



# Graduate Student Research Grant Program

## 2022 Call for Proposals

### Important Dates

The online system will open to accept proposals starting on:  
Proposals, with all required documents, are due no later than:

**March 1, 2022**  
**April 19, 2022, 5:00 p.m. ET**

**Proposals are submitted online at: [projects.sare.org](https://projects.sare.org)**

### Questions?

Visit the Northeast SARE website at: <https://northeast.sare.org/GraduateStudentGrant>.  
Contact grant coordinator Kali McPeters at: [kali.mcpeters@uvm.edu](mailto:kali.mcpeters@uvm.edu) or 802-651-8335 x555.

### About Northeast SARE

The Northeast Sustainable Research and Education (SARE) Program offers competitive grants to farmers, educators, service providers, researchers, 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.

The program—including funding decisions—is driven by the Northeast SARE **outcome statement**:

*Agriculture in the Northeast will be diversified and profitable, providing healthful products to customers. Farmers and the people they work with will steward resources to ensure sustainability and resilience, and foster conditions where farmers can have high quality of life and communities can thrive.*



Projects must take place in the Northeast region that includes:

- Connecticut, Delaware, Maine, Massachusetts, Maryland, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, West Virginia, Vermont, and Washington, D.C.



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Northeast SARE, one of four regional SARE programs, is hosted by the University of Vermont and is funded by the USDA National Institute of Food and Agriculture. USDA is an equal opportunity provider and employer. Northeast SARE programs are offered to all without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or familial status.

# About the Northeast SARE Graduate Student Research Grant Program

## Overview

Northeast SARE offers grants to graduate students to conduct research on topics specific to sustainable agriculture under the supervision of a faculty advisor. Proposals should address issues of current or potential importance to Northeast farmers, agricultural researchers, and farm support professionals like NRCS personnel, Extension educators, and nonprofit staff.

Projects may address a range of topics including, but not limited to, cropping systems, pest management, livestock health, social sustainability, soil quality, farm energy production, farm labor, urban agriculture, and the marketing of local agricultural products. They must also explore one or more of the sustainable agriculture themes of environmental stewardship, profitability, and quality of life for farmers and the farm community. Projects must be consistent with our outcome statement (*see page 1*) and address the program's review criteria (*listed on pages 10-14*).

To see examples of funded Graduate Student Research Grant projects, visit the national SARE database at: [projects.sare.org/search-projects/](https://projects.sare.org/search-projects/).

## Eligible Applicants

This grant program is open to any graduate student enrolled at an accredited college, university, or veterinary school who is proposing to conduct research in the Northeast region. Proposals are limited to one per graduate student per year. An individual student may receive only one Northeast SARE Graduate Student Grant over the course of their studies.

Northeast SARE encourages projects submitted from or in collaboration with 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.

Proposals must be written by the graduate student applicant, in support of their individual research effort and not that of a group project or team of researchers. While collaboration is encouraged, the graduate student applicant will be the manager and contact for the project, if funded. As such, they are expected to lead all aspects of the application and subsequently to make sure the proposed work is completed, and project reports are filed in a timely fashion. If the project is part of a larger project or thesis, the portion of work proposed for SARE funding must be clearly identified in the proposal.

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.

Current SARE grant recipients who are behind in their reporting will not be awarded a new project.

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. It is the applicant's responsibility to make clear to reviewers that any proposed work is unique, especially if it is similar to work proposed to another grant program. The proposed work may build on or complement another project, but it must be clearly differentiated. If a SARE proposal is approved for funding and a proposal to fund the same work is also approved by another grant program, only one source of funding can be accepted.

Graduate student applicants must propose to work with a specific faculty advisor. That person serves as the PI in order to administer funding for the project at the graduate student's institution. If either the graduate student or the faculty advisor declines to be a part of the project prior to the award being made, the proposal will be withdrawn; it cannot be transferred to a different student or faculty advisor.

