

# Western SARE Competitive Grants Sabbatical Research and Education 2023 Call for Proposals

Submission Deadline: November 17, 2022 12:00pm MST

The Western Sustainable Agriculture Research and Education (Western SARE) program announces the Call for Proposals for the 2023 Western SARE Sabbatical Research and Education Grants. These grants provide an opportunity for faculty or researchers from around the world who are eligible for Sabbatical Leave, to partner with researchers, educators, producers, and other agricultural professionals of the Western U.S. These grants fund research, education, and Extension activities on sustainable agriculture in the Western U.S. ***Projects focused on unexplored topics in underserved communities and understudied geographic locations are of special interest.*** Grants cannot exceed \$75,000 over the entire project period, are limited to one year, and cannot be renewed or extended.

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]

## Sabbatical Grant Schedule

- November 17, 2022 – Full proposals are due by 12:00 PM (noon) MST.
- February 2023 – A Technical Review Panel reviews and recommends proposals for funding.
- March 2023 – The Western SARE Administrative Council selects proposals for funding.
- April 2023 – Applicants will be informed about the status of their submissions.



Western SARE Host Institution



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Bozeman, MT, 59717-286  
Phone: 406-994-4785  
email: [wsare@montana.edu](mailto: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



## Sustainable Agriculture

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:

- Satisfy human food and fiber needs;
- Enhance environmental quality and the natural resource base upon which the agricultural economy depends;
- Make the most efficient use of non-renewable resources and on-farm resources and integrate, where appropriate, natural biological cycles and controls;
- Sustain the economic viability of farm operations; and
- Enhance the quality of life for farmers and society as a whole.

– U.S. Code Title 7, Section 3103

## Western SARE Goals

- Promote **good stewardship** 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.
- Enhance the **quality of life** 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.
- Protect the **health and safety** 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.
- Promote crop, livestock, and enterprise **diversification**.
- Examine the regional, economic, social and **environmental implications** of adopting sustainable agriculture practices and systems.

## About Western SARE Sabbatical Grant Application

**Overview:** The Western SARE Administrative Council funds proposals that present creative and innovative research and Extension/outreach approaches that advance Western SARE goals (see above) and are economically viable, protect the environment, and are socially responsible. Western SARE Sabbatical projects must contain both **research and education** components; outline **educational outreach activities** for producers and other agricultural professionals; establish mechanisms to **build research, education, and human capacity at the Sabbatical Host Institution** (hereafter Host Institution); and produce quantifiable **scholarly and educational products** for researchers and producers.

Sabbatical grants **must** address local research and educational needs with special emphasis on **underserved communities, understudied geographic locations, and/or unexplored topics in the Western U.S. region**.

**Eligible Applicants:** Researchers eligible for a Sabbatical Paid Leave (hereafter Sabbatical Researcher) who have the support of their home institution (hereafter Home Institution) and who have demonstrated expertise in sustainable agriculture research and education, in partnership with a researcher of the Western U.S., are eligible to apply for a Western SARE Sabbatical Grant. While Sabbatical Researchers could reside outside the Western region of the United States, including foreign countries, ***all research and education activities should be conducted within the Western U.S. region.*** Applications should be submitted in partnership with a primary Host Institution located within the Western region, including universities, federal agencies, and non-governmental organizations. Having additional collaborating institutions and research sites in the Western U.S. region is allowed.

**Eligible Applications:** Western SARE Sabbatical applications should include a Host Institution in the Western U.S. region, a Host Principal Investigator (PI) who is a researcher at the Host Institution, a Home Institution, a Sabbatical Researcher (Co-PI) who is a researcher at the Home Institution, and at least one agricultural producer at the location of the Host Institution. Applications must provide the required approval documents from the Host Institution, the Home Institution, and documentation pretraining to the Host PI and Sabbatical Researcher detailed below.

**Home Institution requirements:** The Sabbatical Researcher will be a Co-PI of the project and should negotiate a [Sabbatical Paid Leave](#) for at least 6 months with their home institution in order to be eligible for the Western SARE Sabbatical grant program. A letter from the Home Institution indicating approval and support for the Sabbatical Researcher must be included in the application and should specify the terms of the Sabbatical Paid Leave.

