Partnership Grant Program
2024 Call for Proposals

Proposal Due Date: April 9, 2024 5:00 p.m. ET

Proposals are submitted online at: **projects.sare.org**

Questions?

Visit the Northeast SARE website at: www.northeastsare.org/PartnershipGrant. For questions about this Call for Proposals, please contact Candice Huber at northeast-pg@sare.org or 802-656-7587.

At a Glance

Partnership Grants provide opportunities to researchers, educators and agricultural service providers working in direct partnership with farmers to conduct research on topics specific to sustainable agriculture. Grant requests can be up to $30,000 and projects must be completed within 3 years. At least one farmer partner is required and should be involved at the early stages of development.

About Northeast SARE

The Northeast Sustainable Agriculture Research and Education (SARE) Program offers competitive grants to farmers, educators, service providers, researchers, nonprofit staff, graduate students and others to address key issues affecting the sustainability of agriculture throughout our region. Northeast SARE is one of four regional SARE programs funded by the USDA National Institute of Food and Agriculture (NIFA).

The program—including funding decisions—is driven by the Northeast SARE outcome statement: *Northeast agricultural communities honor the holistic connection among land, water, air, and all living beings. Agriculture in the Northeast is accessible, sustainable, and just, addressing historic and current inequities so all farmers and farm employees can steward resources to ensure sustainability, resilience, economic viability, and a high quality of life.*
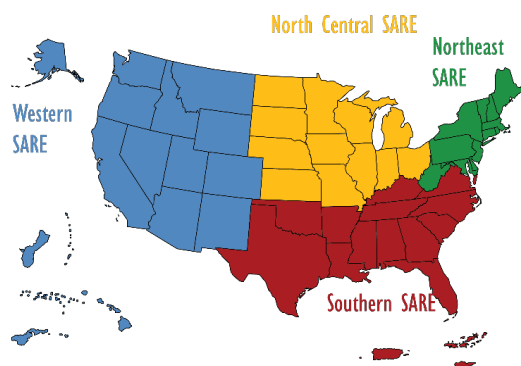
The Northeast region includes Connecticut, Delaware, Maine, Massachusetts, Maryland, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, West Virginia, Vermont, and Washington, D.C.

24 Jan 2024

About the Northeast SARE Partnership Grant Program

Grant Timeline

All contracts will have a start date of August 1, 2024. However, it often takes about a month past that date for Northeast SARE and the awardee organization to finalize the contract. For more information, see the Contracting and Disbursement section of this call on page 20.

Overview

The Northeast SARE Partnership Grant program funds projects that work in direct partnership with farmers to encourage innovative solutions to current challenges related to sustainable production, marketing, and/or farmer and community well-being in Northeast farming and food systems.

Partnership Grant projects require an explicit connection to the needs and interests of farmers in the Northeast. The projects must lead to new information or working relationships that are consistent with the Northeast SARE outcome statement (page 1) and address the program's review criteria.

> Reviewers look to fund projects that are well-designed to meet proposed objectives and promise the greatest benefit to farming communities.

A wide variety of topics can be funded by Northeast SARE, including marketing and business, crop production, raising livestock, aquaculture, social sustainability, urban and Indigenous agriculture and much more. Other aspects of projects funded through the Northeast SARE program include those that address climate-smart agriculture practices intended to improve ecological, social, and economic resilience to climate change; increase carbon sequestration; and reduce greenhouse gas emissions. Climate-smart practices include reduced and no-till, cover crops, prescribed grazing, ruminant feed management, manure management, fertilizer management, and on-farm energy efficiency. In addition, projects may address traditional ecological knowledge.

The program is not designed to support educational programs for the non-farming general public, food donation efforts, general public awareness campaigns about agriculture and nutrition, or community and school gardening initiatives.

To see examples of funded Partnership Grant projects, visit the national SARE project database at: projects.sare.org/search-projects/.

Eligible Applicants

Partnership Grants are open to anyone who works with farmers, including personnel at non-profit organizations, colleges and universities, Cooperative Extension, municipalities, state departments of agriculture, federal agencies like NRCS, and for-profit business entities that provide agricultural consulting, veterinary services, etc.

As a project leader, you must have the skills needed to oversee and carry out the proposed work. Your organization must have the legal structure and financial capacity in place to receive and execute a Northeast SARE contract, including expending funds needed for the project prior to receiving reimbursements from Northeast SARE; advance payments are not possible.

Projects must take place within the Northeast region, described on page 1. Applicants and host organizations may be located outside of the Northeast region if the project activities and the audience served are located within the Northeast region.

Northeast SARE encourages projects submitted from or in collaboration with women, the LGBTQ+ community and Black, Indigenous and People of Color (BIPOC). Additionally, we encourage projects submitted from or in collaboration with Minority Serving Institutions (including 1890 land grant institutions and other historically Black colleges and universities, Hispanic-Serving Institutions, and tribal colleges and universities) and other organizations in the Northeast that work with historically underrepresented communities.

Applications are limited to one per individual per year. While you may only submit one proposal in a year, other individuals from your organization may also apply.

Past SARE grant recipients with unfulfilled reporting requirements cannot apply (e.g. no final project report was filed). Current grant recipients are eligible to apply as long as they are up to date on their project reporting (e.g. annual and/or final reports are filed on time).

Northeast SARE will not fund proposals that appear to duplicate work that has been approved for funding by another grant program within or external to SARE.

Accommodation Request

Northeast SARE is committed to accessibility for all eligible applicants. We encourage you to reach out to us regarding any challenges you experience as you plan and submit your proposal. To do so or to specifically request a disability-related accommodation, please contact Northeast SARE as soon as possible at 802- 656-7650 or **northeastsare@uvm.edu**. Disability accommodations must be requested at least **three weeks prior to the proposal deadline**. Northeast SARE will do our best to address requests made with less notice, but may not have the resources to do so.

Farmer Partner Role

Farmers must be partners in both the planning and implementation of the project. If you, as the applicant, are a farmer who also works as an agricultural service provider, you must include at least one other farmer from another farm in the proposal as the designated farmer partner.

Northeast SARE uses the U.S. Census of Agriculture definition of a Farm: "Any place from which $1,000 or more of agricultural products were produced and sold, or normally would have been

sold, during the census year." For more information and examples of eligible farms, please see our Definition of a Farm document at: www.northeastsare.org/farmdefinition.

Your proposal must include a letter from each farmer partner involved in your project that describes their farm and farming experience, confirms their commitment to and importance of the project, and outlines the activities they will perform.

Funding Available

Northeast SARE's Administrative Council allocated $750,000 to fund projects for this cycle of Partnership Grants. Individual projects are capped at $30,000; about 30 projects will be awarded.

Project Duration

Typical project length is 2 years. All projects must be completed by November 30, 2027.

Public Domain

Proposals and reviews are kept confidential, shared only among Northeast SARE staff, Administrative Council members, and grant program reviewers. However, Northeast SARE, as a USDA NIFA program, is committed to public accessibility of results of funded projects; therefore, funded proposal text, and funded project reports will be in the public domain.