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 802-651-8335 or [northeastsare@uvm.edu](mailto:northeastsare@uvm.edu). Depending on the type of request it may take our team two or more weeks to provide accommodations. We appreciate advance notice, so we have time to effectively address your request.

### **Faculty Advisor Role**

Because universities typically do not allow students to manage institutional grant awards, a faculty advisor will be named the principal investigator of the awarded grant. Faculty advisors must endorse the proposal, oversee the research, and as the official principal investigator they must ensure the project's budgeted expenditures are acceptable. Their approval will be confirmed with the completion of the Grant Commitment Form attached to the application and by setting up an account in [projects.sare.org](http://projects.sare.org). The proposal will not move forward to review without these elements.

### **Funding Available**

Northeast SARE's Administrative Council allocated \$400,000 to fund projects for this cycle of Graduate Student Research Grants. Individual projects are capped at \$15,000; about 25 projects will be awarded.

### **Project Duration**

Typical project length is 2 years. All projects must be completed by November 30, 2025.

### **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 submitted to this grant program. 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 participate in review of 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](http://www.northeastsare.org/COI).

### **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 access of results of funded projects; therefore, information on funded projects, their reports, and related information will be in the public domain.

### **Use of Funds**

SARE funding must comply with USDA NIFA and University of Vermont (Northeast SARE's host institution) guidelines. Therefore, there are certain allowable and ineligible expenses for this grant

program, listed below. All grant expenses must be incurred during the contract period, which will be defined before the project begins.

### **Eligible Expenses**

Funds may be used for the following expenses, provided that they are specific to the project:

- **Labor**, including wages, stipends, salary, and benefits, for individuals working on the project;
  - **Materials and supplies**, including research and education supplies, outreach materials, and software;
  - **Travel** and per diem expenses necessary for the project;
  - Journal and other **publication fees** if they are incurred during the contract period; photocopies, postage and other communications expenses;
  - **Consultant services** like farmer stipends, presenter fees and other services rendered, as well as research incentives and compensation for interviewees, and contracts or subscriptions for services necessary to implement the project;
  - **Meeting and training** expenses, including facility rental and participant support costs;
  - **Equipment** purchases and fabrication that are necessary for, and unique to, the project (equipment with general uses, like a computer or tractor, are not eligible);
  - Farm equipment and land **rental or operating** charges;
  - **Subawards** for portions of the project conducted by other organizations; and
- Indirect costs** up to 10 percent of total direct costs. Please note that for-profit businesses cannot include indirect costs in the budget (see Appendix for more information).

### **Ineligible Expenses**

Funds may NOT be used for:

- **Capital costs** including the purchase of land, buildings, livestock, general use machinery, greenhouses, and major improvements, fixtures, or expansion expenses;
- **Normal operating expenses** such as utilities, general maintenance, general supplies, or any other expenses that would be present in the absence of the project;
- Purchase of **motorized vehicles** and **equipment** that is necessary for normal farm operation;
- **Advertising and public relations** activities and materials that are not project specific, such as those promoting a farm or organization generally, are not allowable, nor are costs of promotional items and memorabilia, including gifts and souvenirs.
- **Travel** to conferences and meetings unless essential to the project, such as for presentation of project results;
- **International travel** unless integral to the project's success (Note: There are certain restrictions on costs and carriers);
- **Cell phone charges**, even if cell phones are used in 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 or after the grant contract period.

It is expected that copiers, cameras, computers, video equipment, and other items that have a range of uses beyond the project be provided by the applicant and covered as indirect costs. To be considered a direct cost, the item must be clearly essential and used 100% for the proposed project.

## Grant Timeline

Online system opens for proposal submissions.....	March 1, 2022
Online submission deadline.....	<b>April 19, 2022, 5 p.m. ET</b>
Review panel ranks proposals.....	May to July 2022
Northeast SARE Administrative Council makes final selections .....	July 2022
Award decisions announced to applicants.....	Late July 2022
Contract start date for awarded projects .....	August 1, 2022

## Proposal Selection Process

Proposals are evaluated by independent review teams made up of farmers, researchers, non-profit staff and agricultural service providers. Reviewers evaluate proposals on a Likert scale using the criteria that are listed beside the [Step-by-Step Instructions](#). A summative score is then generated for each proposal using the weights for each individual section listed in the review criteria.

