Western SARE Competitive Grants
Professional + Producer
2023 Call for Full Proposals
Submission Deadline: November 3, 2022 12:00 pm (noon) MT*

(*) Mountain Time

The Western Sustainable Agriculture Research and Education (SARE) program announces the Call for Proposals for Professional + Producer Research and Education Grants for 2023. With a Professional + Producer grant, an Agricultural Technical Advisor Professional and three (3) Producers work together to develop a proposal to conduct **both research and outreach** on a sustainable agriculture topic. Outreach activities may include on-farm/ranch demonstrations, farmer-to-farmer educational activities, field days, and other approaches to assist producers' adoption of sustainable agricultural practices. The goal of this program is to achieve results that can be communicated to producers and other agricultural professionals; sustain and improve the environmental quality and natural resource base on which agriculture depends; improve the profitability of farmers/ranchers and associated agricultural businesses; and enhance the quality of life for farmers/ranchers in local communities.

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

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Submit proposals online at:
https://projects.sare.org

Look for proposals under "Western" [region]

Professional + Producer Grant Program

November 3, 2022 – Proposals are due by noon Mountain Time.

January 2023 – A Technical Review Panel reviews and recommends proposals for funding.

March 2023 – Western SARE Administrative Council makes a final selection of proposals.

April 2023 – Applicants are notified of the status of their submission.

Western SARE Host Institution

MONTANA STATE UNIVERSITY

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

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

USDA United States Department of Agriculture
National Institute of Food and Agriculture

Sustainable Agriculture	Western SARE Goals
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: 1.Satisfy human food and fiber needs; 2. Enhance environmental quality and the natural resource base upon which the agricultural economy depends; 3. Make the most efficient use of non-renewable resources and on-farm resources and integrate, where appropriate, natural biological cycles and controls; 4. 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	1. 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. 2. 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. 3. 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. 4. Promote crop, livestock, and enterprise *diversification*. 5. Examine the regional, economic, social and *environmental implications* of adopting sustainable agriculture practices and systems.

Western SARE Professional Plus Producer Proposal Application

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

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

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

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

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

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

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 Research Results section in USDA Grant Policies

Western SARE will disqualifies proposals before review because submission of incomplete proposals. It is the applicant's responsibility to ensure all sections of the proposal are submitted online before the due date.

Writing the Proposal

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

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

using the online platform editor (see: "[Inserting Tables")](#) and not as an image. Following these instructions makes your text searchable and the text will wrap and display properly when reviewed on different devices. More importantly, it makes your submission compliant with the Americans with Disability Act (ADA). 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](#) to strengthen your proposal.

Proposal Application

A. Project Basic Information
This section prompts for general information about the project including:
- The *main* subject matter of the project
- The 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 members
- Whether this project involves more than one institution or organizations that will receive financial support
- Whether this is a resubmission of a previous proposal submitted to Western SARE, and explain how the reviewers' comments were addressed

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.

In the case that the *Subaward Agreement* with Montana State University, Western SARE host institution, is not in place prior to your project start date (this is especially true for projects with an April or May start) it will be backdated to the approved start date. If you wish to begin working on your project, be sure you have your organization's approval. Since your *Subaward Agreement* from MSU will be cost-reimbursable, you may begin incurring costs related to the project dating back to your project start date. Please be aware that prior to having a fully executed *Subaward Agreement* in place, your organization assumes all risk for project-related expenses incurred in the unlikely event the terms of the *Subaward Agreement* cannot be agreed upon.

B. Summary (Limited to 250 words)
A clear and concise summary is important for the review process. The summary should include a brief description of the addressed problem or need, and a creative approach to solve it. In the summary, include the following:
- Identify a problem and research question(s)
- Describe the proposed research and outreach methods
- Identify the potential significance of the project to improve agricultural sustainability
- Explain how your project will be disseminated among agricultural stakeholders
- Enumerate and describe the expected project outcomes.

C. Project Narrative

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

Relevance and Benefits to Sustainable Agriculture, Project Value and Benefits: (15% of review criteria, word limit: 1,000)

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

In this section your proposal must address how your project will:

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

Describe the potential benefits for producers (at local, state, or regional levels) 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/quantity, and the well-being of rural communities. Where possible, use specific estimates of impacts – such as dollars saved per acre, tons of soil protected from erosion, pounds of chemical reduced, number of acres or people affected, markets expanded, jobs created, etc.

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

Western SARE is committed to addressing the needs of agricultural stakeholders, both on-farm/ranch and off-farm/ranch. Proposals must include evidence that stakeholders' identified needs are being addressed, as well as support for the project beyond the 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 grower organizations or commodity commissions. Please identify stakeholder group(s) or organization(s).
- References and citations to other studies/reports that encourage future research.
- Community support letters from neighboring farmers or a local co-op.
- Needs assessments that relate to the project topic (s), if they are available.