Use of Funds

Eligible Expenses

Funds may be used for the following expenses if they are specific to the project:

- **Labor**, including wages, stipends, salary and fringe benefits for individuals working on the project
- **Materials and supplies**, including research and education supplies, outreach materials, and project-specific software
- **Travel** and per diem expenses necessary for the project such as presentation of project results or to explicitly bring information back to project participants
- **Expenses to produce publications**, like fact sheets, guides, flyers, etc., as well as copies, postage and other project communication expenses
- **Compensation** for services like farmer stipends, presenter fees and other services rendered, lab fees, as well as research incentives and compensation for interviewees, and subscriptions for project-specific services, e.g., for video conferencing or online data storage
- **Meeting and training expenses**, including facility rental and participant support costs
- **Equipment** purchases and fabrication necessary for, and specific to, the project; Equipment with general uses, like a computer or tractor, are not eligible —please see restrictions, described on p.22
- **Rental or operating charges** for farm equipment, land, or greenhouse space
- **Subawards** for portions of the project conducted by other organizations
- **Indirect costs** up to 10 percent of total direct costs. Please note that for-profit businesses generally cannot include indirect costs in the budget

Ineligible Expenses

Funds may not be used for:

- **Capital costs** including the purchase of land, buildings, livestock, general use machinery, orchards, greenhouses, and major improvements, fixtures or expansion expenses
- **Normal operating expenses** that would be incurred in the absence of the project such as utilities, general maintenance, or general supplies
- **Promotional items**, including clothing (hats, tee shirts, aprons, etc.), swag, giveaways, subsidies raffles, and branded promotional material
- **Travel** to conferences and other meetings that are not essential to the project's success
- **International travel** unless integral to the project's success and described in the proposal (Note: There are certain restrictions on costs and carriers)
- **Cell phone charges**, even if cell phones are used during the course of the project
- **Food expenses** unless necessary for the continuity of a training event or project meeting; and
- **Expenses outside of the grant period**. SARE cannot pay for expenses incurred before the award start date or after the end date on the grant contract.

Additionally, it is expected that costs for copiers, cameras, computers, video equipment, and other items that have uses beyond the project be provided by the applicant. To be considered as a direct cost, the item must be clearly essential and specific to the proposed project.

Proposal Questions and Instructions

The proposal is divided into sections that contain multiple questions. Instructions for questions are presented below. Review criteria of the questions and the weights used in evaluating the proposals appear next to their associated questions throughout the instructions.

Please note: Do not include links to external sites in your submission (except as needed in the citation list); they will not be considered by reviewers.

Proposal Overview

Title. Enter a clear and succinct project title that lets reviewers know what your project is about. Use words that are useful for finding your project in a website search. The maximum length is 150 characters which is about 35 words or less. Please use Title case. "Title Case" means that the first letter of each word is capitalized, except for certain small words like articles and short prepositions.

Project Description. Provide a brief description to be used for search results if funded. Limit of 300 characters which is about 70 words or less.

Applicant. Generally, this should be you, the Project Leader. If your organization requires an organizational official to submit the application, then they would be the Applicant. To do this, they will need to set up a projects.sare.org profile and start the application.

Project Leader: If the Project Leader and the Applicant are the same, your information will be automatically populated. If the Applicant is not the Project Leader, the Project Leader will need to set up a profile with projects.sare.org, and the Applicant will need to add them to the proposal. Note: The PI is responsible for oversight of the project and will receive all communications regarding the status of the proposal.

General Information

Project Start Date: Choose a start date from the calendar pop-up. Contract start dates will be August 1, 2024, but projects may begin after that date. Note: SARE cannot pay for expenses incurred before the contract start date.

Project End Date: Choose an end date from the calendar pop-up. All projects must be completed by November 30, 2027.

Primary State: Select the state where the majority of the work will be carried out.

Primary Commodities, Primary Practices, and Primary Benefits and Impacts: Choose only the primary categories being addressed or investigated by the project, not every category that might potentially be affected. If your project is not commodity-specific, select "Does not apply to specific commodities". Use the following links for the complete list of choices that may help you select the appropriate categories. This information will be used to categorize projects and aggregate project results.
Commodities: projects.sare.org/commodities/
Practices: projects.sare.org/practices/
Benefits and Impacts: projects.sare.org/benefits-and-impacts/

Does this project involve research with vertebrate animals? Please answer yes or no. If your project is funded and involves vertebrate animals, SARE will require certification of protocol review from an Institutional Animal Care and Use Committee (IACUC). Federal animal welfare regulations require that all activities involving the use of live vertebrate animals used or intended for use in research, research training, experimentation, biological testing or for related purposes are reviewed to ensure animal welfare and humane care.

Does this project involve human subjects research? Please answer yes or no. If your project is funded and involves human research subjects, SARE will need a completed approval document from an Institutional Review Board (IRB) for Protection of Human Subjects in Research. If your organization does not have IRB protocols in place, please consult this resource: **www.hhs.gov/ohrp/regulations-and-policy/decision-charts-2018**.

Plan for IACUC/IRB Determination (no word limit): If your project does **not** involve animal research or human research subject, write "not applicable." If your project does involve animal research or human research subjects, describe your plan for obtaining IACUC and/or IRB determinations. Identify that your organization has an IACUC/ IRB board that will review this project or identify a partner (typically compensated) that has agreed to provide this review. If your organization does not have this capability, you should include at least one key collaborator that is compensated in the budget from an institution with this service and who has agreed to conduct the animal care or human subjects review. If your project is awarded, you will be required to provide the documentation before any research funds can be reimbursed.

Optional: Additional Context (150-word limit): If relevant, this is an opportunity to inform reviewers regarding any challenges or opportunities that you and others conducting this type of work face in accessing resources.

Project Summary (250-word limit): This is a standalone summary of the project. It should briefly describe the project focus, the objective(s), key components of your study's plan of work, and outreach strategy. Since the abstract is the first thing reviewers will see, take some time to make it clear and compelling. You may want to compose the abstract after you have written the rest of your proposal.

Applicant and Collaborator Information

Describe your team including you, your partner farmer(s), and any additional key collaborators.

What experience, skills and capacity do you, your organization, partner farmer(s), and key collaborators bring to the project? (750-word limit)

Describe your qualifications to carry out this work, including your expertise, management skills, and outreach capabilities. Explain your organization's or business's experience with projects like this one and, if applicable, specify any contribution of labor, money or facilities (such as a laboratory, greenhouse, livestock, fields, etc.) to the project.

Describe your partner farmer(s). Include a description of their farm(s), their experience in farming, and their role(s) in the project.

Describe any other key individuals (including consultants, trainers, etc.) who will devote significant time to the project. Descriptions should include name, title, business or organization, skills, relevant experience, and primary responsibilities on the project.

Details for any subawards should be listed here and subawardees need to have their own plans of work which should be attached below with their letters of commitment and budget justifications.

Please note: Members of the Northeast SARE Administrative Council, SARE staff, and SARE State Coordinators are not permitted to be funded or named in proposals. Other restrictions apply, see the full Conflict of Interest policy at: www.northeastsare.org/COI.

Review criteria:
The project leader has the knowledge and skills needed to see the work through to its conclusion and has access to resources to support the project.
The organization has the capacity to support the project.
The partner farmer(s) is/are eligible, experienced and able to support the proposed project.
Additional key individuals, their experience, and responsibilities are described, if applicable.
Signed letters of commitment from the partner farmer(s) and other key collaborators demonstrate their roles and commitment to the project, as well as the importance of the project.

Criteria weight: 10%

Identify Partner Farmer(s)

Select "Add a cooperator" to enter the name and contact information for each partner farmer. Use the "Additional info" field to describe their farm in terms of eligibility and their role in the project.

Letters of Commitment from Partner Farmer(s)

A letter of commitment must be provided from each partner farmer listed above. Each letter should indicate that the individual understands their role, describes what they will bring to the effort, and acknowledges their willingness to participate and the importance of the project. Letters should be written by the farmer (not you) and addressed to you as the project leader.

