

Western SARE Competitive Grants Professional + Producer

2020 Call for Proposals

Submission Deadline: November 13, 2019 12:00 pm (noon) MST

The Western Sustainable Agriculture Research and Education (SARE) program announces the Call for Proposals for Professional + Producer Research and Education Grants for 2020. With a Professional + Producer Research and Education Grant, an agricultural professional and five (5) producers work together to develop a proposal to conduct **both research and education** (outreach) on a sustainable agriculture topic. Outreach activities may include on-farm/ranch demonstrations, farmer-to-farmer educational activities, and other approaches to assist producer adoption of sustainable agricultural practices. The goal of this program is to achieve results that can be communicated to producers and professionals, can protect the environment, enhance farm income, and improve the quality of life for farming and ranching families, communities, and society as a whole.

Farmer/Rancher Involvement: Congress mandates that the SARE grant program depart from “business as usual.” To that end, the Administrative Council requires that farmers and ranchers (producers) be involved from start to finish in the planning, design, implementation and educational outreach of any SARE-funded Research and Education project.

Western SARE Professional + Producer Research and Education projects must:

- Design innovative on-farm/ranch experiments that will lead to a more sustainable agriculture.
- Conduct on the ground research and education (outreach) within the scope of the project. **Both research and education components must be distinct elements of the proposal.**
- Identify how the results of this project could advance sustainable agriculture.
- Detail creative educational outreach plans that deliver this new knowledge to other producers and professionals in the Western region.

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

Look for proposals under “Western” [region]

Professional + Producer Grant Program Schedule

- November 13, 2019 – Proposals are due by 12 pm (noon) MST.
- January 2020 – A Technical Review Panel reviews and recommends proposals for funding.
- March 2020 – Western SARE Administrative Council makes final selections.
- April 2020 – Applicants will be notified of the status of their submission.

Western SARE Host Institution



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

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



Sustainable Agriculture

Congress has defined sustainable agriculture as an integrated system of plant and animal production practices having a site-specific application that will over the long- term:

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

Western SARE Goals

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**.
Examine the regional, economic, social and **environmental implications** of adopting sustainable agriculture practices and systems.

Western SARE Professional + Producer Proposal Grants

Overview: Professional + Producer projects may be funded for up to three years and request up to \$50,000. Professional + Producer Research and Education project teams **must have at least one agricultural professional and five (5) producers**. The agricultural professional is the Principal Investigator. The producers act as field advisors to the agricultural professional.

Eligible Applicants: Any agricultural professional who has the capability to conduct both research and outreach/education activities and has no conflict of interest with Western SARE (see [Conflict of Interest](#)) is eligible to apply for a Professional + Producer grant. An agricultural professional is any professional assisting producers at the local level such a

Cooperative Extension service agent/educator or specialist, University faculty or researcher, USDA-NRCS field staff, agricultural consultant, or nonprofit staff member. The Principal Investigator (PI) should have the capability to comply with requirements of Institutional Review Board (IRB) for research that involves human subjects and to comply with the requirements of an Institutional Animal Care and Use Committee (IACUC) for research that involves animals. All proposals must have at least five independent producers operating for-profit operations.

Funding: Funds may not exceed \$50,000 total costs per application. Projects may be 1-to-3 years in length.

Public Domain: While proposals and reviews will remain confidential, the Western SARE program considers all funded proposals, subsequent reports, and related information to be in the public domain. See details of this stipulation in the Public Access of Research Data section in [the NIFA Federal Assistance Policy Guide](#).