Project Team Members Responsibilities (5% of review criteria, word limit: 600)

List all project team members. The project team must be a minimum of four (4) people people and must include: An Agricultural Technical Advisor (Principal Investigator and Applicant) and at least three (3) Producers. One of the Producers must be identified as the Producer Advisor Representative.

Describe producers' involvement and responsibilities at all stages of the project. For each project objective and activity, indicate who will be responsible and which team members will be involved.

- **Principal Investigator**: The Principal Investigator (PI) is responsible for coordinating the project and carrying out its contractual provisions. The PI is responsible for all expenditures and for achieving the stated research and education objectives. For Professional + Producer grants the PI should be an Agricultural Technical Advisor.
- **Agricultural Technical Advisor**: is any agricultural professional assisting producers at the local level such as a Cooperative Extension educators/agents or specialists, University faculty or researchers, USDA-NRCS field staff, agricultural consultants, nonprofit organization staff members, etc.
- **Producers**: Each producer must be an independent and separate operator. Nonprofit farm operations may participate in the project, but do not count as one of the required producers. A person qualifies as a producer (farmer/rancher) if they have a for-profit operation and:
  - Their primary occupation is farming or ranching and have a farm/ranch taxpayer identification number (TIN); or
  - They are a part-time producer with at least $1,000 documented annual income from farming or ranching activities

The team may also include the following additional collaborators,
- Researchers, educators, students and other collaborators with appropriate expertise for the project scope.
- Extension/Outreach representatives such as Extension agents, educators, or equivalent. This person could be responsible for implementing the education plan and outreach activities of the project.

Research Plan (30% of review criteria, word limit: 2,100)
The mission of SARE is to advance ***the three components of sustainable agriculture*** through "innovations that improve ***profitability, environmental stewardship, and quality of life*** by investing in groundbreaking research and education."

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

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

Education Plan (30% of review criteria, word limit: 2,100)

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

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

Proper citation of Western SARE is required in all educational actives, materials, and outcomes. Information pertaining citing Western SARE will be included in the Subaward Agreement.

Timeline: (5% of review criteria, word limit: 300)
Provide a timeline, such as a *Gantt chart* for accomplishing each objective. Identify the major   milestones and activities that will be completed, indicate when each of those milestones/activities will occur, and how they relate back to the objectives.

Evaluation and Producer Adoption: (5% of review criteria, word limit: 400)
Explain how the project's research and education objectives will be evaluated. For example, describe how changes in producers' knowledge, awareness, attitudes, and adoption of practices will be measured (*i.e.*, using a pre-post survey). Survey development, if applicable, and analysis methods of survey data should be described. An approved *WSARE Survey* is expected to be filled out by *participants at each outreach activity in addition to any other evaluation form*. Western SARE requires evaluation results from the aforementioned survey as part of the annual and final project reports. If the evaluation will include additional surveys or forms, applicants must include approval from an Institutional Review Board (IRB) or a document indicating that the IRB process has been initiated in their proposal submission. This is a USDA-NIFA requirement. For more information on IRB requirements, e-mail wsare@montana.edu; Montana State University can assist you with this requirement.

D. **Budget and Budget Justification:** (5% of review criteria)
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 online submission site. **Please note that because Western SARE budget requirements have changed, applicants must use the current, 2023 *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, 2023 *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 uploaded as separate PDF attachment(s). Each justification must include budget figures and follow the same organization as the budget worksheet. Details and justification for proposed costs in each budget category where funds are requested must be provided. To assist proposal 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.

Failure to include the Western SARE Budget Worksheet and Budget Justification for the primary and, if applicable, for all lower-tier subawards will disqualify the proposal before review.

Professional Plus Producer Grant funds must 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.
• Lower-tier Subawards: your institution may issue lower-tier subaward(s) in order to pay project collaborators who are not at your institution and/or to support costs associated with the lower-tier subrecipient's portion of the proposed project. For each lower-tier subaward proposed, a *Western SARE Budget Worksheet for Lower-tier Subawards* and a Budget Justification must be submitted in addition to the applicant's *Western SARE Budget Worksheet.*
• Contracted Services: includes paying for professional services such as testing and analysis services, survey development and administration, computational services, website development or maintenance, professional production services (videographer to produce educational electronic media), consultants, honoraria, speaker fees, farm labor, etc.
• Supplies: includes basic supplies and materials needed to carry out the project; such as 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. Please note, travel *per diem,* mileage reimbursement, and meals must follow your organization's approved rates. If no rate is available, please use the Federal Government rate listed on the U.S. General Services Administration website. Additionally, lodging reimbursements for all travel must be limited to the Federal Government rate listed on the U.S. General Services Administration website. Note: foreign travel is typically NOT allowed under the SARE program, except in cases where sufficient justification has been provided, and requires Western SARE approval. All foreign travel must be directly related to the project, must be essential for project completion, and well justified (*i.e.*, explain why this activity cannot be done in the USA, relevance to Western agriculture sustainability, provide foreign institution and colleagues qualifications, etc.). The Freely Associated States -Federated States of Micronesia, Marshall Islands, and Palau- are foreign countries. USDA-NIFA requires that foreign travels should be done in an U.S. flag air carrier.

