



# Professional + Producer Grant Program 2025 Call for Proposals

**Submission Deadline, October 22, 2024, 12:00pm (noon) Mountain Time**

Submit online at [www.projects.sare.org](http://www.projects.sare.org)

**Project team:** Technical advisor (PI), and at least three producers

**Project funding limit:** \$85,000

**Project time limit:** three (3) years

**Funding decisions announced:** March 2025

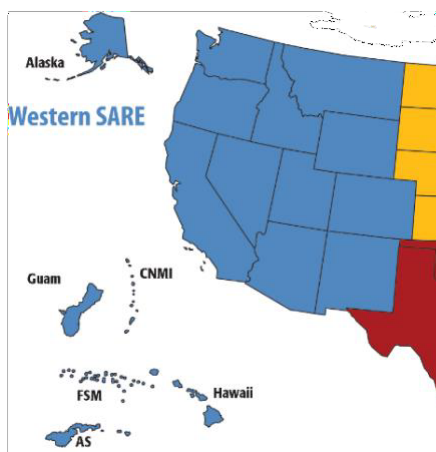
**Contact Program Manager:** [wsare-partnership@sare.org](mailto:wsare-partnership@sare.org)

## *Professional + Producer Grant Program*

Western SARE funds proposals of innovative research and educational outreach for advancing sustainable agricultural practices in the Western U.S. An Agricultural Professional and three (3) Producers work together to conduct both research and education activities. The goal of this grant program is to obtain results that are applicable to agricultural production, sustain and improve the environmental quality and natural resources upon which agriculture depends, improve the profitability of farmers/ranchers, and enhance the quality of life of agricultural communities.


### Table of Contents

- About Western SARE..... 2
- Program Overview ..... 3
- Proposal Instructions ..... 3
- Review Process ..... 12
- Selected Proposals..... 12
- How to Apply..... 14
- Resources..... 15



### Western Region

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

<p>Western SARE Montana State University 207 Linfield Hall Bozeman, MT 59717-2840 <a href="mailto:wsare@montana.edu">wsare@montana.edu</a></p>	<p>Western SARE, one of four regional SARE programs, is hosted by Montana State University and is funded by the USDA National Institute of Food and Agriculture. USDA is an equal opportunity provider and employer.</p> 
--	---

## ***About Western SARE***

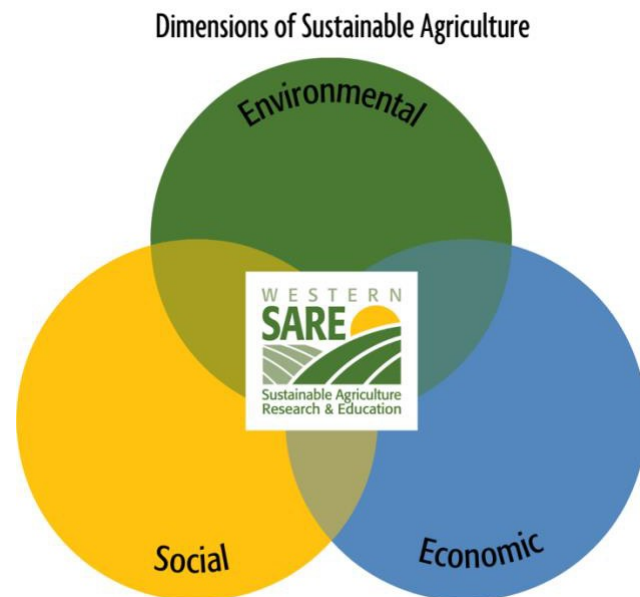
The Western SARE Administrative Council funds grant proposals that include creative and innovative on-farm/ranch research and educational outreach to advance Western SARE goals. All Western SARE projects ***must contain both research and education components.***

### **What is 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.

### **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, 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, the use of toxic materials in agricultural production, by optimizing on-farm resources, and integrating, where appropriate, biological cycles of control.
- Promote crop, livestock, and enterprise ***diversification***.
- Examine the regional, economic, social, and environmental implications of adopting sustainable agriculture practices.



## ***Program Overview***

**Project Team:** Western SARE requires that agricultural producers be involved from inception to finish in the planning, design, implementation, and educational outreach of any WSARE-funded project keeping in mind the inherently interdisciplinary nature of sustainable agriculture.

Professional + Producer projects require a team of at least four (4) people, including an Agricultural Professional (Principal Investigator), and at least three (3) independent Producers.