Review team scores and comments are provided to the Northeast SARE Administrative Council, the program's governance body, that makes final decisions about funding allocations. When selecting proposals for funding, the Administrative Council may give additional consideration to audiences, topics, and geographic locations that are underrepresented in Northeast SARE's grant portfolio.

## Preparing Your Proposal

### Advanced Planning

Submit proposals online at: [projects.sare.org](https://projects.sare.org).

Proposals should be prepared well in advance of the deadline. Most sponsored programs offices need two to four two weeks to review and approve proposals for submission, so plan accordingly. Note that a completed Grant Commitment Form is required – it must be signed by the graduate student applicant, their faculty advisor, and an authorized official at their institution before it is submitted as an attachment along with the proposal.

All required documents must be included and submitted by the deadline; incomplete proposals lacking required documents will not be reviewed.

### Text Limits, Formatting, and Writing Suggestions

Keep writing clear and simple. To the extent possible, avoid scientific jargon and specialized vocabulary--write for a mixed audience that includes farmers, researchers, nonprofit and extension staff, and other agricultural service providers. Grant reviewers have solid agricultural knowledge, but not deep expertise in every subject area.

There are word limits for most sections of the proposal. We highly recommend preparing proposals offline, completing responses per the instructions below. Then copy and paste them into the online system. To that end, a Word document of the proposal questions are available at

[www.northeastsare.org/GradStudentPrepDoc](http://www.northeastsare.org/GradStudentPrepDoc). This document is provided for your convenience for proposal development only and is not a substitute for the online application.

When word count limits are exceeded in the online system, the word count font changes to red and you will not be able to save that answer until the word count is at or below the limit. Copying and pasting from some word processing programs may result in the loss of formatting; make any formatting corrections within the online system. Figures, tables and other supporting graphics are allowed only in specified sections.

Do not include links to external sites, except as needed in the citation list, as they will not be considered by reviewers.

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

## Proposal Outline / Checklist

Components of the proposal and their word limits appear below, listed in the order they appear in the online system within section headings. Use the outline as a checklist to ensure your proposal is complete before submitting.

Attachments must be directly related to the proposed project. Do not attach extraneous materials such as brochures or resumes. Do not attach letters of general support from people who are not direct participants.

- Project Title (150-character limit, including spaces)
- Project Description (300-character limit, including spaces)

## Graduate Student Applicant Information

- Faculty Advisor
- Graduate Student Degree Sought
- College Program/Department
- Expected Date of Graduation

## Proposal Information

- Project Start Date
- Project End Date
- State
- Primary Commodities
- Primary Practices
- Primary Benefits and Impacts
- Does this project involve research with vertebrate animals?
- Does this project involve human subjects research?
- Project Abstract (250-word limit)

## Introduction

- Statement of the Problem and Rationale (500-word limit)
- Justification of Need (500-word limit)

### Note: Required Documents

Proposals with missing or incomplete required documents will not advance to grant review, so be sure the following required documents are uploaded:

- Budget Justification and Narrative Spreadsheet(s) (.xlsx)
- Grant Commitment Form for each institution receiving funds (PDF or image)
- Letters of Commitment (if applicable) from farmers and collaborators (PDF)

## Plan of Work

- Objectives (400-word limit)
- Materials and Methods (2,000-word limit)
- Outreach Plan (500-word limit)
- Timetable (500-word limit)

## Project Team

- Key Individuals (500-word limit)
- Letters of Commitment, if applicable (file upload, PDF format)

## Previous Work

- Literature Review (500-word limit)
- Citation List (2,000-word limit)

## Budget

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

## Host Institution Approval

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

## Entering your Proposal

Proposals are submitted online to SARE's Grant Management System at: [projects.sare.org](https://projects.sare.org).