• Rent: includes fees associated with renting equipment, land, facilities (e.g., meeting rooms, lab space) and user fees.

• Participant / Trainee Support: Participant Support costs are associated with conference, workshop, or symposium costs for attendees who are NOT employees of the applicant's or a lower-tier subaward recipient's institution. Trainee Support costs are associated with educational projects that support trainees. Participants/Trainees receive a set amount for participation in the above-stated functions. If participant/trainee travel expenses will be directly paid/reimbursed (i.e., not a lump sum payment), include costs 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-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.*

• Indirect Costs (IDCs) Recovery: IDC recovery may be requested by both the primary applicant and any proposed lower-tier subaward recipient(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 your 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 your 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 Plus Producer Grant funds may NOT be used for the following purposes

- Capital Equipment purchases above $5,000– see above for more information.
- Starting or expanding a farm/ranch or farm/ranch operation.
- Major renovations/permanent improvements to a farm or ranch, such as constructing or remodeling a building.
- 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.

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

Any entity receiving Federal Funds is required by the Federal Government to obtain a Unique Entity Identifier (UEI) from the System for Award Management (SAM). A UEI can be obtained at no-cost by visiting https://www.sam.gov. Should your proposal be awarded, a UEI will be required to establish your award.

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 <u>all</u> the required supporting documents will disqualify the proposal before review.***

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

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

Letters of Producer Cooperation: Each producer who is part of the project team **must** send a signed and dated Letter of Cooperation to be included in the submission. This letter should verify their

willingness to participate in the project, explaining their commitment (resources, time, etc.) and their role in the project.

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

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

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

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

Citations: Citations should be attached in the Supporting Documents section of the online submission and do not have a 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 submission. These other documents may not be used to lengthen your proposal under the Project Narrative.

Signature Page

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

Project Title: _____

Total Funds Requested: _____

Requested Project Period:

Start Date (MM/DD/YYYY): _____   End date (MM/DD/YYYY): _____

Principal Investigator

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

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

_____

Signature: Principal Investigator   *Date*

Printed Name:_____

Authorized Organizational Representative

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

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

_____

Signature: Authorized Organizational Representative   *Date*

Name and Title: _____

CURRENT & PENDING SUPPORT

Name of project member :_____

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

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

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

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

Animal Welfare Assurance Statement

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

_____   Date: _____
    Signature: Principal Investigator

NOTE: If animal welfare is N OT applicable, check and sign below:

Not Applicable [ ]   _____   Date: _____
                          Signature: Principal Investigator

The Review Process

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

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

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

Reporting Requirements (for awarded proposals)

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

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

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

Selected Proposals

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

Notification: The Western SARE Administrative Council will select proposals for funding in March 2023. The Administrative Council reserves the right to restructure or reduce the budget of any grant proposal before final approval. Western SARE staff will notify applicants of the status of their proposals in April 2023.

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

Funding: All Subawards are cost-reimbursable. The subrecipient will be responsible for invoicing MSU for all allowable expenses. Invoices are to be submitted according to the guidelines indicated in the Subaward Agreement. Reimbursements of allowable expenses will be subject to the submission and approval of annual progress reports. Not submitting progress reports in a timely manner will cause withholding payments of invoices for expenses incurred from the due date of the progress report. 10% of the awarded amount will be withheld pending submission and approval of the final report.

Photographs and Videos: Grant recipients are invited to document their project with photographs, which can be useful to them and help Western SARE highlight and promote their work on the Western SARE website and publications. High-definition digital photographs and videos are preferred. It is expected that the outreach material produced by Western SARE-supported projects be ADA compliant. Including closed captions to visual and audio deliverables is required.

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

Site visits: Western SARE recognizes there are limits to what can be accomplished, measured and reported during the life of your project. As a result, along with your reporting, Western SARE staff may visit ongoing or finalized projects to measure the impact of Western SARE grant programs

Project Modifications and Changes: Significant 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 attached for consideration and approval by Western SARE Regional Coordinator. Upon approval of the aforementioned changes, Western SARE staff will notify the PI and update the SARE project profile at **projects.sare.org**.

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

How to Apply

Go to https://projects.sare.org

Look for programs under "Western" [region]

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

Proposals are due by 12 pm (noon) Mountain Time – November 3, 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

Resources for applying can be found in the Western SARE Proposal Preparation Documents.

If you have further questions, please contact Bruna Irene Grimberg, Professional + Producer Program Manager at grimberg@montana.edu or by phone: 406-994-4789.

Information on past funded projects can be found here . We encourage you to visit the Western SARE Resource page to learn more about sustainable agriculture and the Western SARE program. 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 afsic@nal.usda.gov or by phone 301-504-6559.

NRCS Economic Tools for economic analysis are organized by land use and type of conservation analysis. A link to such document is here.

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 go here.

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