**Agricultural Professional:** any professional assisting agricultural producers, such as Cooperative Extension specialists, university faculty or researchers, USDA-NRCS field staff, agricultural consultants, or nonprofit organization's staff. The Agricultural Professional serves as the Principal Investigator and is responsible for carrying out the project's contractual provisions and expenditures, and for achieving the stated research and education objectives.

**Producer:** 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 or equivalent from farming or ranching activities.

**Project Time Limit:** Projects cannot exceed three years (or 36 months). Please choose a start date that corresponds with the first of the month. Start dates must be no earlier than April 1, 2025, and no later than October 1, 2025.

**Project Funding Limit:** Western SARE Professional + Producer Program provides a maximum of \$85,000 (including Indirect Costs) for up to three years. Funds are awarded to the PI's organization.

## ***Proposal Instructions***

Proposals are submitted online at <https://projects.sare.org>. To strengthen your submission, check the information located in the [Proposal Preparation Documents](#) section of the Western SARE [website](#). To ensure your submission is complete, please review the submission checklist at the end of this Call of Proposal, on page 14.

***Western SARE will disqualify proposals before review if 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 online before the due date.***

## **Project Basic Information**

This section prompts general information about the project including:

- The *main* subject matter of the project
- The practices and commodities of the proposed project
- Project objectives
- The state(s) where the work will be conducted
- Proposed starting and ending dates
- Brief description of the agricultural business and/or operation of the project's producers
- Whether this project involves more than one institution that will receive financial support
- Whether this is a resubmission of a previous proposal submitted to Western SARE, and an explanation of how the reviewers' comments were addressed.

## **Summary** (Limit 250 words)

A clear and concise summary is important for the review process. The summary must include a brief description of the project. In the summary, include the following:

- Identify a problem and research question(s)
- Describe the research activities and explain how your project will creatively address the identified problem
- Describe the outreach activities and explain how results will be disseminated among agricultural stakeholders
- Enumerate the expected project outcomes.

## **Project Narrative**

The project narrative includes the following sections: 1) Relevance to Sustainable Agriculture, 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 to Sustainable Agriculture, Project Value, and Benefits (15% of review criteria; word limit: 1000)**

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-funded projects ([www.sare.org/Project-Reports](http://www.sare.org/Project-Reports)) and other studies or reports.

Describe the potential benefits for producers and sustainable-agriculture. For example, provide an economic analysis and explain how your project would affect the overall farm/ranch productivity, operational profits, soil or water quality or usage, and rural communities. Where possible, use specific estimates of impacts –such as dollars saved per acre, tons of soil protected from erosion, pounds of reduced chemical inputs, markets expanded, jobs created, etc.

The proposal must address the three pillars of sustainable agriculture (social, environmental, and economic) defined on page 2 of this Call for Proposals.

**Stakeholder Needs and Support (5% of review criteria; word limit: 500)**

Western SARE is committed to addressing the needs of agricultural stakeholders. Proposals must include evidence that stakeholders identified the needs being addressed, as well as their support for the project beyond the project 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 growers' organizations or commodity committees. 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 local co-ops.
- Needs assessments that relate to the project topic(s) if they are available.

**Project Team Members and Roles (5% of the review criteria; word limit: 600)**

The project team must be a minimum of four (4) people and must include: an Agricultural Professional (Principal Investigator), and at least three (3) Producers (see definitions of team members on page 3). For each project team member indicate the activities in which they will be involved, and the time and resources committed to the project. The team may also include the following additional collaborators,

- Extension/Outreach Representative: The outreach representative may be an Extension agent, specialist, educator, or equivalent. This person could be involved in implementing the education plan and outreach activities.
- Researchers, educators, and other collaborators with appropriate expertise for the project's scope.
- Additional Producers: Each producer must be an independent and separate operator. Nonprofit farm operations may participate in the project but do not count as the **required** Producers.

**Research Plan (30% of review criteria; word limit: 2000)**

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

For each objective, describe what will be done including **methods** and **materials**. What treatments or technique(s) will be tested? What materials will be used? Describe the project site for each research objective, 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 and define all acronyms.