Other Key Collaborators

If other collaborators are integral to the project, select "Add a cooperator" to enter the name and contact information for each collaborator. Use the "Additional info" field to describe their background, expertise, and role in the project.

You do not need to include employees of your organization as key collaborators, but make sure if you reference them elsewhere in the proposal to clarify they are employees.

Letters of Commitment from Key Collaborators (File upload)

Key collaborators listed above must provide a letter of commitment. Each letter should indicate that the individual understands their role, describes what they will bring to the effort, and acknowledges their plan of work. Letters should be written by the collaborator (not you) and addressed to you as the project leader.

If your project budget includes consultant fees or subawardees, these individuals must be listed above as collaborators; a signed letter of commitment from each individual that includes their plan of work must be included in the proposal.

Subawardees are also required to provide a Budget Justification and Narrative uploaded to the Budget section as well as a completed Grant Commitment Form uploaded in the Commitment of Organization section of the proposal.

Do NOT upload any letters of general support from individuals not involved in your project, curricula vitae, or sample promotional materials about you or your organization.

Introduction

Problem and Proposed Solution (1,000 word limit)

Explain the issue being addressed, why it is important, and how your project will address it. Include how your proposed work will contribute to **Northeast SARE's outcome statement** (p1). Describe the purpose of your project and how your inquiry will advance current knowledge in a way that will have a positive effect on sustainable agriculture.

Describe the industry's need for the project and how potential results could be used by farmers. If possible, quantify the economic, social and/or environmental impacts of the problem and the research potential.

Be clear about the expected impact of the solution as relates to at least one of the following aspects of sustainable agriculture:

* Reduction of environmental and/or health risks in agriculture;

Review criteria:
The issue being addressed and its importance are clearly explained. The proposed approach addresses the issue and will likely have a positive impact on sustainable agriculture contributing to Northeast SARE's Outcome Statement. The proposed work has potential to build knowledge, awareness, skills, or attitudes that farmers can use.

Criteria Weight: 15%

- Improved productivity, reduction of costs and/or increase of net farm income;
- Conservation of soil, improvement of water quality, and protection of natural resources;
- Enhancement of employment in farm communities; and
- Improvement of quality of life for farmers, their families, employees, and the farming community.

Previous Work (750-word limit)

Describe the current knowledge and practice on this topic to show your familiarity with what has been tried and then describe how your project builds on the existing efforts. If the practice is known but has not been applied in your community, describe how it has been used elsewhere and explain how you will test it and make adaptations for your area.

Citing other studies and articles is one acceptable way to demonstrate your knowledge of current research. Describing what has been explored or tried is also acceptable.

Full citations should be listed in the Citation List section below.

Review criteria:
Current knowledge and practices related to the project are described demonstrating the applicant's familiarity with previous work. The project will build on current knowledge and contribute new information or apply current information to a new audience.

A citation list is provided with relevant references included.

Criteria weight: 5%

Citation List (750-word limit)

Provide a list of all publications referenced under "Previous Work" and elsewhere in your proposal. Only include citations directly related to the project. This will allow reviewers to understand the basis for facts and views. Links are allowed in this section of the proposal. Use the citation style most familiar to you. Many resources exist online to support with citing references, such as: https://library.uvm.edu/research/citations_style_guides_and_information_management, https://www.scribbr.com/citation/generator/, and more.

Review criteria: A citation list is provided with relevant references included.

Farming Community (500-word limit)

Describe the farming community(ies) the project team seeks to engage.

Review criteria:
The applicant has demonstrated:

1. Relationship with the farming community(ies). Please address the following questions:
   a. Who is the project serving? What are their needs and how do you know? Who will benefit and how? Demonstrate that meeting this need is important to the community and they want your support in doing so.
   b. How will the project team engage with participants? Will participants be compensated? Who is participating in project design, development, implementation? Are there others in the community addressing this need and, if so, what is your relationship with them?
2. Project team: Please explain how the project team's background, previous experience, and personal and professional expertise will contribute to the success of partnerships with this specific community(ies).

Historically Underserved Farming Communities

Please check all relevant boxes below to indicate if the farming community(ies) you work with is historically underserved as defined by the USDA. According to [Northeast SARE's values](#) we aim to elevate **direct** engagement with communities of Black, Indigenous, and all Farmers of Color (BIPOC)*:

- BIPOC (USDA socially disadvantaged)*
- Women
- Beginning farmer or rancher
- Veteran
- Limited resource farmer or rancher
- None of the above

*Northeast SARE understands BIPOC to align with the USDA definition of socially disadvantaged farmers and ranchers as those belonging to groups that have been subject to racial or ethnic prejudice, including but not limited to farmers who are Black or African American, American Indian or Alaska Native, Hispanic or Latino, and Asian or Pacific Islander.

Farm Community Letters of Commitment (Optional)

Optional: Upload a maximum of 5 letters of commitment from representatives of the farming community you are partnering with. Letters should indicate what

- An understanding of and authentic connection with the farming communities they aim to engage and their needs or interests;

- The need or interest addressed by the proposed project is a priority for the community, and the community wants their support in meeting the need or interest;

- The community has been and will be meaningfully engaged in project design and implementation;

- The project team has the relationships and experience needed to work effectively with the community;
- The project will empower the community to address their needs or interests.

- The project engages with at least one underserved farming community.

Criteria weight: 10%

role the individual has in the community, their existing or intended engagement with the project, and a statement that they believe the project authentically empowers their community. If these individuals are also Key Individuals as described above, those individuals do not need to submit 2 letters, but should address these points in their letter of commitment.

Plan of Work

Describe the project objective(s), materials and methods, project timeline, and outreach plan.

Objectives (400-word limit)

State the objectives of your project – an objective is a statement in specific and measurable terms that describes what you intend to achieve, or the question you seek to answer. Keeping objectives simple ensures they are clear and specific. This also reduces the chance for disputes or confusion for reviewers.

State your project's objective(s) starting with the phrase, "This project seeks to…" or "The question we will answer is …" List specific objectives by number and include what you will compare, study or accomplish. Include the information you hope to uncover or demonstrate and how it will be useful to farmers.

Outreach activities should be listed here *only* if they are part of the research. Generally, recommendations and sharing of project results are not considered objectives and should be described in the outreach section.

Review criteria:
Project objectives are clearly stated and include anticipated results that lead to useful information for farmers or improvements that will make farms more sustainable.

Criteria weight: 10%

Materials and Methods (2,000 word-limit)

What are your project's planned methods and measurements? For each objective, describe what you will do and how you will do it. Be very specific in describing your testing, sampling, training, treatments, surveying, etc.

For field and laboratory research, include a description of proposed treatments, experimental design, data to be collected, measurement protocols, and methods of analysis. Quantitative methods should yield statistically valid results when possible. If you plan to use a statistical method, state the design (e.g., one-way ANOVA, etc.) and the sample size sufficient for the method chosen.

For social science and marketing research, include a description of the target population(s), research design, methods and instruments to be used, data to be collected, measurement protocols, and methods of analysis. Explain how you will analyze, summarize, interpret and present any data gathered or program results, whether qualitative or quantitative.

For project objectives that involve education, demonstration, training and community-building efforts, include a description of the planned activities, engagement strategies, and how the various project components will be carried out and assessed.
Do not include hyperlinks to external information as reviewers will not view them; rather, upload relevant documents under "Supporting Materials" or refer to websites and place them in your citation list.

Review criteria: Materials and methods are clearly articulated and provide sufficient detail of what will be done to achieve the project objectives, and how tangible, measurable results will be collected and summarized. There is evidence of planning and consultation with the farmer partner(s) and collaborators (if applicable). If an experimental design is presented, it is appropriate and includes sufficient replication and sample numbers to provide reliable results.