**Sabbatical Researcher requirements:** The Sabbatical Researcher should negotiate with their home institution a Sabbatical Paid Leave prior to the release of any Western SARE funds. If applicable, carriers of the appropriate visa for conducting research and educational activities in the U.S. for the period of the project should provide this information to their Host Institution and must be verified by Western SARE before the Subaward Agreement can be fully executed.

**Host Institution requirements:** All Western SARE Sabbatical applications must be submitted from the primary Host Institution, located within the Western U.S. region. The Host Institution is responsible for achieving the research and education objectives of the proposed project and bears the fiscal responsibility of the project through a subaward agreement with Montana State University, the Western SARE Host Institution. The Host Institution needs to provide a ***Letter of Invitation*** on behalf of the Sabbatical Researcher, including : 1) a Scope of Work describing the activities the Sabbatical Researcher will be conducting at the Host Institution and in the local area (*i.e.*, research, lecturing, outreach activities, etc.), and the expected deliverables, 2) the period of time for which the Sabbatical Researcher is invited, 3) interest in the Sabbatical project and how it will benefit the Host Institution and agricultural producers, 4) the importance of the research and education activities to be conducted by the Sabbatical Researcher and how this project will advance local/regional research, education, and outreach, 5) the resources

committed by the Host Institution for this project, 6) the collaboration plans beyond the completion of the Sabbatical project, and 7) any additional information the Host Institution finds relevant for the application. Additionally, the Letter of Invitation must include 8) the total funds requested and 9) the project timeline.

Applications must be submitted from a Host Institution that 1) supports research and education in sustainable agriculture, 2) has demonstrated fiscal responsibility, 3) is able and qualified to receive funds from the U.S. Government, and 4) has the capability to comply with requirements of Institutional Review Board (IRB) for research that involves human subjects and to comply with the requirements of an Institutional Animal Care and Use Committee (IACUC) for research that involves animals.

Host PI requirements: All activities should be done in close collaboration with production, research, and education partner(s) of the Host Institution, and if applicable with researchers and producers of other organizations in the Western U.S.,

**Funding:** Projects may be between 6 months and 1 year in length. Funds to support personnel salary, travel, and supplies, where justified, are allowed. Western SARE Sabbatical projects can request up to \$75,000. Sabbatical grants are non-renewable and non-extendable beyond one-year period.

**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 [NIFA Federal Assistance Policy Guide](#).

## Writing the Proposal

Proposals are submitted online at <https://projects.sare.org>. The submission includes seven sections: 1) acknowledgement of reading the Call for 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 portion 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 format features of the word processor might be lost when you paste the text in the online form). In addition to text, you can insert a table or graph in all Narrative sections. It is best to insert tables as a table (see: "[Inserting Tables](#)") and not as an image. Following these instructions makes your text searchable and the text will wrap and display properly when viewed on different devices. More importantly, it makes it ADA compliant. Attachments are preferred in pdf format but images in .jpg or .png formats are accepted.

Please review the documents located in [Documents for Applying](#) section of Western SARE [website](#).

## Proposal Application

### A. Project Basic Information

This section prompts for general information about the project, including:

- the *primary* subject matter of the project,
- the commodities and practices of the proposed project,
- project objectives
- proposed starting and ending dates,
- the state(s) or protectorates where the work of the project will be conducted,
- the Home Institution, Host Institution, and other cooperating institutions.

***Please choose a start date that corresponds with the first-of-the-month. Start dates must be no earlier than April 1, 2023 and no later than October 1, 2023.***

## **B. Summary (Limited to 500 words)**

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

- Clearly identify the research question(s)
- Explain how this project will distinctively or creatively address these problems.
- Describe the education goals and outreach components and identify the significance of the project to fill knowledge gaps, engage underserved audiences, and encourage research and education at the location(s) where the Sabbatical will take place.
- Enumerate and describe the expected project outcomes, including plans to continue collaborations beyond the length of this Sabbatical.

## **C. Project Narrative**

The project narrative includes the following sections: 1) Relevance to Sustainable Agriculture, and Project Value and Benefits; 2) Collaboration Plan with Host Institution and Local Partners; 3) Project Team; 4) Research Plan; 5) Educational Plan; 6) Timeline; and 7) Building Human Capacity at Host Institution.