***Educational Plan* (30% of review criteria; word limit: 2000)**

Clearly state and define the **educational objectives**. Each objective should be a clear statement describing an intended achievement. Objectives must be specific, measurable, and achievable. 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 each outreach activity (e.g., field days, demonstrations, workshops, presentations, websites, etc.). Describe the target audience (e.g., producers, other agricultural professionals, students, etc.) and how you plan to reach them. Explain how you will communicate your project's findings to producers and the general public. If the people you intend to reach are from underrepresented communities, please describe how you intend to reach and engage them. (Underserved/underrepresented communities are those that have difficulties accessing opportunities due to language, culture, location, or resource barriers.)

Provide a list of educational resources you plan to produce (e.g., factsheets, PowerPoint presentations, videoclips, podcasts, handouts, brochures, 4-H publications, posters, etc.). If applicable, describe plans for any scholarly outputs (e.g., academic journals and conferences). Digital outcomes (e.g., podcasts, videos, blogs, web-based materials, and social media) are encouraged but should not be the sole outreach approach. Multiple communication styles and materials are strongly encouraged. For more details see [Conducting Successful Outreach](#).

***Timeline* (5% of review criteria; word limit: 500)**

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

***Evaluation and Producer Adoption* (5% of review criteria; word limit: 500)**

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 activity survey). If using a survey or evaluation tool in addition to the Western SARE Survey, applicants should describe their survey selection/development process and methods for analysis.

Western SARE requires evaluation results as part of the required annual progress and final reports. The [Western SARE Survey and Evaluation Tool](#) is expected to be filled out by participants at each outreach activity in addition to any other evaluation form. If the Western SARE Survey is used for program evaluation and reporting only it does not qualify as research with human subjects and does not require the approval of an Institutional Review Board. Check the [Human Subject Research](#) site to learn whether your activities meet the definition of human subject research.



If research with human subjects will be conducted, applicants must seek approval from an Institutional Review Board (IRB) or provide a document indicating that the IRB process has been initiated. For more details about the IRB approval requirement, see the Supporting Documents section below.

### **Budget and Budget Justification (5% of review criteria)**

Provide a detailed budget and budget justification that are appropriate to the proposed project. Complete the Budget Justification in the space provided on the online submission platform. Applicants MUST use the current [Western SARE Budget Worksheet](#) for budget submission; no other budget document will be accepted. The applicant needs to enter the total funds requested in the online submission platform, this amount must match the total funds indicated on the *Western SARE Budget Worksheet* document.

If the PI's institution will be issuing lower-tier subawards to other institutions or organizations, the PI must provide a detailed budget and justification for each proposed lower-tier subaward. Lower-tier subaward budgets MUST be submitted online on the current [Western SARE Budget Worksheet for Lower-Tier Subawards](#) proposed lower-tier subrecipient(s) may fill out the *Western SARE Budget Worksheet for Lower-tier Subawards* or the PI may fill it out on their behalf using the details they have provided. Include a budget justification for each lower-tier subaward separately in the section designated for lower-tier subaward budget justification(s). The application needs to include the applicant institution's *Western SARE Budget Worksheet* and justification, and those of any proposed lower-tier subawards.

Additionally, matching funds are not required for Western SARE grant programs. Please do NOT include matching funds in your budget or justification. However, if there are additional project-related expenses that are not covered in your proposal budget, you may want to specify how these costs will be covered on the online submission site.

A stipend that is realistic and commensurable with the producer's involvement in the project is highly encouraged.

***Professional + Producer funds can be budgeted in the following categories*** (please also see the *Budget Categories and Guidance* tab found on the *Western SARE Budget Worksheet*):

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.

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 (e.g., videographer), consultants, honoraria, speaker fees, producer labor, etc.

Supplies: includes paying for 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 that cost less than \$5,000 (see the note below regarding Capital Equipment), 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 is only allowed if it is necessary to maintain the continuity of the project activity and is considered a supply cost.

Note on Capital Equipment: purchases of capital equipment are generally not allowed under the SARE program and should be *essential* for the completion of the proposed activities. Capital Equipment is defined as a single, autonomous piece of equipment that costs \$5,000 or more and has a useful life of more than one year. Equipment expenses beyond \$5,000 may be leveraged by non-Western SARE 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 minor equipment under \$5,000 are allowed. Please include minor equipment and/or leveraged capital equipment purchases in the Supplies budget category.

Communication: includes paying for postage and mailing expenses (including shipping samples for analysis), and printed materials (flyers, brochures, posters). This category also includes expenses for publishing articles in scientific journals or other types of publications, or for commercial photocopying (Note: in-house photocopying falls under supplies).