Criteria weight: 20%

Supporting Materials (file upload)

Upload materials that clarify your proposal to reviewers such as a plot or sampling plan, experiment diagram, prototype image or drawing, survey instruments, framework for economic analysis, and other supporting documentation as needed.

Examples of appropriate additional documents:

- If you are conducting a field trial, attach plot plans or diagrams for experimental design (hand-drawn is acceptable).

- If you are proposing an invention or prototype, attach diagrams, sketches or explanatory images.

- If your project will measure changes in human learning or behavior, include sample survey instrument(s).

Outreach (500-word limit)

Effective outreach is key to long-term impact. Describe how, with specific events or modes of distribution, you will share the results of your project with farmers who can use the information, as well as with relevant organizations or other stakeholders. If possible, include and describe activities that will reach historically underserved communities (see list under [Historically Underserved Farmers](above). List only what you can reasonably accomplish within your project's timeline and specify the audience(s) and projected numbers of people that will be reached.

Review criteria:

The outreach plan describes adequate and appropriate activities for communicating project information and results; it contains clear deliverables and realistic expectations for reaching farmers and other key audiences that could potentially benefit from the results of the project.

Criteria weight: 10%

Project Timeline (500-word limit)

Outline all project activities in a chronological timeline of the steps you will take, including planned outreach activities. Beginning with your start date, specify in a month/year format when key activities happen. Include how long each step will take and who will do them.

The timeline should align with your project budget in terms of personnel costs, testing fees, travel expenses, etc. You may write out your timeline in outline form or put it in a table format as below.

Review criteria:

The timeline is realistic and includes all project activities and outreach; it describes who will do what, when and how long each step will take. The timetable is aligned with the project's budget and plan of work.

Criteria weight: 10%

Example timeline in table form:

Time Period	Activity	Personnel involved/time allotted
August - September, 2024	Meet with partner farmer and set up plots	Lisa Chiang, project leader; Anthony De Campo, farmer. Est. 32 hours per person.
March 2025, first 2 weeks	Prepare beds and plant seeds for control and treatments	Anthony De Campo and one assistant., 24 hours per person.
March - August 2025	Take measurements weekly	Lisa Chiang, 2 hours /week for 18 weeks
September - October	Analyze results, produce recommendations guide, and write up report	Lisa Chiang, 60 hrs
October	Present results at Farmer conference	Lisa Chiang, 8 hrs

Budget

A detailed budget is required. The budget is provided by completing and uploading the Budget Justification and Narrative Spreadsheet and entering totals into the online proposal.

All expenses necessary for the project should be itemized in the Budget Justification and Narrative. Calculate and explain costs as precisely as possible to show reviewers what funds are needed to carry out your project, and why they are needed. Funding requests should align with project duration, scope of the work, and detailed expenses to complete the proposed work.

Northeast SARE strongly encourages that farmers (and others who take time out of their normal work to provide a service to the project) be paid for the time they contribute to a project at a reasonable rate. For example, Northeast SARE compensates farmers who serve on its Administrative Council and review teams at a rate of $387 per day.

See the **Appendix** for more details on budget categories and samples of the Budget Justification and Narrative.

Review criteria:

Budget items reflect the realistic needs of the project. The budget is internally consistent, and units are provided. Budget items are allowable, and all expenses are well-defined and justified. The total amount requested in the submission system and in the budget template spreadsheet match.

Criteria weight: 10%

Budget Justification and Narrative Spreadsheet (file upload)

Download and complete the Northeast SARE Budget Justification and Narrative Template (Excel spreadsheet) provided at: www.northeastsare.org/partnershipgrant.

Use only the funding categories provided in the template (i.e., personnel, materials and supplies, travel, publications/printing, and other direct costs), adding rows or expanding row heights as needed to accommodate your narrative and justification. Justify each expense with a brief and clear narrative description. Itemize all expected expenses and calculate their costs as precisely as possible. Include the quantity and per-unit cost of each expense and let the formulas in the template calculate the totals. This level of detail is required by USDA NIFA and the University of Vermont. It also shows reviewers you have carefully considered the funding needed for your project. The competitiveness of proposals is undermined by an inadequately justified budget.

An overview of allowable and unallowable uses of funds is given on page 4 of this Call.

The Template should calculate the total cost of each item, the category subtotals for each year, and overall project totals. Budget categories in the Template are explained in the Instructions and are also provided in the Appendix for your convenience. Do not override formulas—all totals for each category should be calculated using the formulas in the Template.

Matching funds are not required for SARE grants. If your organization is providing facilities, resources or significant in-kind contributions to the project, these are best described in Applicant Information under "Experience, skills and capacity" and not in the budget justification.

Total Direct Costs

Enter the total direct dollar amount requested from the Budget Justification and Narrative Template ("TOTAL DIRECT COSTS").

Indirect Costs

Enter the total indirect dollar amount requested from the Budget Justification and Narrative Template ("Indirect Costs").

Total SARE Request

Enter the total dollar amount requested from the Budget Justification and Narrative Template ("TOTAL SARE Request"). The total of indirect plus direct costs requested above should add up to this number.

Host Organization Approval

Grant Commitment Form (file upload)

This form certifies that you have received approval from an authorized official at your organization. Print out the Grant Commitment Form at: **www.northeastsare.org/partnershipgrant**. The form must be signed by you as the applicant and an authorized official at your organization.

We require that the form be completed and uploaded at the time of proposal, so be sure to bring it to your authorized official well before the proposal deadline. You may share your proposal with your organization's authorized official by clicking on "View Draft" and printing the proposal or by sharing the proposal by providing the "Link to Share" URL.

Upload a PDF or image copy of the completed, fully-officiated Grant Commitment Form and enter the information from the Form into the next two questions.

Authorized Official Contact Information

Provide the name and contact information of the authorized official for the organization who will serve as fiscal agent for the project.

FDP Clearinghouse Information

Is this institution registered in the Federal Demonstration Partnership (FDP) Expanded Clearinghouse? Please answer yes or no. This information will most likely be provided by your authorized official and "Yes" or "No" will be indicated on your completed Grant Commitment Form. A list of participating organizations can be found at: fdpclearinghouse.org/organizations. It is not necessary for your organization to be part of FDP. If your project is awarded, this information will be used for contracting.

Preparing and Submitting your Proposal

Submit your proposal online at: https://projects.sare.org/.

Writing Suggestions
We recommend preparing your proposal well in advance of the deadline. A Word document with the proposal questions is available to prepare your proposal offline, ensuring it is accurate and complies with word limits before pasting into the Grant Management System at: https://northeast.sare.org/PartnershipPrepDoc (file downloads automatically).

Keep your writing clear and simple. You can assume grant reviewers have solid sustainable agriculture knowledge, but not necessarily deep expertise in your subject area.

Do not include links to external sites as they will not be considered by reviewers.

Ask a colleague or someone familiar with the proposed project to review the draft of your proposal. A fresh set of eyes can help you identify sections that may be unclear, correct errors, and strengthen your proposal.

It is advisable to correct any mistakes on line before submitting and to print out the final copy for your records.

Online Submission System
Proposals must be submitted by 5:00 p.m. ET on Tuesday, April 9, 2024, to our Grant Management System online at: https://projects.sare.org/.

At least 1-2 weeks before the due date, go to projects.sare.org to setup a user account, log in, and begin to enter your proposal in the grant management system to ensure that you are able to use the system. If you have any questions about this process, or would like to request a PDF of detailed instructions on using the grant management system, contact the Partnership Grant Administrator at northeast-pg@sare.org or 802-656-7587.

