Western SARE Professional Development Program
Research to Grass Roots (RGR) Grants
2023 Call for Proposals
Due at 12:00 p.m. MST, NOON, November 9, 2022
Results announced by April 1, 2023

WESTERN SARE
Sustainable Agriculture Research & Education

For questions regarding the Western SARE PDP program or this CFP, please contact the Western SARE office:

4516 Highway 26/85
Torrington, WY 82240
(307) 575-2416
wsare-pdp@sare.org

Host Institution:
Montana State University

PDP Institution:
University of Wyoming

SARE is a USDA competitive grants program that supports agricultural systems that are economically viable, environmentally sound and socially responsible.

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

The Administrative Council of the Western Sustainable Agriculture Research and Education program announces the call for proposals for Research to Grass Roots Grants for 2023.

The Research to Grass Roots program is intended to incorporate previous SARE research into application for agricultural professionals, farmers, ranchers and others in the Western Region and increase the overall understanding and proficiency in sustainable agriculture among these groups.

Proposals are evaluated by an outside Review Panel based on the criteria outlined in this call and in comparison, with other grant proposals. The final project funding selection is determined by the Western SARE Administrative Council – a board of agricultural producers, scientists, educators and business leaders. The Administrative Council typically selects proposals diverse in subject matter and geography and that demonstrate outcomes relevant to sustainable agriculture and producers.

Important note: 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.

Successful RGR proposals should:
- Bring previously funded SARE projects into field application and education.
- Increase sustainable agriculture knowledge, skills, and adoption.
- Have outreach plans that demonstrate how the project will effectively deliver knowledge and skill to promote adoption.
- Demonstrate the economic relevance of the project.

Projects may be one to three years in length.
Funding limit is $100,000 per project.

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 agriculture economy depends
- Make the most efficient use of nonrenewable resources and on-farm resources and integrate, where appropriate, natural biological cycles and controls
- Sustain the economic viability of farm operations
- Enhance the quality of life for farmers and society as a whole.

-- U.S. Code Title 7, Section 3103

Research to Grass Roots Grant Information

- **November 9, 2022**
  12:00 NOON MST-- Deadline for submitting grant proposals at https://projects.sare.org

- **January 2023 -** Technical Review Panel recommends proposals for grant funding.

- **March 2023 -** Western SARE Administrative Council makes final selections. Principal investigators of funded grants are informed by April 1, 2023.

- **Summer/Fall 2023**-Funds for selected projects disbursed.

BACKGROUND AND PURPOSE

The Research to Grassroots (RGR) grant program is built on the SARE concept that results of applied research are used to train agricultural professionals and farmers/ranchers in the latest practices of sustainable agriculture. Successful proposals must incorporate the research results from previously funded SARE projects and bring those results out into the field through education for ag professionals and producers. Results from the previous SARE-funded research must be the basis of the RGR project, and the connection to the previous research must be documented in the proposal. Examples of possible educational projects under RGR grants would include, but not restricted to, local demonstrations, trainings, focus groups, and application of research results by farmers or ranchers on their own operations. Funds may be used to support salary and/or travel for qualified individuals to visit the location(s) of the RGR project and assist with education or demonstration efforts to apply the underlying SARE project results.

Each RGR proposal must include a team comprised of producers, ag professionals, and/or researchers. Representatives from land grant Universities, NGO's, agency employees (such as state departments of agriculture or NRCS), or producers may lead the project. The team must have a structured plan, indicating activities such as meetings, trainings, outreach, and/or demonstrations. The role of each team member should be well explained in the proposal.

Funding for Research to Grass Roots grants are based upon the idea that these grants will "complete the circle" as outlined below in the Western SARE strategic plan chart (Figure 1). Please review the chart to ensure your project does indeed "connect" previously funded SARE projects to one of the other circles in the chart and explain how your grant will strengthen the connection between SARE research, farmers and ranchers, agricultural families, and rural communities SARE strives to serve. The proposal must indicate how the project provides feedback from producers to scientists.