Travel: must be directly related to the project and includes mileage reimbursement, airfare, lodging, meal *per diem*, car rental, taxi, bus, shuttle expenses and parking, conference fees and registrations, etc. Please note that travel *per diems* and mileage must comply with your organization's approved rates. If no rate is available, use the Federal Government rate listed on the [U.S General Services Administration \(GSA\) website](#). Additionally, lodging costs/reimbursements must be limited to the Federally approved rate listed on the GSA website for the travel destination. Note: international travel is typically NOT allowed under the SARE program except in cases where sufficient justification has been provided and requires pre-approval by the Western SARE Regional Coordinator. Pre-approval is not given at the submission stage. If international travel is included, it will be considered as part of the entire proposal. If the proposal is selected for funding, the PI will be informed at that time as to whether the international travel is approved. All international travel must be directly related to the project, be essential for project completion, and be well justified (e.g., explain why this activity cannot be done in the U.S., relevance to sustainable agriculture in the Western U.S., foreign institution's/ colleague's qualifications, etc.). International travel includes any travel outside North America and/or U.S. Possessions. The Federated States of Micronesia, Marshall Islands, and Palau are foreign countries. USDA-NIFA requires that international travel be done on a U.S. flag air carrier.



Rent: includes paying for fees associated with renting equipment, land, facilities (e.g., meeting rooms, lab space), and user fees. Renting equipment is capped at \$5,000 for the total period of the project.

Participant / Trainee Support: for participant support costs associated with conferences, workshops, or symposia for attendees who are NOT employees of the PI's institution, or of the lower tier subaward recipient institution(s). Participant/Trainee Support costs are associated with educational activities. Participants/Trainees can receive a set amount for participation in the above stated functions. Itemized participant/trainee travel expenses must be included in the Travel budget category.

Lower-tier Subawards: The applicant's institution may issue lower-tier subaward(s) to pay project collaborators at a different institution and/or to support costs associated with the lower-tier subrecipient's portion of the proposed project. For each proposed lower-tier subaward, a separate *Western SARE Budget Worksheet for Lower-tier Subawards* and budget justification must be submitted in addition to the applicant's *Western SARE Budget Worksheet*.

Indirect Costs (IDCs) Recovery: IDC recovery may be requested by both the primary applicant and any proposed lower-tier subrecipient(s) 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 capped at 10% of the Total Direct Costs (TDC) requested.
- The 10% TDC cap should be consistently applied to both the primary applicant and any proposed lower-tier subrecipients.
- Important note: if the applicant's institution has a Federally Negotiated Indirect Cost Rate Agreement (NICRA), the IDC base should be Total Direct Costs, including the TOTAL COSTS of any/all proposed lower-tier subrecipient(s). Excluding all or a portion of any proposed lower-tier subaward(s) in the IDC base will result in a re-budget request should the proposal be funded.
- 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](#).

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

- Tuitions and fees
- Capital Equipment purchases – 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.
- Incentives: providing cash or cash value items to individuals to incentivize behavior
- The purchase and distribution of gifts, gift cards, etc. for any purpose.
- Promotional items to give away, e.g., swag, mugs, clothes, bags, pens, pencils, etc.

Multiple submissions are accepted but only one application (from any one individual PI) can be awarded funding in any of the Western SARE competitive programs in one grant funding cycle. An exception to this rule is proposals submitted to the Graduate Student program, where more than one project can be awarded to a PI who acts as the main advisor of the graduate student(s). Additionally, obtaining Graduate Student awards does not exclude the PI from being awarded in other Western SARE Research and Education or Professional Development grant programs for the same funding cycle. Multiple simultaneous projects corresponding to different grant cycles may be funded, conditional upon fulfillment of all reporting expectations, including yearly objectives and milestones being met (as listed in the approved proposal or a Project Modification).

### **Supporting Documents**

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

**Signature Page:** This form affirms that the PI (Agricultural Professional) is responsible for all expenditures. 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. For non-profits or other organizations, this is typically the Executive Director, CEO, or CFO. This form can be downloaded from the online application site.

**Current Vita:** The PI and all other project team members who are NOT producers or students must submit a current Vita (maximum 2 pages for each member).

**Letters of Cooperation from Producers:** Each producer who is part of the project team must send a ***current*** dated and signed letter of cooperation. This letter should verify the producer's willingness to participate, indicate the time and resources committed to this project, and describe their role in the project.

