Professional Development Program
2024 Call for Proposals

Submission Deadline:
November 1, 2023, 12:00pm (noon) MDT
Submit online at www.projects.sare.org
Funding Limit: $100,000
Project Time Limit: Three years (36 months)
Funding decisions announced: April 2024
**Program Manager:** Jenna Meeks, jmeeks@sare.org

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Professional Development Program

Professional Development projects must improve the ability of agricultural professionals to conduct educational programs and activities in sustainable agriculture principles and systems and to respond to inquiries on the subject from farmers, ranchers, and the public. In a "train the trainer" fashion, this program focuses on increasing knowledge and capacity for agricultural stakeholders to provide further training and information to other agricultural professionals and producers.

Professional Development Program
Western SARE
University of Wyoming
2753 State Hwy 157
Lingle, WY 82223
Westernsare.org
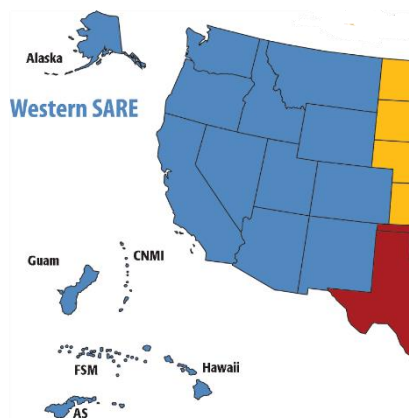
The Western region includes:
Alaska, American Samoa, Arizona, California, Colorado, Guam, Hawaii, Idaho, Micronesia, Montana, Nevada, New Mexico, Northern Mariana Islands, Oregon, Utah, Washington, Wyoming

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.

National Institute of Food and Agriculture
U.S. DEPARTMENT OF AGRICULTURE

About Western SARE

The Western SARE Administrative Council funds grant proposals that include creative and innovative sustainable agriculture practices to advance Western SARE goals. Congress mandates that the SARE grant program depart from "business as usual." To that end, the Administrative Council requires that agricultural producers be involved from start to finish in the planning, design, implementation and educational outreach of any SARE-funded project.

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, 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.

Dimensions of Sustainable Agriculture
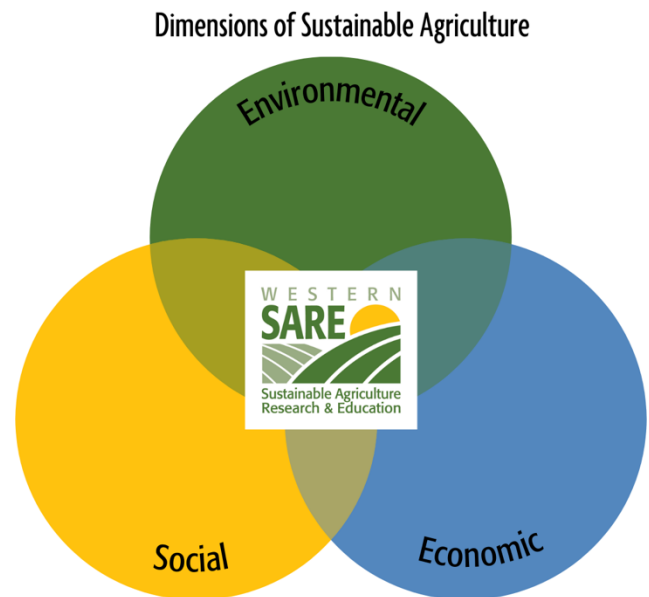
Program Overview

Professional Development Program grants are designed to educate and train agricultural professionals about sustainable agriculture so they, in turn, can educate and train other agricultural professionals. Funded PDP grants must achieve this long-term outcome:

> *Cooperative Extension, Natural Resource Conservation Service and other agricultural professionals are knowledgeable in sustainable agriculture principles and systems. They have ready access to resources that can help producers make informed decisions about adopting sustainable approaches with greater certainty and less risk.*

Projects must improve the ability of agricultural professionals to conduct educational programs and activities in sustainable agriculture principles and systems and to respond to inquiries on the subject from farmers, ranchers, and the public.

Successful proposals for the PDP grant program should:
- Increase ag professionals' sustainable agriculture knowledge, skills, and action using a multi-disciplinary approach.
- Have outreach plans that include environmental, social, and economic components of sustainability and clearly demonstrate how the project will effectively deliver this knowledge.
- Be written clearly with objectives that are easily identifiable.
- Demonstrate economic viability of the project.
- Include a robust plan for project evaluation.