Entering your Proposal

We recommend you allow for a full day to enter and submit your proposal online. Required documents must be included and submitted by the due date; incomplete proposals will not be reviewed.

You will begin by entering a Title and Project Description, as described in Proposal Questions and Instructions.

Be sure to click "Save" after each entry.

Complete the proposal sections. Each section appears on the left sidebar of the Proposal Overview page; click on the section heading to enter responses to questions.

You may preview a draft of your proposal anytime by clicking "View Draft." You can share the draft with others with "Link to Share" at the top of the draft page.

You may log out and return later to work on your proposal. Log in and select "Manage Grant Proposals." Your draft proposal will be listed under "Unsubmitted Proposals."

When you are done, click the "Submit Proposal" at the bottom of the Proposal Overview page. The button will not appear until you have answered all required questions. Click once to see the confirmation page, then make sure to select "Submit proposal" again. You will receive an email confirmation of your submission.

Prior to the deadline, you may un-submit to revise your proposal. If you do so, remember to submit it again when you are done! Each time you submit or unsubmit the proposal, you will receive an email confirmation.

Full Proposal Checklist

Components of the proposal and their word limits appear below, listed in the order they appear in the online grant management system within section headings.

- ❏ Project Title (150-character limit)
- ❏ Project Description (300-character limit)
- ❏ Applicant
- ❏ Project Leader (if different)

General Information
- ❏ Project Start Date
- ❏ Project End Date
- ❏ Primary State
- ❏ Primary Commodities, Primary Practices, and Primary Benefits and Impacts
- ❏ Does this project involve research with vertebrate animals?
- ❏ Does this project involve human subjects research?
- ❏ Plan for IACUC/IRB Determination (no word limit)
- ❏ (Optional) Additional Context (150-word limit)
- ❏ Project Summary (250-word limit)

Applicant and Collaborator Information
- ❏ Experience, Skills and Capacity (750-word limit)
- ❏ Partner Farmers(s)
- ❏ Letters of Commitment from Farmer Partner(s) (file upload)
- ❏ Other Key Collaborator(s) (if applicable)
- ❏ Letters of Commitment from Other Key Collaborators (if applicable) (file upload)

Introduction
- ❏ Problem and Proposed Solution (1000-word limit)
- ❏ Previous Work (750-word limit)
- ❏ Citation List (750-word limit)
- ❏ Farming Community (500-word limit)
- ❏ Historically Underserved Farmers

Plan of Work
- ❏ Objectives (400-word limit)
- ❏ Materials and Methods (2,000-word limit)
- ❏ Supporting Materials (file upload)
- ❏ Outreach Plan (500-word limit)
- ❏ Project Timeline (500-word limit)

Budget
- ❏ Budget Justification and Narrative Template (file upload in .xlsx format)
- ❏ Other Funding Sources
- ❏ Total Direct Costs
- ❏ Indirect Costs
- ❏ Total SARE Request

Host Institution Approval
- ❏ Grant Commitment Form (file upload, PDF format)
- ❏ Authorized Official Contact Information
- ❏ FDP Clearinghouse Information

Required Documents

Proposals with missing or incomplete required documents will not advance to grant review so be sure the following required documents are complete and uploaded:
- ❏ Letter of Commitment from Farmer Partner(s)
- ❏ Letters of Commitment from other key collaborators (if applicable)
- ❏ Budget Justification and Narrative Spreadsheet
- ❏ Grant Commitment Form (if applicable)
- ❏ Other Relevant Research Information (if applicable)

Proposal Selection Process

Proposals are evaluated by independent review panels made up of farmers, researchers, non-profit staff and agricultural service providers using the criteria in the call for proposals. Panel scores and comments are provided to the Northeast SARE Administrative Council, which decides which proposals to fund.

Proposals and reviews are kept confidential among Northeast SARE staff, Administrative Council, and grant reviewers. If funded, proposals and funded project reports will be in the public domain.

Northeast SARE is hosted by the University of Vermont. The University prohibits discrimination on the basis of unlawful criteria such as race, color, religion, national or ethnic origin, age, sex, sexual orientation, marital status, disability, or gender identity or expression, as those terms are defined under applicable law.

Conflict of Interest

Members of the Northeast SARE Administrative Council, SARE staff, and SARE State Coordinators are not permitted to be funded or named in proposals.

Members of proposal review teams are not permitted to discuss or vote on proposals that are submitted by organizations they work for, organizations for which they serve as a board member or paid consultant, former graduate student advisees or advisors, family members or close personal friends.

Reviewers may not review a proposal in which their collaborators on research projects or co-authors on peer reviewed publications (including pending publications and submissions) serve as project leaders; the timeline for this prohibition is for any projects or publications within the past three years.

Northeast SARE's full Conflict of Interest policy can be found at: www.northeastsare.org/COI

Expectations for Funded Proposals

If the Northeast SARE Administrative Council selects your project for funding, you may expect the following.

Notification

The Northeast SARE Administrative Council will select proposals for funding by the end of July 2024 and Northeast SARE staff will notify applicants of the status of their proposals soon after that.

Contracting and Disbursement of Funds

Those selected for funding will receive a contract from the University of Vermont (Northeast SARE's host institution) to establish the plan of work and reimbursements for approved project expenses. Before a contract is issued, Northeast SARE staff will send information detailing the

next steps, including any proposal or budget revisions that need to be made.

Funds are to be used exclusively for the proposed project, as described in the budget. Funds are released on a reimbursement basis. As such, you need to have the financial capacity to pay project expenses up front and be reimbursed for invoices submitted on a net 30-day term. Northeast SARE will hold the last 20 percent of the total award until the project work, including outreach, has been completed and your final project report has been received and approved. For more information, refer to "For more information, refer to "Managing Your Northeast SARE Partnership Grant" at: https://www.northeastsare.org/ManagePartnershipGrant.

Acknowledging SARE

All funded projects are required to acknowledge Northeast SARE as the funding source in all project publications and outreach materials. You can find more information about acknowledging Northeast SARE at: https://northeast.sare.org/about/northeast-sare-logo-and-acknowledgement/.

Required Reporting

Northeast SARE requires annual progress reports and a comprehensive final report for all projects. All reports will be submitted in the Grant Management System using our reporting template. Reports should describe the progress made on the project, detail the findings observed, and document any outputs and impacts. All outreach and educational activities should be reported as well as any measured changes in knowledge or awareness, attitudes, and/or the adoption of new practices. Publications and educational tools should be added to the report as attachments. Photographs should be included to help document and promote the project.

Progress reports are due by January 15 each year the project is active, and a final report is due within 60 days of the project's end date. The final report should include full, detailed results of the project and outreach activities conducted that were outlined in your proposal.

Northeast SARE asks that grant recipients provide us with their contact information for at least two years after the project has ended to allow for follow-up and response to inquiries about the project. For more information about the types of information SARE collects post-project, visit: www.northeastsare.org/logicmodels.

Appendix A: Budget Guidance--Explanation of Expense Categories and Examples

Use the Northeast SARE Budget Justification and Narrative Templates (Excel spreadsheet) provided at: https://northeast.sare.org/PartnershipGrantBudget.

List each item and provide a narrative description that explains the need for and use of each expense. Itemize each expense with the quantity and per-unit cost; the Template will calculate the totals for each category (Personnel, Materials and Supplies, Travel, Publications and Other Direct Costs). These are the totals you will enter into the online Budget Summary. While descriptions of budget items are provided in the Template, see below for explanation of some budget categories. Save and upload the Budget Justification and Narrative in a spreadsheet format (.xlsx only).