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

Explain why this project is necessary and how it addresses critical needs in sustainable agriculture; provide research-based evidence citing updated literature and local references that demonstrate a knowledge gap in the geographic or thematic area of the project. 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, reports, or need assessments. Describe the potential benefits and impacts for local producers and sustainable agriculture. Clearly articulate how the project is relevant to address the needs of the rural communities where the Sabbatical project will take place. 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, communities, and society as a whole.

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.

***Collaboration with Host Institution and Local Partners*** (5% of review criteria)

The Western SARE Sabbatical Grants goal is to encourage groundbreaking research and education focused on the needs of underserved communities, and/or understudied geographic locations, and/or unexplored topics in the Western U.S. Thus, proposals must include documentation that local agricultural stakeholders and partners identified the needs and knowledge gaps being addressed by the proposal project. Examples of sources of identified needs and knowledge gaps include, but are not limited to:

- Recommendations from stakeholder groups such as grower organizations or commodity commissions. Attach letters of support in the Supporting Documents section.
- Assessment by representatives of the Host Institution.
- Other documented need assessment evaluations.

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

The project team *must* include the following roles: 1) Host PI, 2) Sabbatical Researcher (Co-PI), and 3) at least one agricultural producer located where the project will take place. It is encouraged that applications also include other partners, such as Extension Representative(s), and additional Agricultural Producer (s) at each location where the Sabbatical project will be conducted. See “Other Team Members” below.

***Host Institution Principal Investigator (PI):*** The Host PI should be employed by the Host Institution at the location where the Sabbatical project will be conducted. The Host PI will be responsible for achieving the stated research and education objectives of the proposal and administering the funds through a subaward agreement from MSU.

***Sabbatical Researcher Co-Principal Investigator (Co-PI):*** The Sabbatical Researcher is responsible for coordinating the project and conducting the activities indicated in the Letter of Invitation provided by the Host Institution.

***Agricultural Producer(s):*** Proposals must include ***at least one agricultural producer*** at the state or protectorate where the Sabbatical project will take place. The producer(s) should be involved in all aspects of the project from inception through completion and dissemination of results. Each producer must be an independent and separate operator. Non-profits 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.

Each agricultural producer named in the proposal must provide a signed and dated letter of collaboration. Each letter should indicate: 1) the activities the producer will be conducting



and resources committed for this project, 2) producer's interest in the project and how it will benefit them, and 3) any additional information the producer finds relevant to strengthen the application.

**Other team members:** It is encouraged that the proposal includes at least one Extension/Outreach Representative from the Host Institution(s) who will be responsible for facilitating educational and outreach activities. The team may also include additional researchers, educators, students, producers, and others with appropriate expertise for the project scope.

Detail the specific role of the Principal Investigator, the Sabbatical Researcher (Co-PI), producer(s), and if applicable, Extension/outreach representative, additional Co-PI(s), and other project team members. Clearly indicate the level of involvement of each producer at all stages – from inception to completion of the project. For each objective and activity, indicate who will be responsible, and which partners will be involved.

#### **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, and data collection and analysis methods. Include sufficient detail so that reviewers can determine whether 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 education 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 is your target audience (e.g., producers, agribusiness stakeholders, other agricultural professionals, students, etc.). Indicate whether the target audience 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 material and outcomes that will be developed during the course of the Sabbatical project (e.g., factsheets, PowerPoint presentations, handouts, brochures, 4-H publications, videos, posters, etc.).

Indicate dates, locations and outreach activities, using networking techniques such as field days, workshops, demonstrations, or other events. 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 all educational outcomes, 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 both, research and educational objectives. Identify the major milestones or activities that will be completed, and when each of those milestones/activities will occur. Include project evaluation activities.

**Building Human Capacity at Host Institution** (5% of review criteria)

Describe your plans for human capacity development at the Host Institution. Explain how the expected knowledge gain and educational outcomes will improve the research and education capacity of the Host Institution and partners, and the production capacity of local growers after the completion of the Sabbatical project. Describe the expected connections and collaborations between the Host and Home Institutions as a result from this project. How will the Host, local partners and the Sabbatical Researcher interact after the completion of this project?