The system supports the following web browsers: Brave, Chrome, Edge, Firefox, Opera and Safari. Please plan to use one of these browsers when entering your proposal.

The Grant Management System will be open to accept Graduate Student Research Grant proposals from March 1, 2022 until the deadline, **5:00 p.m. ET on Tuesday, April 19, 2022**. Staff are available to answer questions and address technical submission issues until 5:00 p.m. ET on the due date. Proposals submitted after 5:00 p.m. ET on April 19 will not be accepted. We strongly suggest you submit your proposal well in advance of the deadline in the event you experience technical issues that take time to resolve.

Proposals must be submitted by graduate student applicants, not faculty advisors or other individuals.

## Getting a User Account

Both the graduate student applicant and their faculty advisor will need to create accounts in order to submit a proposal to this grant program.

Enter the SARE online submission system at: [projects.sare.org](https://projects.sare.org). All new users should select "**Create an account**" and complete the registration information. The system will send an email with instructions to create your password.

Anyone that has previously received SARE grants and submitted reports is registered as a user in the system and should use their existing account. Once logged in, it is important to update your account profile if needed. If either you, the graduate student, or your faculty advisor have an incomplete account profile you will not be able to submit your application. It will be clear if this is the case; the submission system will show a message next to the PI and/or applicant name that says, “Missing contact information. <Individual’s Name> must log in and update their profile before application can be submitted.”

## Logging In

From the SARE Grant Management System landing page at: [projects.sare.org](https://projects.sare.org), select “**Log in.**” Once logged in, select “**Start a new grant proposal.**” Grant opportunities for all four SARE regions will be listed; scroll down until you see “**Northeast**” and click the “+” button. Under “**2022 Northeast SARE Graduate Student Grants**”, choose “**Begin a New Proposal.**”

## Entering Your Proposal

Start the proposal by clicking “**Edit Title**” and entering a clear, succinct title of under 150 characters (including spaces) that captures the essence of the project’s intent. Avoid acronyms, jargon, or unnecessary words.

Next, provide a brief “**Project Description**” of 300 characters or less. This is a short description of what the project intends to accomplish and, should the project be funded, will show up as the search result in the SARE database.

The “**Graduate Student**” field should list the graduate student as the applicant.

The “**Faculty Advisor**” field defaults to “none” so click “**Change**” then select “**No**” to the question, “**Will [your name] will be the project's Faculty Advisor?**” Enter your faculty advisor’s email address. If they are already in the system, your faculty advisor’s information will auto-populate and you can select “**Save**”. If they are not in the system, enter their first and last name, title and institution.

Note: Your faculty advisor must update their profile with the required demographic and contact data before you can submit your proposal application to the online system.

Be sure to click “**Save**” after each entry.

Next, complete the proposal sections. Click on each section and submit responses to the questions. To enter information, click “**Edit Answer**” for each question and be sure to click “**Save**” after each entry. See the Step-by-step instructions that follow for more guidance on these sections.

At any time while writing a proposal, you may preview a draft from the **Proposal Overview Page** by clicking “**View Draft.**” Once there, you can also share the draft of your proposal with your advisor and other collaborators by either sending the “**Link to Share**” found at the top of the draft page (after clicking **View Draft**) or by creating and sending a PDF of the proposal.

When all proposal questions are answered to your satisfaction and you have uploaded all required attachments, go to the **Proposal Overview** page and click the “**Submit Proposal**” button at the bottom of the page. The “**Submit**” button will not appear until you have answered all the required questions. Select “**I understand**” to confirm your submission. You will receive an email confirmation of your submission. Your submission is not complete until this final step, and it is important that you see the email confirmation to be sure your submission went through.