Following Directions: An important and practical element of the proposal submission process is following directions. ***Western SARE disqualifies proposals before review because applicants do not follow the instructions of the Call for Proposals or submit incomplete Supporting Documents.***

Writing the Proposal

Proposals must be completed and submitted online at <https://projects.sare.org>. The submission includes seven sections: 1) acknowledgement of reading the Call for Proposals, 2) project's basic information, 3) information about the project team, 4) project summary, 5) project narrative, 6) budget and budget justification, and 7) 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 a table or graph in all Narrative sections. Tables and graphs do not count against the word limits. It is best to insert tables as a table (see: "[Inserting Tables](#)") and not as an image. Following these instructions, makes your text searchable and the text will wrap and display properly when viewed on different devices. More importantly, it makes it ADA compliant. Attachments are preferred in pdf format but images in jpg or png formats are accepted.

Please review the documents located in [Proposal Preparation Documents](#) 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 ***primary*** subject matter of the project, proposed starting and ending dates, the state(s) where the project will be conducted, and the commodities and practices that will be involved in the

project. **Note: choose a start date that corresponds with the first-of-the-month. Start date must be no earlier than April 1, 2020 and no later than October 1, 2020.**

B. Project Team (10% of review criteria)

The project team **must** be a minimum of six (6) people and must include the following roles: An Agricultural Professional (Principal Investigator) and at least five (5) producers that are responsible for guiding the project and conducting the research and outreach activities. You may also identify other collaborators, if applicable. (See “Other members” below.)

Agricultural Professional: An agricultural professional is any professional assisting producers at the local level such as a Cooperative Extension service agent/educator or specialist, University faculty or researcher, USDA-NRCS field staff, agricultural consultant, or nonprofit staff member. The agricultural professional serves as the Principal Investigator (applicant) and is responsible for assembling the team and coordinating and leading the project.

Producers: The project must include a minimum of five (5) producers. Each producer must be independent and separate operators. Non-profits do not count as one of the five 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.

Nonprofit farm operations may participate in the project, but do not count as one of the five producers.

Each producer **must** provide a signed letter of cooperation explaining their commitment (resources, time, etc.) and role in the project at the time of submission. The applicant **must** attach Letters of Producer Cooperation in the Supporting Documents section of the online application. ***Failure to provide signed letters of cooperation from each producer involved in the project will disqualify the proposal before review.***

Other members: The team *may also include* additional producers, researchers, educators, Co-PIs, and others with appropriate expertise for the project scope.

You will be prompted to provide the following information for each team member:

- Name of the organization or operation, her/his position in this proposal (e.g., producer, nonprofit, university, etc.), and contact information (address, email, and phone number).
- Responsibility of each team member. Detail the specific responsibilities of the PI and all project team members at all stages of the project, from inception to completion. For each project objective and activity, indicate who will be responsible and which team members will be involved.

C. Summary (Limited to 250 words)

The summary should include a brief description of the problem or need and a creative approach for solving it. Clearly identify the research question. Describe the research and outreach components of your proposal and explain how your project will be disseminated among producers and the public. Identify the potential significance of the project and the expected project outcomes. A clear and concise description of your proposal is important for the review process.

D. Narrative (3,500 words total)

The project narrative includes the following sections: 1) Relevance to Sustainable Agriculture, 2) Objectives, 3) Research Materials and Methods, 4) Educational Outreach Activities and Materials, 5) Evaluation of Producer Adoption, 6) Timeline, 7) Innovativeness, and 8) Benefits and Impacts to Sustainable Agriculture.

Relevance to Sustainable Agriculture (15% of review criteria, 600 words maximum)

Explain why this project is needed and how it addresses a critical need in sustainable agriculture. Describe the potential benefits and impacts for producers and agriculture in general. Clearly articulate how the project and its potential outcomes are relevant to the goals of Western SARE (included in page 2 of this Call for Proposal). Projects should address how they:

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

Objectives (5% of review criteria, 300 words maximum)

List the project 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*](#).

Research Materials and Methods (25% of review criteria, 800 words maximum)

For each objective, describe the project experimental design, project site (experimental station research plots, private farm/ranch, non-profit demonstration farm, etc.), research methods and data analysis, and materials. Include sufficient detail so that reviewers can determine if the approach is suitable to achieve the objectives. Avoid the use of jargon that may be unfamiliar outside your industry or specialty area. Define all acronyms. If the research involves a survey study, authors should indicate the survey development process and methods of analysis.