Project approaches can include but are not limited to the formats provided below. Please refer to the Western SARE Teaching and Learning Best Practices Toolkit for comprehensive information regarding the successful implementation of educational programming.
- Workshops
- Conferences
- Development of materials or curricula
- Demonstrations
- Tours
- Digital Media

Project Personnel Roles
- Principal Investigator (PI): person who has the authority to write and submit a proposal and carry out its contractual provisions. Project work must be conducted in the Western SARE region as identified on page one.
- Co-Principal Investigator (Co-PI): responsible for duties as outlined by the project proposal and for assisting the PI in project execution. The Co-PI typically brings a background or skillset different from the PI that complements the project.

- Cooperator(s): may represent an educator, researcher, business, corporation, producer, or others that supports and participates in efforts outlined in the project and can provide meaningful insight to the project; roles should be clearly defined in the proposal.

Project Time Limit

Projects may be 1-3 years in length. Project start and end dates are chosen by the PI with the earliest start date being April 1, 2024 and cannot exceed 36 months.

Project Funding Limit

The funding limit for the Professional Development Program grant is $100,000. These grants are cost reimbursable only.

Proposal Instructions

All proposals must be submitted online at https://projects.sare.org. Review the submission checklist 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.

The proposal must include the following components:

Project Basic Information

This section prompts general information about the project including:
- Proposed starting and ending dates
- The state(s) where the work will be conducted
- The *main* subject matter of the project
- How you learned about this call for proposal
- Indication if proposal is a resubmission

Project Cooperators (Limit 200 words)

List each team member and describe their role within the project. Each team must have producers and ag professionals meaningfully involved to receive funding.

Summary (Limit 300 words)

A clear and concise summary is important for the review process. The summary should include a brief description of the problem or need and the creative approach to solving it. ***This summary will be available to the public should the proposal receive funding.***

Project Narrative

The project narrative includes the following sections: 1) Introduction, 2) Relevance to Western SARE Goals and Sustainable Agriculture, 3) Objectives, 4) Methods, 5) Timeline, 6) Educational Products, 7) Outcomes, and 8) Evaluation.

Introduction (Limit 500 words)

Describe the context and need that justify your project.

- An assessment with defined or documented need from the target audience is necessary to effectively justify the proposal.
- Describe the factors that influence the implementation and success of the project, including climate, politics, regulations, socioeconomic conditions, or market forces.
- At least one in-text citation should appear in your narrative to indicate where each reference was used. Any citations should include article title, author and date of publication. Please list previously funded SARE projects related to your proposal and explain how your project is unique from previous work.

Relevance to Western SARE Goals and Sustainable Agriculture (Limit 500 words)

Indicate how the proposal directly addresses each of the Western SARE goals of environmental, social, and economic agricultural sustainability found on page two.

Objectives (Limit 300 words)

The objectives should be specific, measurable, achievable, and realistic. Objectives should be written clearly. Please do NOT confuse objectives (e.g., to increase knowledge, skills or technical capacity of ag professionals) with activities (e.g., to develop and conduct a workshop). For more details see Successful Objectives.

Methods (Limit 300 words)

- List and explain the principles, assumptions, and beliefs you have about the project, they way you expect the project to operate, and what will be achieved.
- Describe the resources, contributions, and investments (inputs) that will be used in the project; include how these resources relate to the environmental, social, and economic components of agricultural sustainability. Resources can be financial (requested funds), human (volunteers, partnerships, contributions of farmers, ranchers, and other practitioners), and physical (technology, equipment, etc.)
- Describe your methodology and activities, including how you will reach the agriculture professionals who are your intended audience. Include an estimate of the number of agriculture professionals that will be reached with outlined outreach activities.

Timeline (Limit 300 words)

Develop a project timeline that includes major milestones of the project with estimated dates. For each milestone, indicate participants and expected outcomes.

**Educational Products** (Limit 300 words)
Indicate what the project will produce; products may include educational materials, workshops, conferences, demonstrations, tours, curricula, and partnerships.

**Outcomes** (Limit 300 words)
These are the results and benefits for individuals, groups, communities, and systems. Outcomes should include increased awareness, knowledge, and capacity of participants to provide educational programs and evidence of changed intention or behavior of project participants. Indicate how you will measure successful implementation of a train-the-trainer approach to proposed outreach activities.