Prior to the deadline, you may unsubmit to revise the proposal, but if you do so, don’t forget to submit it again when you are done, otherwise it will not go forward to review. Each time you submit or unsubmit the proposal, you will receive an email confirmation

## Step-by-Step Instructions

The proposal is divided into sections that contain multiple questions. Instructions for questions within all sections are presented below. Review criteria appear next to their associated questions throughout the proposal.

To navigate the proposal online, each section appears on the menu in the left sidebar of the Proposal Overview page; clicking on the section heading will open the fields for entering responses to questions. To enter a response, click the “**Edit Answer**” button after each question. Answers should be written per the instructions below and should adequately address the associated review criteria.

### Graduate Student Applicant Information

**Graduate Student Degree Sought.** Use drop-down menu to select type of degree.

**College Program/Department.** Enter as text.

**Expected Date of Graduation.** Enter as text.

### General Information

**Project Start Date:** Choose a start date from the calendar pop-up. Contract start dates will be August 1, 2022 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 data from the calendar pop-up. All projects must be completed by November 30, 2025.

**State:** Select the state where the majority of the work will be carried out, i.e., the primary location of the grant activities. Usually this is the home state of the institution.

**Primary Commodities:** Choose only the primary production commodities being addressed or investigated by the project, not every commodity that might potentially be affected. If your project is not commodity-specific, select “Does not apply to specific commodities”.

**Primary Practices:** Choose only the primary production practices being addressed or investigated by the project, not every practice that might potentially be affected.

**Primary Benefits and Impacts:** Of the choices listed, how will your project have the most benefit and impact?

**Does this project involve research with vertebrate animals?** Please answer either 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 either 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](http://www.hhs.gov/ohrp/regulations-and-policy/decision-charts-2018).

**Plan for IACUC/IRB Determination:** If your project does **not** involve animal research or human research subject, please write “not applicable.” If your project does involve animal research or human research subjects, please 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):** Describe for reviewers any challenges or opportunities that you and others conducting this type of work face in accessing resources.

**Project Abstract (250-word limit):** This is a standalone summary of the project. It should briefly describe the issue, the project 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.

## Introduction

### Description of the Problem (500-word limit)

Explain the issue being addressed, why it is important, and how your project will contribute to agricultural sustainability.

Begin with, "The purpose of this project is to..." Describe how your inquiry will advance current knowledge in a way that will have a positive effect on sustainable agriculture.

#### Review criteria:

The issue and its importance are clearly described. The proposed work focuses on building knowledge, awareness, skills, or attitudes that farmers can use to become more profitable, be good stewards of the land, and/or improve quality of life. The proposed work clearly supports Northeast SARE's Outcome Statement.

**Criteria Weight: 15%**

### Justification of Need (500-word limit)

Explain how the approach explores new information and builds on prior work. Provide evidence of a demonstrated need for your project on the part of farmers or the wider agricultural community and describe 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.

If your research is not directly applicable to farmers, tell us how it will result in benefits to the farming community. If your project is part of a larger research program, describe how your proposed work will contribute to the overall goals of that effort.

#### Review criteria:

The proposed project will contribute new information that will benefit farmers directly. If the research is not directly applicable to farmers, the benefit to the farming community is clearly explained. Clear evidence is provided of a demonstrated need on the part of farmers and/or the wider agricultural community.

**Criteria weight: 10%**

## Plan of Work

### Objectives (400-word limit)

Please use a numbered list of project objectives. If your project is part of a larger research program, please only list the objectives that this application will address.

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.

### Materials and Methods (2,000-word limit)

Number each approach and method according to each corresponding objective, providing a succinct description of the methods to be used.

Describe what you will measure and how, your experimental design, and explain how the methods used will address the problem. Describe how plot sizes, replications, controls, surveys, interviews, focus groups, or other project elements are likely to yield meaningful information. Clearly define your response variables and, if appropriate, be sure to consult with a statistician while developing your experimental design.

You may supply supporting documents that add specificity and clarity; these may include plot plans for field experiments, draft survey or evaluation instruments, an explanation of statistical design, or perhaps diagrams or photographs of project components that are otherwise difficult to explain. Use the "Add Media" button to insert images or upload a PDF.