Educational Outreach Activities and Materials (15% of review criteria, 600 words maximum)

Explain how you will communicate your project and its findings to producers (specifically) and the general public. Create a yearly plan for outreach (see Timeline part below). This plan should identify dates, locations and activities, using networking techniques such as field days, workshops, demonstrations, or other events. Provide a list of any educational materials such as factsheets, PowerPoint presentations, handouts, articles, brochures, or social media you plan to produce. Digital outcomes (e.g., podcasts, videos, and social media) are encouraged but should not be the sole outreach approach. Should your proposal be selected for funding, proper citation of Western SARE in all materials produced from your project will be required. Information pertaining to citing Western SARE will be included in the subaward agreement.

Evaluation and Producer Adoption (5% of review criteria, 200 words maximum)

Indicate how the project outcomes and outreach activities will be evaluated. This section should describe how changes in producers' knowledge, awareness, attitudes, and practices would be measured, such as using a before-and-after outreach activity survey. If the evaluation plan includes survey development, applicants should describe the development process and the method for survey analysis. An approved survey (see [WSARE Survey](#)) is expected to be filled out by **every participant at each outreach event in addition to any other evaluation tool**. Western SARE requires evaluation results as part of the annual report.

Timeline (5% of review criteria, 200 words maximum)

Provide a timeline, such as a [Gantt chart](#) for accomplishing each objective. Identify the major milestones or activities that will be completed, and when each of those milestones/activities will occur.

Innovativeness (5% of review criteria, 300 words maximum)

Explain how this project, methods, and activities are novel and creative.

Benefits and Impacts to Sustainable Agriculture (10% of review criteria, 500 words maximum)

Describe the potential benefits and impacts of your project and its findings to other producers (local, state, and regional) and sustainable agriculture in general. For example, provide an economic analysis or address how the outcomes of the project would affect overall farm/ranch productivity levels, operational profits, soil or water quality or quantity, rural communities, and society as a whole. Where possible, use specific estimates of benefits – 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.

E. Budget and Budget Justification (5% of review criteria)

Provide a detailed budget and budget justification that are appropriate to the proposed project using the *Western SARE Budget Worksheet* found on the online application, budget section. Applicants **MUST** use this document for budget submission; no other document will be accepted. **NOTE:** you are still asked to enter the TOTAL funds requested; this amount must match the total funds indicated on the *Western SARE Budget Worksheet* document.

If your institution will be issuing subawards to other institutions/organizations as a part of your proposed project, you are required to provide a detailed budget and justification for each. Subaward budgets **MUST** be submitted on the Western SARE Budget Worksheet for Subawards. You may ask the subaward recipient(s) to fill out the Western SARE Budget Worksheet for Subawards or you may fill it out on their behalf using details they have provided to you. Be sure to include brief details and budget amounts for each subaward, by year, on your *Western SARE Budget Worksheet*. As the primary applicant, you must upload both your *Western SARE Budget Worksheet* and those of any subawards to be issued.

Professional + Producer 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 (e.g., 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, activities, or field days (**must** be necessary to maintain the continuity of a project activity) 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 diems and mileage need to correlate 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 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 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 will be itemized (not a lump sum payment), include those expenses in the Travel budget category.
- Capital Equipment: Defined as a single, autonomous piece of equipment that costs \$5,000 or more and has a useful life of more than one year. Capital Equipment purchases are generally not allowed under the SARE program and should be **essential** for the completion of the proposed activities. Equipment expenses beyond \$5,000 may be leveraged by non WSARE funds. ***Purchasing multiple components of single equipment that cost under \$5,000 in an attempt to circumvent the \$5,000 cap is not allowed.*** Minor equipment under \$5,000 is allowed. ***Please include minor equipment and/or leveraged capital equipment purchases in the Supplies budget category.***
- Facilities and Administrative (F&A) Costs, also referred to as Indirect Costs (IDCs): Under the SARE program, NIFA states IDCs may not exceed 10% of the Total Federal Funds Awarded (TFFA); this calculates to roughly 11.111% of Total Direct Costs (TDC). Note: the 10% limit is a cap on the portion of an applicant's budget that may be requested for IDCs; it is not an IDC rate. Additionally, some institutions may not be eligible to request IDCs or may be limited to the 10% di minimis. You must indicate the rate you are using on the *Western SARE Budget Worksheet*. Detailed information about [Indirect Costs](#) 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 Professional + Producer grant funds may be used. See below.