Personnel

Show personnel costs—your time and/or the time of your employees—as an hourly rate multiplied by anticipated time needed to complete the project; or, if salaried, enter the percentage of time (FTE) and salary rate. Only people employed by your organization working on the project should be listed in this section. Use the Timeline section to help you estimate the hours worked. Note: If you are paying a consultant or providing payments to people who are not your employees, enter these expenses under "Other Direct Costs".

Northeast SARE encourages project leaders to include an accurate and comprehensive accounting of the amount of time invested to implement a project and to request a thriving wage to support these efforts. Northeast SARE encourages farmers (and others who take time out of their normal work to provide a service to the project) to be paid for the time they contribute to the work. For reference, Northeast SARE compensates farmers who serve on its Administrative Council, review teams, and working groups at a rate of $387 per day or $50/hour.

Non-Personnel Expenses

Non-personnel expense categories include: materials and supplies, travel, publications/printing, and other direct costs (communications, photocopying, consultants/speaker/trainer fees, services, conferences/meetings/workshops, trainee support, off-site office rental, purchase of equipment, rental of equipment or land-use charges, and others). Under each category, name each expense, provide narrative justification of the expense, and list information on units, quantities, and per unit costs. See "**Use of Funds**" (p.4) for a general list of allowable and ineligible expenses.

Materials and Supplies. Materials and Supplies are items that are not depreciated over time. Be specific and clearly describe why they are essential to the project. Itemize the quantity and per-unit cost of each expense. As an example, if you are proposing to buy cover crop seed, your budget line should list the item, specify why they are needed, how many are needed, and the cost per unit *(e.g., "Cover crop seed for 10 acres, 12 lbs. per acre = 120 lbs. @ $4 per pound = $480.").*

Depending on their use, perennials and livestock may be considered Materials and Supplies expenses. Perennial crops and livestock are not allowable expenses when used for the purposes of establishing a farming enterprise. However, if you are, for example, conducting a variety trial or testing a crop that is new to your region, and the expense is clearly justified for plot trials, the

purchase of perennial plants is allowable. The purchase of bees for research is also allowable when the numbers are in accord with creating a common basis for treatment comparison. The expense of smaller, shorter-lived animal 2wq1species as a treatment of a study may be allowable if the cost is justified; for example, the use of ducks or chickens as pest or weed control. Livestock feed during the study period is allowed; housing or fencing investments are treated as equipment expenses (see "Purchase of Equipment" below), and only eligible if they are necessary and unique to the project. The cost of livestock is only eligible if they are in addition to the numbers you usually carry and the study involves a loss of income. SARE funds are not intended to subsidize farm expansions.

Travel. This section is only for the travel of you, the applicant, and your employees; travel expenses for technical advisors, consultants and other collaborators should be listed under "Other Direct Costs." Specify the purpose of each trip and include who is traveling, the destination, and expenses per trip. Break out costs onto different lines (such as registration fees, lodging, airfare or mileage, per diem, etc.).

When requesting funds for travel by car, use the current federal mileage rate of 62.5¢ per mile. For auto travel, indicate who is traveling, the destination, number of trips, and total anticipated mileage *(e.g., "M. Sanchez, project leader, car travel to experiment station for insect identification training, one 62-mile round trip @ 0.65.5/mile = $40.61")*. International travel is discouraged and, if proposed, must be integral to the project's success and described in your budget justification. There are certain restrictions on costs and carriers; contact Northeast SARE staff for details.

Publications/Printing. In this section, include relevant outreach expenses, like the cost of commercial printing of workshop flyers, fact sheets, etc. Include publishing costs for scientific or technical journal articles here. Note that photocopies belong under "Other Direct Costs".

Other Direct Costs

This budget category includes communications, photocopying, speaker/trainer fees, consultants, services, conferences/meetings/workshops, trainee support, off-site office rental, purchase of equipment, rental of equipment or land-use charges, and other costs. See more information below.

Farmer Grants typically do not include trainee support and off-site office rental; if you are considering these expense categories, contact Northeast SARE staff.

Communications costs include postage, fax and telephone expenses incurred during the project. Subscription fees for online services should be included in the Services category, below. Please note that charges for cell phones are not allowable.

Photocopying. If you will make copies over the course of the project, estimate the number of copies needed and the cost per page.

Consultants, speakers and other services. Payments to collaborators, your technical advisor, consultants or any other individuals hired on a temporary basis to carry out specific tasks are listed here. Indicate in column A whether the cost is a consultant, service, or speaker. Include the names of those receiving stipends or payments for services, their organization or farm, description of the work they are providing, and a breakdown of number of days or hours of service, rate of pay, expenses to be reimbursed (travel), etc. (e.g., *J. Abrams, education consultant,*

to assist in identification of pests, 6 hours at $80/hr = $480). For consultants, if the person's experience and role are not described in the proposal, please include here their experience as it relates to the project and the services they will perform. Services refer to an outside entity that is hired for a specific custom job, such as lab services for soil testing. Provide details of these non-contracted services including fees, purpose and quantities *(e.g., Nutrilabs, N analysis of leaf samples, 64 samples at $20 each = $1280).*

Conferences/ Workshops Expenses. This section is for expenses related to events you will host. **Food expenses** are typically <u>not</u> allowed unless clearly justified as light refreshments or working lunches necessary for the continuity of a training or meeting. Events you will attend (to present your results, etc.) should be listed under Travel.

Trainee support. If meals, registration costs, transportation, lodging, stipends or other expenses are to be paid on behalf of participants who are receiving training as the project beneficiaries, these expenses should be listed as trainee support costs.

Purchase of Equipment or Cost of Fabrication. Equipment is defined as an item that has 1) an acquisition cost of $5,000 or more **and/or** 2) an expected useful life of more than one year (e.g., a $1,000 item with a useful life of 5 years would belong in this category). Allowable items must be project-specific and not general-purpose equipment that has uses clearly not specific to the project. Fabrication of equipment in a SARE project is only appropriate when a project plan of work calls for a piece of equipment to be constructed as an integral part of the project. Only project-specific research equipment with a clear justification of need and full use during the project timeline is allowable. General use equipment is <u>not</u> allowed.

Requests for funds to purchase or rent equipment must clearly justify: 1) why the equipment is essential to the project and 2) why it is not part of a farm's normal inventory. When possible, equipment should be rented, but if the equipment is relatively inexpensive or not available for rent, you may propose to buy the equipment. Shipping and delivery costs may be included.

If equipment to be purchased has a useful life on your farm or other farms that extends beyond the project period, SARE funds should be requested using a prorated share of the total cost based only on the time it will be used for the project. The allowed expense should be calculated as the purchase price, divided by expected useful life (typically 5 years for farm equipment) times the number of years used for the project.

"Experimental" equipment that has no obvious use on your farm other than for research purposes and has no obvious use on other farms (no resale value) may be funded in full.

The following are some examples of <u>allowable</u> equipment expenses:

- *A $6,000 scale (plus a shipping fee of $200) is needed to weigh cattle being raised under different feed regimens and one is not available for rent (www.cattlescales.com, Model AP600). It will be used over two years in the project with a useful life of 10 years, the allowable SARE portion of the purchase price would be $6,200/10 years = $620 per year. $620 times two years = $1,240. This is the allowable expense charged to the SARE grant; the balance of $4,960 would be paid by the farm.*
- *A microscope is needed to identify insects for a two-year study. It has a useful life of 10 years (www.microscopes.com, model GW168, The Microscope Store). The purchase price (including shipping) is $1,600. The useful life is 10 years so the per year price is $160. For a*

two-year project, the amount allowed to be charged to the SARE grant is $320 and the balance of $1,280 would be paid by the farm.