**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, budget section. Applicants **MUST** use this document for budget submission; no other document will be accepted. **NOTE:** you need to enter the TOTAL funds requested; this amount must match the total funds indicated on the *Western SARE Budget Worksheet* document.

If the Host Institution will be issuing lower tier subawards to other institutions or organizations as a part of your proposed project, you are required to provide a detailed budget and justification for each. Lower tier subaward budgets **must** be submitted on the *Western SARE Budget Worksheet for Subawards*. You may ask the lower tier subaward recipient(s) 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. Be sure to include brief details and budget amounts for each lower tier subaward by year, on your *Western SARE Budget Worksheet*. As the primary applicant, you must upload both your *Western SARE Budget Worksheet* and those of any lower tier subawards to be issued. ***Failure to provide the Western SARE Budget Worksheet for your primary award and, if applicable, all lower tier subawards will disqualify the proposal before review.***

***Sabbatical Grant funds may include expenses in the following budget categories***

- **Salaries and Benefits:** compensating researchers or employees (including students) of the Host Institution for performing work directly related to the project. Provide base salary, FTEs, fringe benefit rates, and salary/benefits amounts requested. These awards should



not include salary or benefits for the Sabbatical Researcher.

- Subawards: paying project collaborators who are at a partner institution in the Western U.S. region to cover costs associated with their portion of the proposed project. Facilities and Administrative (F&A) Costs should be included for each lower-tier subrecipient according to the guidelines noted under the section “Facilities and Administrative (F&A) Costs” (see next page). The Host Institution will be responsible for issuing and administering the lower tier subawards to these entities.
- Contracted Services: includes paying for professional services (e.g., 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, agricultural producer labor, etc. )
- Supplies: includes basic supplies and materials needed to carry out the project. Examples include: agricultural supplies (fencing, seeds, plants, fertilizer), field and lab supplies, minor equipment and tools (individual items that cost 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) 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 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. Travel to Host Institution or place where the Sabbatical will take place is allowed. Please note, travel per diems and mileage need to correlate with the Host Institution’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 for the Host and local partners is typically NOT allowed under the SARE program, except in cases where sufficient justification has been provided, and requires Western SARE approval. However, if the Sabbatical Researcher resides in a foreign country, travel to and from the place where the Sabbatical takes place will be allowed. All other foreign travel must be directly related to the project, must be essential for project completion, well justified (i.e., explain why this activity cannot be done in the USA, relevance to the sustainability of Western agriculture, provide foreign institution and colleagues qualifications, etc.) USDA-NIFA requires that foreign travels should be done on an U.S. flag air carrier.
- Rent: includes fees associated with renting equipment, land, facilities (e.g., meeting rooms, lab space) and user fees.
- Participant / Trainee Support: Participant Support costs are associated with conference, workshop, or symposium costs for attendees who are NOT employees of the Host Institution, the Home Institution, or of the lower tier subaward recipient institution(s). Trainee Support costs are associated with educational activities for trainees. Participants/trainees can receive a set amount for participation in the above stated

functions. Itemized (not a lump sum payment) participant/trainee travel expenses should be 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 may be leveraged 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.***
- **Indirect Costs (IDCs) Recovery:** IDC recovery may be requested for the Host Institution according to the following criteria:
  - Under the SARE program and for projects funded in Calendar Year 2022 and later, NIFA stipulates indirect cost recovery is limited to 10% of the Total Direct Costs requested.
  - Some institutions may NOT be eligible for IDC recovery or may be limited to the de minimis rate of 10% of the *Modified Total Direct Costs* (MTDC) requested.
  - Applicants should limit their request for recovery of indirect costs to the lesser of their institution's official negotiated indirect cost rate or the equivalent of 10% of total direct costs.

Applicants must indicate the IDC rate used on the *Western SARE Budget Worksheet*. Detailed information about IDC 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*. Please note, however, there are some restrictions for what Sabbatical grant funds may be used. See below.

### ***Sabbatical Grant funds may NOT be used for the following purposes***

Note the below list is not exhaustive – see also the *Western SARE Budget Worksheet* for additional details

- Capital Equipment purchases above \$5,000– see above for more information.
- Starting or expanding a farm/ranch or farm/ranch 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/activity; breakfasts and dinners typically do not qualify.
- Testing of commercial products.
- Student fees and/or tuition.
- Salary, benefits, and housing for the Sabbatical Researcher.