Professional + 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 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.
- 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

F. Supporting Documents

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

Signature Page: This form affirms the PI is responsible for all expenditures and achieving the stated research and education objectives of the proposal. This form must be signed by the PI and the PI's Authorized Organizational Representative. For an Institution of Higher Education, this person is usually the Director of the Sponsored Programs Office. For non-profits or other organizations, this is typically the Executive Director, CEO or CFO. This form may be downloaded from the online application site and is also included in the following section of this Call for Proposals.

Current Vita: The PI/applicant **must** submit a ***current 2-page vitae*** of the Principal Investigator and the other project team members. This is not needed for the producers. ***Failure to submit current Vita for the project PI and team members will disqualify the application before review.***

Letters of Producer Cooperation: ***Each producer who is part of the project team must submit a signed letter of cooperation.*** The letter verifies the producer's willingness to participate in the project and outlines their commitment and role in it. ***Failure to submit Producer Cooperation Letters will disqualify the application.***

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

Current and Pending Support: A complete Current and Pending form is required for the PI and the other project team members. This is not needed for the producers. This form may be downloaded from the online application site and is also included in the following section of this Call for Proposals. ***Failure to submit Current and Pending Support forms will disqualify the application.***

Animal Welfare Assurance Statement: This form **must** be completed by all applicants to identify whether or not their proposed project involves any animals. This form may be downloaded from the online application site and is also included in the following section of this Call for Proposals. ***Failure to submit the Animal Welfare Assurance form will disqualify the application.***

Institutional Review Board Approval: For projects dealing with human subjects, applicants **must** provide evidence of review and acceptance or exemption by their Institutional Review Board (IRB) or its equivalent. At the time of submission proof that you initiated the IRB

process is acceptable; however, if awarded, the Subaward Agreement will not be fully executed until IRB approval/exemption documentation is provided to MSU. If the applicant does not have access to an Institutional Review committee, she/he must work with an accredited institution to obtain IRB approval. ***If applicable, failure to provide Institutional Review Board Approval, evidence of review, approval, or exemption will disqualify the proposal before review.***

Letters of Stakeholder Support (optional): If applicable, attach letter(s) of support from stakeholder individuals and/or organizations that support the proposed research and education activities.

Citations: Citations should be attached in the Supporting Documents section of the online submission (not part of word number limitation). Attach a list of cited sources.



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 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*

Printed Name and Title: _____



CURRENT & PENDING SUPPORT

Name: _____

Instructions:

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

How this template is completed:

- Record information for active and pending projects, *including this proposal*.
- All current efforts to which PD/PI(s) and other senior personnel have committed a portion 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 / PROPOSAL NUMBER	TOTAL \$ AMOUNT	EXPIRATION DATES	% OF TIME COMMITTED	TITLE OF PROJECT
	Active:				
	Pending:				

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



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: Applicant

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

Not Applicable [] _____ Date: _____
Signature: Applicant

The Review Process

Eligible proposals received by the due date with all supporting documents will be evaluated by a panel of agricultural producers, scientists, educators, agricultural professionals, business leaders, and government and nonprofit professionals. As you develop your proposal, keep in mind that funded projects should clearly define an opportunity or issue in sustainable agriculture, and propose innovative and specific solutions.