- *Ten electric netting rolls are needed to keep sheep in a hops yard for a weed management study. The netting has a useful life of three years. The equipment is Electro Net 35, 164-foot length each (www.premier1supplies.com) and costs $112 per roll. 10 rolls are needed totaling $1,120 plus $50 shipping for a total cost of $1,170. $1,170/3 years = $390 per year. Since this is a one-year study, $390 may be charged to the grant; the remaining $780 would be paid by the farm.*

- *Insect screening is needed as a control method when comparing it to pesticides in a two-year study. Insect Mesh, 13 feet x 328 feet (www.americannettings.com) costs $612 plus $28 shipping. Assuming the screening has a five-year useful life, $640/5 year totals $128/year. For this two-year project, $256 may be charged to the grant; the remaining$384 would be paid by the farm.*

Rental of equipment or **land-use charges.** Requests for funds to rent or operate equipment must clearly justify: 1) why the equipment is essential to the project and 2) why it is not part of an organization's normal inventory.

Land-use charges are most typical in field or greenhouse research situations when a rental rate is applied.

Other Costs If you have a project expense that truly does not fit into any of the above categories, it should be included in this section. Each item must be clearly identified and justified to be allowed. Unidentified, unjustified and undefined ("etc.", "miscellaneous" or "contingency expense") items are <u>not</u> allowed.

Indirect Costs

Upon awarding SARE funding, for-profit businesses such as commercial farms, veterinary services, private consultants, etc., will receive a vendor service agreement as a contract from Northeast SARE's host institution, University of Vermont (UVM). Vendor service agreements **cannot include indirect costs**, though any overhead expenses that can be directly attributable to the grant project may be included in the direct costs of the budget.

Individuals on farms associated with non-profit organizations may include 10% indirect costs in the budget. These projects are funded through a subaward agreement that flows down through UVM from USDA NIFA, and have different federal regulations and compliance requirements. Please contact Northeast SARE if you have any questions.

Example of Budget Justification and Narrative Template

The following example budget is provided so you can see how one fits together. Please note: Every budget is different—yours should reflect how your project is designed and what you plan to do. Provide enough detail so that reviewers will understand the need for each requested item.

Budget Detail, Justification and Narrative					It is required to maintain formulas in column F. Column F auto calculates based on columns D and E.
Applicant's name and institution: Lisa Chiang, Jackson Research Center					
Item name	*Narrative justification of expense*	**Unit**	**Quantity**	**$ per unit**	**Quantity x $ =**
PERSONNEL					
Only people employed by the recipient organization or farm should be listed in this category. Those employed elsewhere should be listed under **Consultants** in **Other Direct Costs**, or, if individuals are to be paid by another organization via a subaward to that organization, they should be included in a separately detailed subaward budget and the subaward total should be listed below under **Subawards** in **Other Direct Costs**.					
Salaries and wages.					
Provide narrative detail of each person's role in the project or the services they are providing through their work on the project. Show full-time equivalency as a percentage and salary for each year, or provide hourly wage multiplied by number of hours, to equal total $ requested.					
Project leader(s).					
Lisa Chiang, associate director, Jackson Research Center	Coordinate activity with the participating farm to oversee the experiment and outreach effort, 1 year	FTE	0.05	$ 75,580.00	$ 3,779.00
					$ -
Student wages.					
					$ -
					$ -
Support staff.					
Taylor Allende, research assistant	summer labor; setting out treatments, collecting the insect counts and samples, entering data into computer database, measuring harvest yields; 8 weeks, 30 hours per week.	hr.	240	$ 18.00	$ 4,320.00
					$ -
		Subtotal: Salaries and wages (rounded to the nearest dollar)			**$8,099**
Fringe benefits.					
*If applicable, provide the cost of fringe benefits. These should be calculated as a percentage of the salary and/or wage amounts above. Tuition remission for students with assistanships should listed under **Other** in **Other DIrect Costs**.*					
Fringe on Project Leader labor at 30%		%	0.3	$ 3,779.00	$ 1,133.70
Fringe on assistant labor at 30%		%	0.3	$ 3,720.00	$ 1,116.00
					$ -
					$ -
		Subtotal: Fringe benefits (rounded to the nearest dollar)			$ 2,250
		PERSONNEL TOTAL (salaries, hourly labor, and fringe benefits)			**$10,349**
NON-PERSONNEL		**Unit**	**Quantity**	**$ per unit**	**Quantity x $ =**
Materials and supplies.					
This section is for items that are specific to the project. Indicate each item with estimated quantity and per-unit cost. Include narrative justification on why the item is necessary and why not otherwise available through the organization. Items must be project-specific and able to be tracked as being used for the project. General-use items such as office supplies are not allowable unless the items can be tracked and itemized for a project-specific purpose.					
Seed	for planting treatment plots, 3 lbs per 40 plots	lb.	120	$ 4.69	$ 562.80
Chilean nitrate	fertilizer for test plots, various rates over 40 plots, 50 lb. bags	50 lb.	8	$ 31.99	$ 255.92
Insect traps	for monitoring aphids, one per 12.5 feet X 10 sides	ea.	125	$ 5.49	$ 686.25
Plastic mulch	for field plot planting	acre	2	$ 400.00	$ 800.00
Sample bags	for field samples, plant material; package of 500	pkg	1	$ 49.59	$ 49.59
					$ -
		Subtotal: Materials and supplies (rounded to the nearest dollar)			$ 2,355
Travel.					
*For travel of employees/personnel only; list consultant travel under **Consultants** and list conference attendee travel under **Participant support costs**.*					
Specify the purpose of the trip and who is traveling, the destination, dates of trip or number of days of trip if dates are not known, and expenses per trip. We recommend that you break out costs onto different lines (such as registration fees, lodging, airfare or mileage, per diem, etc.) so that your estimates are clear to reviewers.					
Lisa Chiang, mileage	Seventeen round trips from campus to cooperating farm to monitor project and collect samples by project leader @ 25 miles	miles	425	$ 0.560	$ 238.00
Lisa Chiang, mileage	One round trip from campus to State Experiment Station by project leader to share preliminary results	miles	74	$ 0.560	$ 41.44
Lisa Chiang lodging	Project leader to present at regional vegetable conference, lodging 3 nights State College, PA,	nights	3	$ 150.000	$ 450.00
					$ -
		Subtotal: Travel (rounded to the nearest dollar)			$ 729
Publications/printing.					
*Any publication development costs (editing, design and printing) that the project may incur, including project brochures and educational materials. Include publishing costs for scientific or technical journal articles here. You may include the cost of developing web-based publications here, but would not include general web hosting or photocopying as these expenses belong in **Other Direct Costs**. Show a per-piece cost for any publications you plan to develop.*					
Color guidebook, to be printed and bound at Prince Printing.	For outreach in winter workshop training programs. Cost estimate from printer for 24 page booklets.	each	100	$ 9.95	$ 995.00
					$ -
		Subtotal: Publications (rounded to the nearest dollar)			$ 995