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 is responsible for all expenditures and achieving the stated research and education objectives of the proposal. This form must be signed by the PI and the PI's Authorized Organizational Representative. For an Institution of Higher Education, this person is usually the Director of the Sponsored Programs Office. For 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 this Call for Proposal.

***Current Vita:*** The PI, Co-PIs, and other team members must submit a ***current 2-page*** vitae which includes all relevant publications. A vitae is not required for producers and students.

***Letter of Invitation from Host Institution:*** The application **must** include a letter of commitment from the Host Institution. The Letter of Invitation is an expression of interest from the Host Institution to host the Sabbatical Researcher and must describe: 1) a Scope of Work describing the activities the Sabbatical Researcher will be conducting at the Host Institution and in the local area (*i.e.*, research, lecturing, outreach activities, etc.), and the expected deliverables, 2) the period of time for which the Sabbatical Researcher is invited, 3) interest in the Sabbatical project and how it will benefit the Host Institution, 4) the importance of the research and education activities to be conducted by the Sabbatical Researcher and how this project will advance local/regional research, education, and outreach, 5) the resources committed by the Host Institution for this project, 6) the collaboration plans beyond the completion of the Sabbatical project, and 7) any additional information the Host Institution finds relevant for the application. Additionally, the Letter of Invitation must include 8) the total funds requested and 9) the project timeline.

***Letter of Sabbatical Paid Leave Approval from Home Institution*** A letter from the Home Institution indicating Sabbatical Paid Leave approval and support on behalf of the Sabbatical Researcher **must** be included and should specify the terms of the Sabbatical Paid Leave.

***Letter of Commitment from Partner Institution(s)*** If your proposal includes issuing lower tier subaward(s) to partner institution(s), attach a letter of commitment from each institution. The letter of commitment must be signed by the subaward PI (usually listed as a Co-PI, other than the Sabbatical Researcher) 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 Producer(s) Cooperation:*** ***Each agricultural producer who is part of the project team must submit a signed and dated Letter of Cooperation.*** The letter must verify the producer's willingness to participate in the project and outline their commitment and role in it. Each letter should indicate: 1) the activities the producer will be conducting, and resources committed for this project, 2) producer's interest in the

project and how it will benefit them, and 3) any additional information the producer finds relevant to strengthen the application.

**Letter(s) of Stakeholder Support:** Attach letters of support from stakeholder individuals and/or organizations that support the proposed research and education activities.

**Current and Pending Support:** The PI, Co-PI(s), 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 Proposals.

**Conflict of Interest:** The PI and Co-PI(s) and other project team members **must** submit an updated Conflict of Interest 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 the Call for Full Proposal.

**Animal Welfare Assurance Statement:** This form **must** be completed by applicants to identify whether the proposed project involves any warmed-blooded, vertebrate animals. This form may be downloaded from the online application site and is also included in the following section of the Call for Full Proposal. Note: Projects involving any warmed-blooded, vertebrate animals may be subject to the requirements of an Institutional Animal Care and Use Committee (IACUC) and may require completion of an Inter-Institutional Agreement between MSU and the Host Institution.

**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 Western SARE 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 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) and we will assist you.

**Citations:** Citations should be attached in the Supporting Documents section of the online submission (and are not part of the 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.

***Western SARE will disqualify proposals before review if applicants do not follow the instructions of the Call for Proposals and/or submit incomplete Supporting Documents.***



## 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.

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*Signature: Principal Investigator*

*Date*

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

### Authorized Organizational Representative

USDA defines the Authorized Organizational Representative 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.

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*Signature: Authorized Organizational Representative*

*Date*

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



## Current and Pending Support

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

**Instructions:**

**Who completes this template:** Each project director/principal investigator (PD/PI) and other senior personnel.

**How this template is completed:**

- Record information for active and pending projects, including this proposal.
- All current efforts to which PD/PI(s) and other senior personnel have committed a portion 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 has been 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 /PENDING PROPOSAL NUMBER	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.**





## Conflict of Interest

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

### Instructions:

**Who completes this template?** Each project director/principal investigator (PD/PI) and senior personnel.

### How this template is completed?

- List alphabetically – with last name first -- the full names of the following individuals:
  - All co-authors on publications within the past three years, including pending publications and submissions
  - All collaborators on projects within the past three years, including current and planned collaborations
  - All thesis or postdoctoral *advisees/advisors*
  - All persons in your field with whom you have had a consulting/financial arrangement/other conflict-of-interest in the past three years
- Indicate the person's relationship to you (Co-Author, Collaborator, etc.) with an "x".