### Outreach Plan (500-word limit)

Effective outreach is key to long-term impact. Provide a thoughtful outreach plan for sharing project information and results. List specific outreach events and publications (other than your thesis) you will offer and who will benefit from these activities.

The audience for the outreach plan will differ for different projects. For some projects, outreach to other researchers and Extension personnel will be sufficient while, for others, outreach directly to farmers is more appropriate. Discuss the potential for further outreach to farmers for practical application once the research concepts have been developed.

#### Review criteria:

The proposal clearly describes the objectives this project will address.

**Criteria weight: 10%**

**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. The work proposed reflects the complexity and rigor of the degree sought.

**Criteria weight: 15%**

#### Review criteria:

The outreach plan clearly describes adequate and appropriate activities for communicating project information and results; it contains clear deliverables and realistic expectations for reaching target audiences. If it is not realistic to provide outreach directly to farmers during timeframe of project, future outreach that is expected to provide farmers with information about the project's results is thoughtfully discussed.

**Criteria weight: 10%**

## Research 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 proposal clearly describes the objectives this project will address.

Criteria weight: 10%

### Example timeline in table form:

Time Period	Activity	Personnel involved/time allotted
August - September, 2022	Conduct preliminary tests on methodology for plant tissue and soil experiments	Franklin Ford – Faculty Advisor, Diya Patel -- Graduate Student est. 10 hours per person.
March 2023, first 2 weeks	Establish in-field crop trials on 3 affected farm fields and on 1 control farm	Diya Patel and Erica Gamache – Undergraduate Assistant est. 16 hours per person.
March - June 2023	Take measurements weekly	Erica Gamache, est. 2 hours /week for 18 weeks

## Project Team

### Key Individuals (500-word limit)

Briefly describe your experience relative to the project, your role in the project, and how the project relates to your thesis or dissertation. Then describe your faculty advisor's role, background and expertise.

If applicable, identify and describe any collaborators with whom you will work--you will also need to provide letters of commitment from them, see below. Descriptions should include name, title, business or organization, skills, relevant experience, and role with the project.

Describe any other sources of funding that will support this project or that this project builds upon (do not include them in budget section of the application). Be sure to describe your access to the required resources to carry out this work, such as labs, equipment, greenhouses, field plots, etc.

### Letters of Commitment (file upload)

If your project involves collaborators (including farmers as cooperators in your research), you must include a letter from each collaborator that describes their role and commitment to the project. Letters should be written by the individual team members (not you) and addressed to you as the project leader.

Do **not** upload: A letter from your faculty advisor (unnecessary since they sign the Grant Commitment Form), letters of general support from individuals not directly involved in the project, curricula vitae, and sample promotional materials about your institution. If provided, these documents will not move forward in the review.

## Previous Work

### Literature Review (500-word limit)

Outline the scientific foundation and merits of your project and identify and explain the references used to understand the problems, challenges, opportunities, and current knowledge associated with the project. Include only those sources that are most relevant to your proposed work.

This section is the place to convince reviewers that there is a body of knowledge that provides a compelling rationale for the project.

### Citation List (2,000-word limit)

Provide a list of citations referenced in the literature review and elsewhere in your proposal. Include only those citations directly related to the proposed project. Use the citation style with which you are familiar (APA, Tri-Societies, Chicago, etc.).

#### Review criteria:

The applicant and their faculty advisor have been described and demonstrate they have the capacity and experience to conduct the project. Additional collaborators are described if applicable. Necessary facilities and equipment are available to carry out the project.

**Criteria weight: 10%**

#### Review criteria:

If the project involves collaborators, signed letters of commitment from collaborators (including farmers) have been uploaded.

**Required.**

**Review criteria:** Previous relevant work is described, is compelling, and is directly connected to the proposed project.