Other Direct Costs		Unit	Quantity	$ per unit	Quantity x $ =
Communications. *Mailings, postage, conference calls. Cell phone charges are not allowable.*					
Postage for field day outreach	300 flyers sent in mail @ $0.46 each	each	300	$ 0.660	$ 198.00
					$ -
			Subtotal: Communications (rounded to the nearest dollar)		**$ 198**
Photocopying. *In-house photocopying. Estimate the number of copies needed and the cost per page.*					
Photocopying of handout for field day	for field day, 12 pages each packet, 50 attendees	page	600	$ 0.09	$ 54.00
					$ -
			Subtotal: Photocopying (rounded to the nearest dollar)		**$ 54**
Consultants, Speakers and Other Services					
If outside entities will be compensated on a temporary basis to carry out specific tasks, these charges are listed here. Expenses for specific services, consultants and speakers/presenters should all be included here. Indicate in column A whether the cost is a consultant, service, or speaker. Include the names (if applicable) of those receiving stipends or payments for services, the organizations or farms, a description of the services they are providing, and a breakdown of the number of days or hours of service, rate of pay, and expenses to be reimbursed (travel), etc. ***For consultants:*** *if the grant is awarded, you must keep a resume and scope of work on file for each consultant. If you are unable to name a specific consultant at the time of award, you will need to get Northeast SARE approval of the consultant before costs can be reimbursed.* *Research incentives and compensation for interviewees or other research participants should also be included here when clearly necessary for the success of the program. These individuals do not need to be named. Farmer collaborators if conducting work on behalf of the project team are often paid a stipend and that expense should be included here. Stipends for farmer*					
Anthony Martinez	Cooperating farmer for test field prep, laying mulch, planting, and maintenance.	days	9	$ 500.00	$ 4,500.00
Insect Specialist/Consultant, TBD	For insect IPM work in study to determine threshold and identification of pests-2.5 hrs/month for 4 months @ $35/hr	hrs	10	$ 55.00	$ 550.00
LabTech, LLC.	Tissue analyses of 99 forage samples	each	99	$ 32.50	$ 3,217.50
					$ -
		Subtotal: Consultant, speaker, and/or trainer fees (rounded to the nearest dollar)			**$ 8,268**
Conferences/meetings/workshops.					
*Costs of **hosting** project conferences, meetings, training events, and workshops are included in this category. Details of costs for each conference or meeting should be itemized and provided in the budget narrative. Meal expenses may be included in the budget only in situations where providing the meal maintains the continuity of a formal group meeting or educational training, and not offering such a meal would impose inappropriate discomfort for the meeting participants. List expenses for a project leader or staff attending a conference under **Travel.** List presenter expenses under **Consultants, Speakers and Other Services**. List trainee-participant expenses under **Participant Support Costs**.*					
					$ -
					$ -
Participant Support Costs.					
*If meals, registration costs, transportation, lodging, stipends or other expenses are to be paid on behalf of participants who are receiving training as the project beneficiaries, these expenses should be listed as participant support costs. If participant support costs are requested for conferences/meetings, describe the purpose, dates, and location of the event. Payments for services rendered should be listed above under **Consultants, speaker, and/or trainer fees**. Other **Conference/meeting/workshop** expenses may be listed in that category above. **When calculating Modified Total Direct Cost (MTDC) calculations, participant support costs are not included.***					
					$ -
					$ -
					$ -
			Subtotal: Participant support costs (rounded to the nearest dollar)		**$ -**
Off-site office rental.					
*Office rental is often covered under the organization's indirect costs and would only be applicable if a remote site was specifically needed to carry out the project. **When calculating Modified Total Direct Cost (MTDC) calculations, off-site office rental expenses are not included.***					
					$ -
					$ -
			Subtotal: Off-site office rental (rounded to the nearest dollar)		**$ -**
Purchase of equipment *(or the **cost of fabrication** of equipment)*					
*Fabrication of equipment is only appropriate when a project plan of work calls for a piece of equipment to be constructed as an integral part of the project. Only project specific equipment with clear justification of need and full use in the project is allowable. General use equipment is not allowed. **When calculating Modified Total Direct Cost (MTDC) calculations, equipment expenses are not included.***					
					$ -
					$ -
			Subtotal: Equipment (rounded to the nearest dollar)		**$ -**
Rental of equipment *or **land-use** charges*					
*Land-use charges are most typical in field research situations when a rental rate or per acre/square foot fee is applied. **When calculating Modified Total Direct Cost (MTDC) calculations, equipment rental and land-use expenses are not included.***					
Land rental for experimental plots Fat Potato Farm	Supplemental research plots at neighboring farm, rented by the acre per season	acre	4	$ 125.00	$ 500.00
					$ -
			Subtotal: Rental of equipment or land-use charges (rounded to the nearest dollar)		**$ 500**
Other					
*For project expense that truly do not fit into any other category. Tuition remission for students with assistantships can be included here. Each item must be clearly identified and justified to be allowed. "Miscellaneous" and "contingency expenses" are not allowed. Research incentives and compensation for interviewees or other research participants should also be included here when clearly necessary for the success of the program. **When calculating Modified Total Direct Cost (MTDC) calculations, other expenses are not included.***					
					$ -
					$ -
			Subtotal: Other (rounded to the nearest dollar)		**$ -**
			Subtotal: Other Direct Costs before subcontracts/subawards (rounded to the nearest dollar)		**$ 9,020**

Example Budget Justification and Narrative, continued

Subawards

If there is a portion of the project that will be subawarded to another organization, list it in this section. List the institution, organization, or farm, the subaward leader's name, and the amount of the subaward. Each subawardee will need to complete a Budget Justification and Narrative Template and Grant Commitment Form – these must be uploaded to the proposal in the online submission system. It is expected that the prime recipient is taking the lead on the effort with full responsibility for reporting, and each subaward must be less than 50% of the overall project funding request. **When calculating Modified Total Direct Cost (MTDC) calculations, subaward amounts above $25,000 for each subaward organization are not included.**

		Total from separate spreadsheet:	
		Total from separate spreadsheet:	
		Subtotal: Subawards	$ -
		Other Direct Costs total (rounded to the nearest dollar)	$ 9,020
		NON-PERSONNEL TOTAL	$ 13,099
		TOTAL DIRECT COSTS	**$23,448**

Indirect costs.
Complete the check-off below as to the basis for the amount being requested. Enter total indirect request amount on this line.
Farms and other private businesses should leave the indirect cost amount blank or enter $0 (see below).

$ **2,344.00**

TOTAL SARE REQUEST $ **25,792**

Acknowledge that indirect has been offered through the application instructions by checking (X) in the appropriate box on the left below.

X	**Indirect is requested, based on having a federally negotiated indirect rate** (subject to USDA/NIFA cap of 10% total direct costs). We have entered the amount requested on the **Indirect costs** line above. Use your own indirect calculations above if your indirect rate is less than 10% of total direct costs or if your negotiated rate is based on Modified Total Direct Costs.
	Indirect is requested, based on the de minimis rate (our organization does not have a federally negotiated indirect rate). We have entered the amount requested for indirect on the **Indirect costs** line above. This calculation uses Modified Total Direct Costs.
	No indirect is requested (**farms or other for-profit business** ineligible for indirect, as specified below). Overhead expenses that are directly attributable to the project may be itemized in the direct cost budget and **do not exceed the USDA/NIFA cap of 10% of total direct costs.**
	No indirect is requested (check if your organization is eligible, but chooses not to request indirect). Overhead expenses that are directly attributable to the project may be itemized in the direct cost budget and **do not exceed the USDA/NIFA cap of 10% of total direct costs.**

In the Grants Management System, you will upload this spreadsheet and provide totals taken from your spreadsheet.

Sample:

Total Direct Costs
$23,448
Indirect Costs
$2344
Total SARE Request
$25,792