FIGURE 1. Overall mission of the Western SARE program
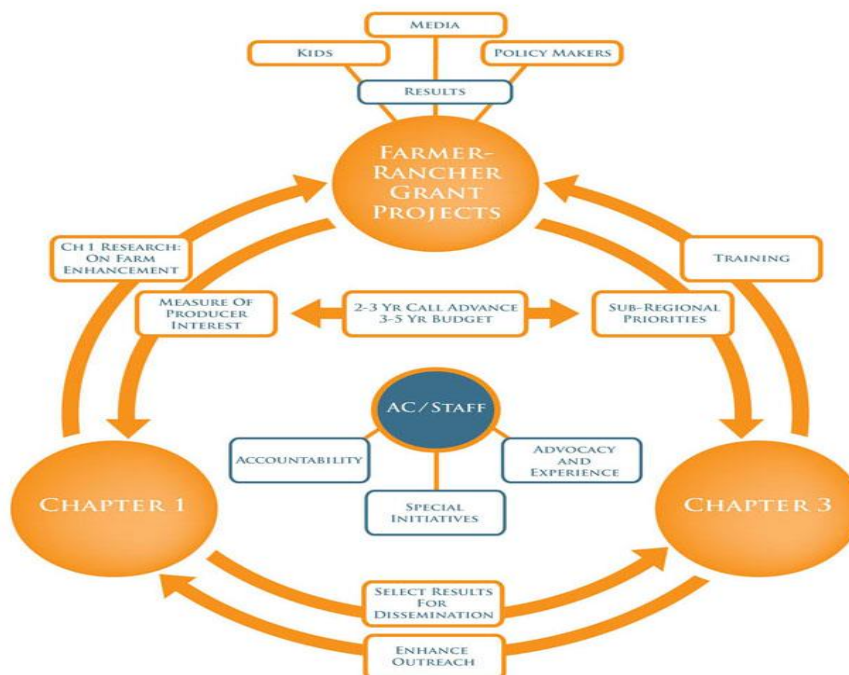
CRITERIA FOR 2023 RGR GRANTS

The Research to Grassroots grant program is designed to educate agricultural professionals and producers on critical issues in sustainable agriculture. Projects must be based upon previously completed SARE projects.

Projects must improve the ability of agricultural professionals, farmers, and ranchers to put in place systems or methods that will enhance the sustainability of agriculture. Projects must be conducted in the Western region of the US, which includes the following states: AK, AZ, CA, CO, HI, ID, MT, NV, NM, OR, UT, WA, WY, and island protectorates of American Samoa, Guam, Micronesia and Northern Mariana.. Successful projects **must** include previously funded SARE research, shall demonstrate economic relevance, and target at least one of the following goals outlined below:

Program Goals for Projects Funded by Western SARE

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.

Project approaches can include, but are not limited to the following:
- Workshops
- Conferences
- Development of materials or curricula
- Demonstrations
- Web-based courses, educational activities, and materials (podcasts, videos, self-taught lessons, etc.)
- Tours

High priority regional topics include, but are not limited to:
- Water for agriculture
- Ag resiliency and climate change
- Cover crops and soil health
- Local food systems
- Grazing and range issues
- Integrated crop-livestock operations
- System and enterprise diversification
- Invasive species and integrated pest management
- The human element of agriculture including families and communities
- Enhancing the profitability of agriculture

Strong teamwork is critical to the success of these grant applications and selected proposals. Teams should include broad-based and diverse representation as described in this call for proposals. ***Contact, documentation of involvement, and support with the Principal Investigator (PI) or lead researcher of the previous SARE project will significantly strengthen the proposal.***

PROPOSAL FORMAT

Proposals are to be submitted online at https://projects.sare.org. Project information, project cooperators' information, summary, narrative, and budget and budget justification must be entered online. Additional supporting documents must be attached as PDF documents in the online system. The proposal must include the following components:

A. **Project Basic Information.** Provide project start and end dates, primary state(s) involved, and the project subject matter, how you learned about this call for proposal, and if it is a resubmission.