**Letters of Commitment from Partner Institutions:** If the proposal includes issuing lower-tier subawards to partner institutions, attach a letter of commitment from each institution. The letter of commitment must be dated and signed by the lower-tier subrecipient's PI (usually listed as a Co-PI of the project) and include the following information: period of performance, total funds requested, and a Scope of Work outlining activities to be performed, the deliverables, and the project timeline.

**Letters of Support from Stakeholders:** Attach letters of support from stakeholder individuals who are not part of your project team and/or organizations, but support the proposed project.

**Current and Pending Support Form:** The PI and other project team members who are NOT producers or students must submit a Current and Pending Support form. This form can be downloaded from the online application site.

**Institutional Review Board Approval Document for Working with Human Subjects:** For guidance on what meets the requirements for Human Subject Research please see [here](#).

If your project meets the definition of Human Subjects Research, you will need to provide documentation from your Institutional Review Board (IRB) demonstrating you have received approval or exemption for your project, or at a minimum, you have submitted your protocol for review by your IRB. 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 your project meets the definition of Human Subjects Research, but you do not have access to an IRB,** please complete the [Human Subject Research Determination Worksheet](#) to evaluate whether review and approval or exemption from an Institutional Review Board is needed to complete your project. At the time of submission, completing and attaching the worksheet will suffice. If your proposal is selected for funding, Western SARE and Montana State University will assist the PI in completing the requirements for research with human subjects.

**Institutional Animal Care and Use Committee Document for Working with Animals:** For guidance on what meets the requirements for the care and use of agricultural animals in research and teaching please see [here](#).

If your project involves vertebrate animals, you must provide documentation from your Institutional Animal Care and Use Committee (IACUC) demonstrating you have received approval or exemption for your project or at a minimum you have submitted your protocol for review by your IACUC. An IACUC is not required to be in place before the proposal submission, but if selected for funding, documentation of IACUC approval must be complete before the Subaward Agreement will be executed.

**If your project involves vertebrate animals and you do not have access to an IACUC,** please complete the [Animal Care Plan Questionnaire](#), which will be used to evaluate whether review and approval or exemption from an Institutional Animal Care and Use Committee is needed to complete your project. At the time of submission, completing and attaching the questionnaire will suffice. If your proposal is selected for funding, Western SARE and Montana State University will assist the PI in completing the requirements for research with vertebrae animals.

**Citations:** A list of the sources cited in the proposal must be attached in the Supporting Documents section of the online submission and is not part of the word number limitation.

**Other Documents:** (Optional): Attach any other documents that might strengthen the proposal. These other documents may not be used to lengthen the proposal under the Project Narrative.

## ***Review Process***

Eligible proposals received by the due date with all the required sections and 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. Their recommendations are forwarded to the Western SARE Administrative Council for additional review and final selection. Reviewers’ and Western SARE Administrative Council recommendations are then shared with the applicants.

<b>Proposal evaluation criteria</b>	
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>

## ***Selected Proposals***

*If the PI of a new Western SARE grant proposal has an active Western SARE award, funding decisions will be contingent upon fulfillment of the reporting requirements of the active award as specified in the Subaward Agreement. Applicants whose proposals are selected for funding by the Western SARE Administrative Council may expect the following:*

**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](#).

**Notification:** The Western SARE Administrative Council will select proposals for funding in early March 2025. 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 March 2025.

**Award:** A Subaward Agreement between the applicant's institution and Montana State University will be initiated. The Subaward Agreement will identify all Terms and Conditions for the award, including reporting requirements. Learn more about the Subaward Process [here](#).  
*Note: All proposals from Micronesia (Yap, Chuuk, Pohnpei, Kosrae, Marshall Islands and Palau) are required to have the College of Micronesia (at Pohnpei) act as their fiscal agent in the disbursement of funds.*

**Funds:** The Subaward Agreement is cost-reimbursable. Subrecipients will be responsible for invoicing Western SARE/MSU for all expenses to be reimbursed. Invoices are to be submitted according to the guidelines in the Subaward Agreement. 10% of the awarded budget will be withheld pending receipt and approval of the final report.

**Photographs and Videos:** Grant recipients are invited to document their project with photographs and/or videos, which can be useful to highlight and promote their project's outcomes. High-definition digital photographs and videos are preferred. It is expected that the outreach or educational material produced by Western SARE-supported projects will be ADA-compliant. Including closed captions to visual and audio deliverables is strongly encouraged. For details on producing ADA-compliant media see [here](#).