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

Project Team	10%
Relevance to Sustainable Agriculture	15%
Objectives	5%
Research Materials & Methods	25%
Educational Outreach Activities and Materials	15%
Evaluation & Producer Adoption	5%
Timeline	5%
Innovativeness	5%
Benefits & Impacts to Sustainable Agriculture	10%
<u>Budget & Budget Justification</u>	5%
Total	100%

Priority will be given to projects that:

- Closely coordinate research and extension/outreach activities.
- Indicate how findings will be made **readily usable** by producers and other intended audiences.
- Maximize the direct and meaningful involvement of producers.
- Use an interdisciplinary team approach.
- Include close cooperation between universities/colleges, government agencies, nonprofit organizations, and producers.

Reporting Requirements (for awarded proposals)

Annual and final reports should describe the progress made on the research project, detail the findings observed, and document any outputs and impacts. All educational activities should include an evaluation component that measures changes in knowledge or awareness, attitudes and opinions, and/or the adoption of new practices.

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 Evaluation Expectations](#) list shows which results you should report on during the project and what Western SARE may assess two to four years after the project's completion.
- The [Survey Instrument](#) is a tool for grantees to gather results from a project's outreach activities. This survey is one important way for collecting required data to measure changes in farmer/rancher 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 during its 2020 winter meeting. (The Administrative Council reserves the right to restructure or reduce the budget of any grant proposal before final approval.) Western SARE staff will notify applicants of the status of their proposals in April 2020.

Award: If your proposal is selected for funding, the Office of Sponsored Programs at Montana State University (MSU) will initiate a Subaward Agreement to your institution/organization. The Subaward Agreement will identify all Terms and Conditions for the award, including reporting requirements. **NOTE:** If animals or human subjects are involved in the research proposal, USDA NIFA requires review by the appropriate compliance boards before MSU can issue the Subaward Agreement. If the grant recipient does not have access to an Institutional Review Board or an Institutional Animal Care and Use Board, the applicant will need to submit compliance documents to MSU for review and approval prior to receiving their award. MSU will work with the grant recipients to coordinate the process and will provide the necessary reviews of human subject and animal work.

Funds: All Subawards are cost reimbursable. The subrecipient will be responsible for invoicing MSU for all expenses to be reimbursed. Invoices are to be submitted according to the guidelines in the Subaward Agreement. 10% of the awarded amount will be withheld pending receipt and approval of the final report.

Photographs and Videos: Grant recipients are required to document their project with photographs, which can be useful to them and help us highlight and promote their work on our website and in publications. High-definition digital photographs and videos are preferred.

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

Reports: An annual progress report will be required each year of your project. Additionally, a final report will also be required. Project reports are compiled each year and shared with producers, interested policymakers and leaders at community, state, regional and national levels. All educational materials and products must be produced in electronic format. This format will be required in your reports. ***Annual Progress Reports will be due on April 1st of each year of your project. You will have up to 60 days from the Period of Performance end date to submit the Final Report.***

Site visits: SARE recognizes there are limits to what can be accomplished, measured and reported during the life of your project. As a result, along with your reporting, Western

SARE staff plan to conduct post-project assessments of representative projects to get a fuller measure of the SARE program's impact in areas such as:

- Who is participating in SARE-funded projects?
- What is being created by the projects (e.g., new knowledge, new approaches)?
- What are people learning from these projects?
- What changes are farmers and ranchers making?
- What economic, environmental, social or productivity benefits are farmers and ranchers seeing as a result of having made a change?

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

How to Apply

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

Look for programs under "Western" [region]

Read the entire Call for Proposals before beginning to write the proposal

Proposals are due by 12 pm (noon) MST – November 13, 2019

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

Resources

Check the resources in the [WSARE Proposal Preparation Documents](#). Also see "[How to Conduct Research on Your Farm or Ranch](#)." If you have further questions, please contact our office at 406-994-4785 or wsare@msu.edu

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 under [Writing a Successful Grant](#).

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

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