Additional pages may be used as necessary. Other individuals working in the applicants' specific area are not in conflict of interest with the applicant unless those individuals fall within one of the listed categories.

Name	Co-Author	Collaborator	Advisees/ Advisors	Other – Specify Nature

**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.

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

Date: \_\_\_\_\_

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

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

## The Review Process

Only eligible proposals ***received by the due date with all required supporting documents*** will be evaluated by a Technical Review Panel, a diverse group of people from the Western U.S. region with broad scientific and agricultural expertise. The Technical Review Panel will evaluate the proposals based on the review criteria stated below, and will meet 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%
Collaboration with Host Institution and Local Partners	5%
Project Team	5%
Research Plan	30%
Educational Plan	30%
Timeline	5%
Building Human Capacity at Host Institution	5%
Budget & Justification	5%
<b>Total</b>	<b>100%</b>

Priority will be given to projects that:

- Closely coordinate research and education/outreach activities.
- Indicate how findings will be made ***readily usable*** by producers and other intended audiences.
- Maximize the direct and meaningful involvement of producers.
- Use an interdisciplinary team approach.
- Include close cooperation among universities/colleges, government agencies, nonprofit organizations, and producers.
- Develop a plan for further collaboration between the Sabbatical Researcher, Host PI, and local partners.

## Reporting Requirements (for awarded proposals)

A final report will be required of your project, and should describe the research methods utilized by 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. Approved project reports will be posted on the national SARE website, and 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 report. ***The PI of the project will have up to 60 days from the Period of Performance end date to submit the Final Report.***

Please review the documents located in [Documents for Managing a Grant](#) section of the Western SARE website to understand what will be expected if your project is awarded: the [Research and Education Reporting Expectations](#) list shows the reporting requirements and what SARE may assess two to four years after the project's completion. Additionally, the [Western SARE Survey](#) is a tool for gathering data related to the project's educational and outreach activities. This survey is a way to collect required data to measure changes in the audience participants (farmer/ranchers, students, public, educators, etc.) knowledge, attitude, skills, and awareness. Results from this survey should be included in the final report of your project.

## 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 during its 2023 winter meeting. 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 by April 2023.

**Award:** If your proposal is selected for funding, the Office of Sponsored Programs at Montana State University (MSU) will initiate a Subaward Agreement with the Host Institution. 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. Digital photographs and videos are preferred.

**Proper Citation:** The Western SARE program must be credited as the funding source in any publications or outreach materials generated. Please refer to the Western SARE website for a complete [guidelines for acknowledging funds](#). These requirements will also be outlined in your Subaward Agreement from MSU.

**Site visits:** 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 get a fuller measure of WSARE impact in areas such as:

- Who is participating in WSARE-funded projects?
- What is being advanced by the projects (e.g., new knowledge, new research and/or educational approaches)?

- What are people learning from these projects?
- What changes are farmers and ranchers making?
- What economic, environmental, or social benefits are producers seeing as a result of the outcomes of this project?

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

## How to Apply

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

Look for programs under “Western” [region]

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

**Proposals are due by 12:00 PM (noon) MST – November 17, 2022.**

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 Documents for Applying](#) section of the Western SARE website. If you have further questions, please contact our office at 406-994-4789 or [wsare@montana.edu](mailto:wsare@montana.edu)

Information on past projects can be found [here](#). We encourage you to visit this the [Western SARE website](#) to learn more about sustainable agriculture and Western SARE. Tips for writing proposals are available under [Writing a Successful Grant](#).

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.

These [NRCS Economic Tools](#) are organized by land use and type of conservation planning analysis. Resources for economic analysis can be found [here](#).

The United States Department of Agriculture and Montana State University are equal opportunity providers and employers.