**Evaluation** (Limit 300 words)
Each proposal must address the project impact. Evaluation can include knowledge gained by agricultural professionals who attended your project's outreach event(s) and what they intend to do with that new knowledge. Successful proposals will demonstrate how stated outcomes will be measured. Proposals should include outcomes to be measured, responsible party for conducting the evaluation, how the evaluation will be done, evaluation cost, and evaluation time intervals.

The approved 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. Western SARE requires evaluation results as part of the required annual progress and final reports. If the Western SARE Survey is used for program evaluation and reporting only, does not qualify as Human Subject Research. Check the Human Subject Research site to learn whether your activities meet the definition of human subject research. If so, 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.

Supporting Documents
All supporting documents _**must**_ be attached in 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:** Signatures from the Principal Investigator and the Authorized Organizational Representative (such as the Director of the Office of Sponsored Programs) are required.

**Vitae:** A brief vita is required for the principal investigator and co-principal investigators. The limit is three pages for each and attach each vita as separate PDF documents.

**Citations:** A literature cited document may be included if necessary.

**Letters of Support:** Please include letters of support from project cooperators. In addition, general support letters may be included (further defined in Key Points for Project Development, page 10).

Institutional Review Board Approval Document for Working with Human Subjects: For guidance on what meets the requirements for Human Subjects 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 from 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.

Institutional Animal Care and Use Committee Document for Working with Animals: For guidance on what meets the requirements for the car and use of agricultural animals in research and teaching please see here.

If you 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.

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.

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.

Budget and Budget Justification

Provide a detailed budget and budget justification that are appropriate to the proposed project. The budget must be submitted on the *Western SARE Budget worksheet* provided on the proposal site. **Please note that because Western SARE budget requirements have changed, applicants must use the current, *2024 Western SARE Budget Worksheet*.** Previous versions of the budget worksheet will NOT be accepted. Enter the total funds requested; this amount must match the total funds resulting from the calculation in the *Western SARE Budget Worksheet* document.

If your institution will be issuing lower-tier subawards to other institutions/organizations as a part of your proposed project, you are required to provide a detailed budget and justification for each institution. Each lower-tier subaward budget must be submitted on the current, *2024 Western SARE Budget Worksheet for Lower-tier Subawards*. Be sure to include brief details and budget amounts for each proposed 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 budget justification and those of any lower-tier subawards to be issued. Failure to include the *Western SARE Budget Worksheet* and, if applicable, for all lower-tier subawards, will disqualify the proposal before review.

Budget Justification Requirements and Tips: A budget justification for the primary applicant as well as for any proposed lower-tier subawards, if applicable, must be included in the proposal submission. Each justification must include budget figures that correspond with those presented in the budget worksheet. Details and justification for proposed costs in each budget category where funds are requested must be provided. Justifications that follow the same organization as the budget worksheet are immensely helpful to reviewers and Western SARE staff. At the top of each budget justification, please include the PI's name and institution/organization as well as the project title.

Professional Development Program Grant funds must be budgeted in the following categories:
- Salaries and Benefits: compensating yourself and/or employees (including students) of your institution for performing work directly related to the project. Provide base salary, FTEs, fringe benefit rates, and salary/benefits amounts requested.
- Subawards: paying project collaborators who are not at your institution and/or to cover costs associated with the sub recipient's portion of the proposed project.
- 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 (such as a videographer to produce educational electronic media), consultants, honoraria, speaker fees, 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 is only allowed if it is necessary to maintain the continuity of a project activity/meeting. It is considered a supply cost.
  Note: Capital Equipment purchases 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 is allowed. Please include minor equipment and/or leveraged capital equipment purchases in the Supplies budget category.

- 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: 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: foreign travel is typically NOT allowed under the SARE program except in cases where sufficient justification has been provided and requires preapproval by the Western SARE Regional Coordinator. All foreign travel must be directly related to the project, be essential for project completion, and 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.). The Freely Associated States -Federated States of Micronesia, Marshall Islands, and Palau- are foreign countries. USDA-NIFA requires that foreign travel be done in a 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: A participant is defined as a non-employee (of the applicant's institution) who is the recipient, not the provider, of a service or training opportunity as part of a workshop, conference, seminar, symposium or other short-term instructional or information sharing activity to be funded by this award. Participant support may be paid to non-employees to help offset the cost of travel/lodging and meeting/training fees and/or as a stipend for participation in a training. Participant/trainee support should NOT be used: to reimburse or pay employees of the applicant's institution; to pay research subjects/participants (unallowable expense under the SARE program); for honoraria/speaker fees (contracted services expense); or, if travel expenses for a non-employee will be directly reimbursed by the institution (travel expense). The applicant's institution must maintain back-up documentation for all participant support costs in accordance with their institution's policy.
- 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:
  o 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.
  o The 10% TDC ap should be consistently applied to both the primary applicant and any proposed lower-tier subrecipients.
  o 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.

o 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.

o 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 Development Program 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.

