for coordinating the project, achieving the stated objectives, and carrying out its contractual provisions for all expenditures.

**Producer:** A person qualifies as a producer (farmer/rancher) if they have a for-profit operation and: 1) Their primary occupation is farming or ranching and have a farm/ranch taxpayer identification number (TIN); or 2) They are a part-time producer with at least \$1,000 documented annual income from farming or ranching activities.

**RFA:** Request for Applications – A announcement that grant funding is available, also referred to as a CFP.

**SAM UEI:** Systems for Award Management Unique Entity Identifier – Required to establish an award for anyone receiving Federal funds; a 12-character ID assigned to an entity by [sam.gov](https://sam.gov).

**SARE:** Sustainable Agriculture Research and Education – A program funded by USDA-NIFA that provides competitive grants and educational materials to advance innovations in sustainable agriculture.

**SMART:** Specific, Measurable, Achievable, Realistic, and Time-bound objectives.

**SOW:** Scope of Work – A short summary that concisely identifies and outlines the work to be performed (tasks/objectives) as well as proposed project deliverables and corresponding timetable.

**TA:** Technical Advisor – A professional that assists producers with technical expertise in accomplishing their research and the requirements of a Farmer/Rancher grant.

**TIN:** Taxpayer Identification Number – A 9-digit number, either an employer identification number (Internal Revenue Service, IRS) or a social security number (Social Security Administration, SSA).

**TRP:** Technical Review Panel – A diverse group of reviewers with broad agricultural production, scientific, and educational expertise that evaluates proposals and recommends proposals to Western SARE Administrative Council.

**USDA:** United State Department of Agriculture – Federal department providing leadership on food, agriculture, rural economic development, natural resources, and other related issues.