**Proper Citation:** The Western SARE program must be credited as the funding source in any publications or outreach materials generated by the project. Refer to the Western SARE [website](#) for complete guidelines for acknowledging funds. Information about citing Western SARE is also included in the Subaward Agreement.

**Site visits:** Western SARE recognizes there are limits to what can be reported during the life of a project. As a result, along with project reporting, Western SARE staff may visit ongoing or finalized projects to assess the impact on Western SARE grants.

**Project Modification and Changes:** Request for changes to the project as originally proposed, such as a change in PI, subrecipient institution, objectives, timeline, budget, etc. should be submitted to the grant program manager via email using the [Project Modification Form](#) for consideration and approval by the Western SARE Regional Coordinator. Upon approval of the requested changes, Western SARE staff will notify the PI. Learn more about managing a Western SARE grant [here](#).

## Reporting Requirements for Awarded Proposals

An annual report will be required each year of the project. Progress and final reports should describe the progress made on the project, report results, describe the educational outreach activities and material produced by the project, and document impacts for the period of the report. All 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 who participated in the project activities. If the project is one year in length, only a final report will be required. Approved project reports will be posted on the national SARE website, and be shared with producers, interested policymakers, and other agricultural stakeholders. All educational materials and products must have an electronic version and be included in the reports. Please review the documents located in the [Western SARE Reporting Expectations](#) section to understand what will be expected if your project is awarded.

*Annual Reports are due on April 1<sup>st</sup> of each year of the project. The PI will have up to 60 days from the Period of Performance’s end date to submit the Final Report.*

Grantees must maintain up-to-date contact information (e.g., address, phone number, email, etc.) for all project team members in the online submission portal.

## How to Apply

<https://projects.sare.org>

Look for programs under “Western” [region]

**Proposals are due by October 22, 2024 12:00 pm (noon) MT Time**

Professional + Producer Grant Program Schedule
October 22, 2024 – Proposals are due by 12:00 PM (noon) Mountain Time.
January 2025 – A Technical Review Panel reviews and recommends proposals for funding.
March 2025 – Western SARE Administrative Council selects proposals for funding.
March 2025 – Applicants are informed about their proposal status.
April 1, 2025 – First allowed project start date.

## Online Submission Checklist

Project Basic Information

- Project Subject Matter
- Project Start Date
- Project End Date



- Primary State
- Project Commodities
- Project Practices
- Project Objectives
- How did you learn about this CFP?
- Usefulness of Western SARE Resources

#### Summary

- Summary

#### Narrative

- Relevance to Sustainable Agriculture, Project Value and Benefits
- Stakeholders Needs and Support
- Project Team Members and Roles
- Research Plan
- Education Plan
- Timeline
- Evaluation and Producer Adoption

#### Budget and Budget Justification

- Total Budget Amount
- Budget Worksheet for Awarded Institution
- Budget Justification for Awarded Institution
- Budget Worksheet for each proposed Lower-tier Subaward
- Budget Justification for each proposed Lower-tier Subaward
- Authorized Organizational Representative Information

#### Supporting Documents

- Signature Page
- Curriculum Vitae for all team members except producers
- Current and Pending for all team members except producers
- Letter of Commitment from Partner Institution(s) (if applicable)
- Letters of Cooperation from Producer(s)
- Letters of Support from Stakeholders
- IRB Document (if applicable)
- IACUC Document (if applicable)
- Citations

## ***Resources***

Check the resources in the [Western SARE Proposal Preparation Documents](#) section.

If you have further questions, please contact the Professional + Producer Program Manager, Irene Grimberg at [wsare-partnership@sare.org](mailto:wsare-partnership@sare.org) or 406-994-4789.

***Information on past projects*** including summaries and reports can be found [here](#). We encourage you to visit our [website](#); 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. AFSIC resources are available at <http://www.nal.usda.gov/afsic/> or contact AFSIC at 301-504-6559 or by e-mail, [afsic@nal.usda.gov](mailto:afsic@nal.usda.gov).

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

Western SARE is committed to diversity. We encourage proposals that involve producers and other stakeholders of socially disadvantaged, beginning, limited resources, and veteran communities. For more details, please visit this [USDA website](#).

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

**he mission of Western SARE is to advance innovations that improve profitability, stewardship of natural resources, and quality of life by investing in groundbreaking research and education.**