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

Review Process

Proposals are evaluated by an outside review panel of educators, scientists, producers, and others with expertise and involvement in sustainable agriculture. The Western SARE Administrative Council, a board of representatives with strong knowledge and interest in sustainable agriculture, is responsible for the final selection regarding which proposals receive funding based on the review panel recommendations. The proposal evaluation criteria are provided below:

Review Criteria

Professional Development Focus	35%
Sustainable Agriculture Focus	25%
Project Methods	10%
Feasibility and Evaluation of Project Outcomes	10%

Stakeholder Involvement	10%
Budget	10%

Professional Development Focus: Professional development is the goal of PDP grants. The project should focus on training agricultural professionals such as extension personnel, NRCS, non-governmental organizations (NGO's), crop consultants, state or federal agency employees, or others, who will, in turn, share the information with farmers and ranchers (a train-the-trainer approach).

Sustainable Agriculture Focus: All Western SARE proposals should focus on issues that relate directly to the sustainable agriculture goals listed on page two of this CFP and include environmental, social, and economic components of sustainability.

Project Methods: The activities and methods described must be appropriate for meeting project objectives and outcomes, must be clearly written and in-line with project objectives. This includes having the proper expertise and organizations involved.

Feasibility and Evaluation of Project Outcomes: Proposals must address the desired outcomes for the following areas, describing how they will be assessed, measured, and documented.
- Improving the knowledge base of project participants (ag professionals) in a sustainable agriculture topic or area.
- Increasing the likelihood that project participants will use what they learn. For multi-year projects, demonstrate that project participants used new knowledge and skills in subsequent educational activities in sustainable agriculture.

Stakeholder Involvement: Proposals should illustrate the meaningful involvement of agricultural producers and personnel from land-grant universities, nonprofit organization, and other entities in the project's development, implementation, and outcomes.

Budget: An appropriate budget with good justification is required. Please ensure the narrative explains specific line items so they may be fully understood.

Key Points for Proposal Development

One project per year limit per PI: Multiple submissions are accepted. Only one application (from any one individual principal investigator) can be awarded for any Western SARE competitive program in a single grant budget cycle.

Institutional and collaborative participation: One goal of the program is to broaden the trainer/educator base of sustainable agriculture expertise. Multi-disciplinary, multi-organizational efforts that include other private or public entities are encouraged. Agricultural producers and community leaders are encouraged to be part of the trainer/educator team.

Three aspects of sustainable agriculture: SARE encourages projects that integrate environmental, social, and economic aspects of sustainable agriculture. Proposals should emphasize an integrated or holistic approach with methods and outputs that support a broad-based educational effort.

Training and educational methodology: Proposals must demonstrate enhanced knowledge and skills of participants, and trainer/educator teams are encouraged to develop new and innovative ways for learning to take place. Projects that create electronic or written educational products (e.g. manuals, web-based information or databases) should have an accompanying training component for use of that product, such as training sessions or tutorials. If the audience you intend to reach through this project are from underserved communities, please describe how you intend to reach and engage the audience. Underserved communities may include those that have difficulties accessing opportunities due to language, cultural, location, or resource barriers.

Impacts and outcomes assessment: It is important to provide evidence that educational objectives have been fulfilled, with desired outcomes clearly defined, evaluated, and documented. Grantees should build in a reasonable timeline and approach to properly complete the evaluation of project impacts. Use the Western SARE PDP logic model as a reference point as you develop your proposal. The logic model can be found under "[Documents for Managing a Grant](#)" on the Western SARE website.

Location: Proposed projects must conduct work within the Western SARE region of United States and awarded to an entity which has demonstrated fiscal responsibility and expertise in sustainable agriculture and is able and qualified to receive funds from the U.S. Government. Projects should address needs within the Western SARE region.