B. **Project Cooperators:** List each team member and describe their role within the project. Each team must have producers and ag professionals meaningfully involved to receive funding. Cooperators are further defined in Key Points for Project Development on page nine. (***Limit 200 words***)

C. **Summary:** Provide a concise summary of the project proposal. This summary will be available to the public should the proposal receive funding. (***Limit 300 words***)

D. **Narrative (*Limit 3,200 words*):**

1) *Introduction:* Describe the context and needs that justify your project. (***Limit 300 words***)
   - 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, socio-economic conditions, or market forces.
   - At least one in-text citation should appear in your narrative to indicate where each reference was used. Please list any related previously funded SARE research related to your proposal and explain how your project is based upon this previous work.

2) *Relevance to Western SARE Goals and Sustainable Agriculture:* Indicate how the proposal directly address at least one Western SARE goals of social, economic, and environmental agricultural sustainability found on page 3. Proposals that address multiple goals are usually scored higher by reviewers. (***Limit 400 words***)

3) *Evidence of Previous SARE Research:* Indicate how the project is based upon previous SARE research; document completed SARE work and justify how proposal incorporates previous work and is relevant to Western SARE goals. Proposals that do not include previous SARE work or that do not include this justification will not be considered. Please indicate the previous SARE project number for reference. (***Limit 400 words***)

4) *Objectives:* The objectives should be specific, measurable, achievable, and realistic. 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*. (***Limit 300 words***)

5) *Methods:* List and explain the principles, assumptions, and beliefs you have about the project, the way you expect the project to operate, and what will be achieved. (Faulty assumptions may inhibit

expected outcomes.). Describe the resources, contributions, and investments (inputs) that will be used in the project. 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. *(**Limit 400 words**)*

6) *Timeline:* Develop a project timeline that includes major milestones of the project with estimated dates. For each milestone, indicate participants, and expected outcomes. (***Limit 300 words***)

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

8) *Outcomes:* 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. (***Limit 400 words***)

9) *Evaluation:* Each proposal must assess the project impact. Evaluation can include knowledge gained by ag 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 outcome indicators to be measured, responsible party for conducting the evaluation, how the evaluation will be done, evaluation cost and evaluation time intervals. Evaluation for RGR should also provide reflection and insight regarding the success or failure of implementation of previous SARE work. *(**Limit 400 words**)*

Western SARE expects that an approved survey be completed by ***participants at each of the project's educational events***. A pre-approved survey from Western SARE is the simplest way to gather this information (see *[Western SARE Survey](.)*.) Please keep in mind that if your evaluation needs to use a different survey in addition to the Western SARE survey, you'll need to work with an accredited institution to obtain Institutional Review Board (IRB) approval. This is a requirement of the Western SARE host institution Montana State University. For more information on IRB requirements, e-mail wsare@montana.edu.

E. **Supporting Documents**
The following supporting documents should be uploaded into the online grant application. All supporting documents can be downloaded from the online application site or find them at the end of this Call for Proposal.

Signature Page: Signatures from the PI and the Authorized Organizational Representative (such as the Director of the Office of Sponsored Programs) are required. The signature page should be printed and signed by all relevant parties and uploaded as a PDF or image into the Supporting Documents section of the online application.

Vitae: A brief vita is required for the PI and Co-PIs. The limit is three pages for each and attach each vita as separate PDF documents.

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 CFP.

If a grant is awarded and the applicant does not have access to an Institutional Animal Care and Use Board, the PI will need to submit compliance documents to the Western SARE host institution, Montana State University (MSU), for review and approval prior to subaward agreement execution. MSU will work with the grant recipients to coordinate the process and will provide the necessary reviews.

Citations: A literature citied 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, #9).

F. Budget and Budget Justification

Budget and 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,** *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 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 is 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.

Research to Grassroots 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 subrecipient'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 are only allowed if it is necessary to maintain the

continuity of a project activity/meeting. It is 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 diems and mileage need to align with 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](.)] **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 (e.g., explain why this activity cannot be done in the USA, relevance to Western agriculture sustainability, provide foreign institution and colleagues qualifications, etc.). USDA-NIFA requires that foreign travel 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 attendees who are not employees of the applicant or a subaward recipient institution(s). Trainee Support costs are associated with educational projects that support trainees. Participants/Trainees can receive a set amount for participation in the above-stated functions. If participant/trainee travel expenses are itemized (not a lump sum payment), include those expenses in the Travel budget category.
- Facilities and Administrative (F&A) Costs, also referred to as Indirect Costs (IDCs): IDC recovery may be requested according to the following criteria:
  - Under the SARE program and for projects funded in Calendar Year 2022 and later, NIFA stipulates indirect cost recovery is limited to 10% of the Total Direct Costs requested.
  - Some institutions may NOT be eligible for IDC recovery or may be limited to the de minimis rate of 10% of the *Modified Total Direct Costs* (MTDC) requested.
  - Applicants should limit their request for recovery of indirect costs to the lesser of their institution's official negotiated indirect cost rate or the equivalent of 10% of total direct costs.