Letters of support: Letters of support are required from project cooperators. In addition, general support letters may be included. These are intended to strengthen the rationale and need of the project. For example, letters of support can come from producers, agricultural entities, non-profits working in the discipline, government organizations and others with a level of commitment and involvement in sustainable agriculture.

Selected Proposals

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

Grant Management Overview

Learn more about the Western SARE subaward process [here](#).

Public Domain: While proposals and reviews will remain confidential, Western SARE considers all funded projects, subsequent reports, and related information to be in the public domain. See

details of this stipulation in the Research Results section in the NIFA Federal Assistance Policy Guide.

Notification: The Western SARE Administrative Council will select proposals for funding during March 2024. (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 their proposal's status by April 2024.

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 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 invited to document their project with photographs and/or videos, which can be useful to them and helps Western SARE highlight and promote their work on websites and in publications. High-definition digital photographs and videos are preferred. It is expected that the outreach/educational material produced by Western SARE-supported projects be ADA compliant. Thus, including closed captions to visual and audio deliverables is required. For details on producing ADA-compliant media see here.

Proper Western SARE Citation: The Western SARE program must be credited as the funding source in any publication or outreach material generated by this project. Please refer to the Western SARE website for complete guidelines for acknowledging funds.

Site visits: Western SARE recognizes that 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 may visit ongoing or finalized projects to measure the impact of Western SARE grant programs.

Project Modifications and Changes: Changes to the project as originally proposed, such as a change in PI, Co-PI, institution, stated objectives, timeline, budget, etc. should be submitted to the Program Manager via email with a completed Project Modification Form for consideration and approval by Western SARE. Upon approval of the requested changes, Western SARE staff will notify the PI of approval and update the SARE project profile at projects.sare.org.

Reporting Requirements for Awarded Proposals

An annual report will be required for each year that your project is ongoing. Progress and final reports should describe the progress made on the project, detail the observed results, describe the educational outreach events, include materials produced by the project, and document impacts. All educational outreach activities should include an evaluation component that measures changes in knowledge or awareness, attitudes and opinions, and/or the adoption of new practices by producers or other agricultural professionals. If your project is a one-year project, only a final report should be submitted. Approved project reports will be publicly accessible and may be viewed and shared with producers, interested policymakers and leaders at community, state, regional and national levels. All educational materials and products must have an electronic version to be included in your reports. ***Annual Reports are due on January 31 of each year of the project. You will have up to 60 days from the Period of Performance end date to submit the Final Report.***

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.

Please review the documents located on the Western SARE website under Documents for Managing a Grant and Helpful Hints for Reporting document to understand what will be expected if your project is awarded.

How to Apply

We strongly encourage applicants read the entire Call for Proposals before beginning to write the proposal and refer to it regularly in proposal development.

> **Proposals are due by 12 pm (noon) MDT – November 1, 2023**
>
> **Go to https://projects.sare.org**

Grant Program Schedule
November 1, 2023 – Proposals are due by 12:00 PM (noon) Mountain Time
January 2024 – A Technical Review Panel reviews and recommends proposals for funding
March 2024 – Western SARE Administrative Council selects proposals for funding
April 2024 – Proposal status is announced to applicants and funded projects may begin

Submission Checklist

Project Basic Information   ☐   Project Start Date

- ☐ Project End Date
- ☐ Primary State
- ☐ Project Subject Matter
- ☐ CFP Notification Method
- ☐ Resubmission

Project Cooperators
- ☐ Project Cooperator(s)
- ☐ Project Cooperator(s) Roles

Summary
- ☐ Project Summary

Narrative
- ☐ Introduction
- ☐ Relevance to Western SARE Goals and Sustainable Agriculture
- ☐ Objectives
- ☐ Methods
- ☐ Timeline
- ☐ Educational Products
- ☐ Outcomes
- ☐ Evaluation

Supporting Documents
- ☐ Signature Page
- ☐ Vitae(s)
- ☐ Citations
- ☐ Letters of Support
- ☐ Work with Human Subjects
- ☐ Work with Animals

Budget and Budget Justification
- ☐ Total Project Budget
- ☐ Budget Worksheet for Awarded Institution
- ☐ Budget Justification for Awarded Institution
- ☐ Budget Worksheet for Lower-Tier Subaward(s)
- ☐ Budget Justification for Lower Tier Subaward(s)
- ☐ Authorized Organizational Representative

Resources

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

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

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

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

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

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

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