  Applicants must indicate the IDC rate used on the *Western SARE Budget Worksheet.* Detailed information about IDC rates and calculations can be found on the Western SARE [website]. More information about each budget category is provided on the *Budget Categories and Guidance* tab found on the *Western SARE Budget Worksheet.* Please note, however, there are some restrictions for what grant funds may be used.

  More information about each budget category is provided on the *Budget Categories and Guidance* tab found on the *Western SARE Budget Worksheet.* Please note, however, there are some restrictions for what *Professional Development Program* grant funds may be used. See below.

Research to Grass Roots Grant funds may NOT be used for the following purposes:
- Capital Equipment purchases – Defined as a single, autonomous piece of equipment that costs $5,000 or more and has a useful life of more than one year. Minor equipment under $5,000 is allowed – please include as a supply cost
- Starting or expanding a farm or farm operation
- Major renovations/permanent improvements to a farm or ranch, such as constructing or remodeling a building
- Repair and maintenance of existing equipment/infrastructure
- 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
- Student tuition and fees

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

PROPOSAL REVIEW

Project proposals are evaluated by a review panel of educators, scientists, producers, and others with expertise in sustainable agriculture. The Western SARE Administrative Council, a board of representatives with strong knowledge and interest in sustainable agriculture, makes the final selection regarding which proposals receive funding based on the review panels recommendations. Proposal evaluation criteria are provided below:

1) **Sustainable Agriculture Relevance and Successful Inclusion of Previous SARE Projects (20%):** All SARE proposals should focus on issues that relate directly to Western SARE goals listed on page three of this CFP. Research to Grass Roots proposals must target critical issues that have a high likelihood of increasing the sustainability of agriculture in the Western region. Topics should be carefully selected to ensure they address a current or future need. Proposals must indicate how the project incorporates previously funded SARE projects and how the project will include feedback from producers to scientists.
2) **Collaborative Involvement (10%):** Proposals should illustrate the meaningful involvement of agricultural producers, personnel from land grant universities, nonprofit organizations, and/or other entities in the project's development, implementation, and outcomes.
3) **Project Objectives (20%):** The objectives should be specific, measurable, achievable and realistic. Please do NOT confuse objectives (e.g., to increase knowledge, skills or technical capacity of ag professionals and producers.) with activities (e.g., to develop and conduct a workshop.)
4) **Methods and Timeline (20%):** The activities and methods described must be appropriate for meeting project objectives and outcomes. This includes having the proper expertise and organizations involved. The timeline for achieving the objectives should be clear and reasonable. For more details on a timeline, see a *Gantt Chart*.
5) **Feasibility and Evaluation of Project Outcomes (20%):** Proposals must address the desired outcomes in each of the following areas, describing how they will be assessed, measured, and documented:
   A. Improving the knowledge base of project participants and/or others in a sustainable agriculture topic or area.
   B. Increasing the likelihood that project participants will use what they learn (intention to adopt).
   C. For multi-year projects, demonstrating the extent to which participants used new knowledge and skills in subsequent educational activities in sustainable agriculture or in farm or ranch operations.
6) **Budget: (10%)** An appropriate budget and justification is required. Please ensure the narrative explains specific line items so they may be fully understood.

KEY POINTS FOR PROJECT DEVELOPMENT
1) **Project Includes Previously Funded SARE Project or Research:** The objective of the RGR grant proposals is put previous SARE work into application, thus, building the project on the basis of previous work is paramount for a successful proposal.
2) **One project per year limit per PI:** Western SARE's long-standing policy and practice is that is a PI cannot receive more than one Western SARE grant award in the same year. For example, Dr. Jane Doe cannot receive a 2023 Western SARE Research and Education grant award AND a 2023

Western SARE Research to Grassroots grant award. In such instances that two applications are submitted by the same PI and both are of sufficient technical merit to be funded, the Western SARE Administrative Council will only fund one application.

3) **Collaborative participation:** A goal of the program is to foster the development of a broad-based team to address one or more key issues in sustaining agriculture. Multidisciplinary and multi-state efforts that include private or public entities are encouraged. A leader/PI of a previous SARE project, agricultural producers, NGO reps, state or federal agency people and community leaders as well land grant University personnel should preferably all be included as part of the planning/trainer/educator team.

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

5) **Roles of project personnel:** The **Principal Investigator (PI)** is defined by the USDA as the one who has the authority to write and submit a proposal and carry out its contractual provisions. The **Co-Principal Investigator (Co-PI)** is 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. 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.

6) **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, podcasts, videos, etc.) 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 them. (Underserved communities are those that have difficulties accessing opportunities due to language, cultural, location, or resource barriers.)

7) **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 evaluation of project impacts. **Please 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, https://western.sare.org/grants/documents-for-managing-a-grant/

8) **Location:** Proposed projects must be located at an entity within the Western region of United States which have 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 region of the US. Principal Investigators must reside in the Western region.

9) **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.

ADDITIONAL INFORMATION

For more information about this call for proposals: Contact the Western SARE PDP office at (307) 575-2416 or wsare-pdp@sare.org

Submission: Go to https://projects.sare.org and apply. *Please remember that the proposal form is character sensitive. Be careful if you are cutting and pasting. Visually review your proposal before hitting the submit button.* <mark>**Proposals must be received by 12:00 pm, NOON MST, November 9, 2022**</mark>

All Western SARE calls for proposals (Research & Education, Farmer/Rancher, Professional + Producer, Graduate Student, Sabbatical, Research to Grassroots, and Professional Development Program) are listed on the website, https://www.westernsare.org, as are previously funded proposals.

> The Sustainable Agriculture Research and Education program (SARE) is funded through the USDA Cooperative State Research, Education and Extension Service (CSREES) under Chapter 1 of Title XVI of the Food, Agriculture, Conservation, and Trade Act of 1990 and extended by the 1995 Farm Bill reauthorization. The purpose of the subtitle is to encourage research with education and on-farm demonstration projects designed to increase the producer knowledge base and assist in the adoption of sustainable practices on the land. Ideally, projects will integrate research, education and on-farm demonstrations within whole-farm sustainable agricultural systems involving plants and animals, demonstrating tangible outcomes and addressing Western SARE goals.

RESOURCES

Information on sustainable agriculture can be found at the National SARE website, www.sare.org (the database of nationwide SARE projects can be searched under "Project Reports").

Another source of information on sustainable agriculture is the Alternative Farming Systems Information Center (AFSIC), funded in part by SARE. AFSIC specializes in locating, collecting and providing information about alternative systems, crops and production systems. Information specialists can answer questions, provide access to materials, provide references to individuals or organizations; identify researchers and research projects within USDA and furnish free bibliographies and reference briefs.

The following are listed under "Documents for Managing a Grant" on the Western SARE website at https://western.sare.org/grants/documents-for-managing-a-grant/
   A. Special Notes Regarding Western SARE and USDA Policies and Requirements
   B. Western SARE PDP Logic Model
   C. Required Budget Details

An economic evaluation of the project is strongly encouraged. Links for assistance with economic analysis are provided below:
http://ipmimpact.ucanr.edu/Module_3__Economic_Analyses/
https://www.nrcs.usda.gov/wps/portal/nrcs/main/national/technical/econ/tools/#General_Economic_Planning

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Sustainable Agriculture
Research & Education

Professional Development Program   Hosted by University of Wyoming

4516 Highway 26/85 ● Torrington, WY ● 82240 ● 307-575-2416
wsare-pdp@sare.org ● westernsare.org

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 (PI)
USDA defines a PI 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 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 Principal Investigator 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*

Printed Name and Title: _____

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, 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: Applicant

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

Not Applicable [ ]   _____   Date: _____
                              Signature: Applicant