**Criteria weight: 10%**

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

**Required.**

## Budget

The *Budget Justification and Narrative* provides the details of your request for funding. The *Budget Summary* shows the amounts requested in each major category of funding. Both are required.

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. Please note that indirect costs are limited to 10% of total direct costs.

The budget should be realistic and complete. A budget lacking sufficient detail, containing grossly over- or under-estimated expenses, or including unallowable expenses may decrease the chances for funding.

See the [Appendix](#) for a sample *Budget Justification and Narrative and Budget Summary*.

### Budget Justification and Narrative Spreadsheet (file upload).

Download and complete the Northeast SARE Budget Justification and Narrative Template (Excel spreadsheet) provided at: [www.northeastzare.org/graduatestudentgrant](http://www.northeastzare.org/graduatestudentgrant).

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. For all items, give brief but clear descriptions of their purposes. Justify each expense with 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.

Use the spreadsheet as given, do not add extra worksheets. For multiple year budgets, record expenses by year if necessary (for example, personnel costs by year may be recorded in separate lines).

Calculate your expenses for this project carefully—the budget submitted is what reviewers will consider and requests for changes after submission may not be approved. Only include funds requested from SARE in this budget justification.

When complete, upload the Excel file (do not convert to a PDF format) to the online application system.

### Budget Summary

Enter the summed subtotals for each major budget category from the completed Budget Justification and Narrative into the Budget Summary. Click “**Add a budget item**” and select the appropriate funding category (i.e., personnel, materials and supplies, travel, printing and publication costs, other direct costs, subawards, and indirect costs). In the “**Item Description**” box, type “**See budget narrative**”.

Skip and leave the “**Details/Justification**” section blank as that information has been provided in the completed Budget Justification and Narrative spreadsheet.

Click on “**Add another budget item**” to enter summed subtotals for more categories.

The total in your Budget Summary is the proposal amount requested so be sure that it matches your total in your Budget Justification and Narrative spreadsheet.

**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, demonstrating that the project is a sound investment for SARE. The total amount requested in the submission system and in the budget template spreadsheet match.

**Criteria weight: 10%**

## Host Organization Approval

### Grant Commitment Form (file upload)

This form certifies that you have received approval from your advisor and an authorized official at your institution. Print out the Grant Commitment Form at: [www.northeastsare.org/graduatestudentgrant](http://www.northeastsare.org/graduatestudentgrant). The form must be signed by you as the applicant, your faculty advisor as the principal investigator, and an authorized official at your institution.

We require that the form be completed and uploaded at the time of application, so be sure to bring it to your institution's grants office well before the application deadline. You may share your proposal with your institution'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 this proposal.

### FDP Clearinghouse Information

Check the response to the question, "Is this institution registered in the Federal Demonstration Partnership (FDP) Expanded Clearinghouse?" 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](http://fdpclearinghouse.org/organizations). It is not necessary to be part of FDP. If your project is awarded, this information will be used for contracting.

## 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 applications for funding by the end of July 2022 and SARE staff will notify applicants of the status of their proposals soon after that.

### Contracting and Disbursement of Funds

Graduate Student Research Grants are awarded to your host institution with your faculty advisor acting as the principal investigator. The Sponsored Programs Office or Authorized Representative of the grant recipient will receive a Subcontract Agreement from the University of Vermont, the host institution for Northeast SARE. Funds are to be used exclusively for your project, outlined in your budget narrative and subject to the restrictions outlined in "Use of Funds." Funds are released on a reimbursement basis to the institution in response to invoices from the institution's financial office. Northeast SARE will hold the last 20 percent of the award until your final project report has been received and approved. For more information on grant management, please refer to Manage Your Graduate Student Grant at: [northeast.sare.org/grants/manage-a-grant/manage-your-graduate-student-grant/](http://northeast.sare.org/grants/manage-a-grant/manage-your-graduate-student-grant/).

## **IACUC and IRB Documentation**

If your project is funded and involves research with vertebrate animals, SARE will require certification of protocol review from your university's Institutional Animal Care and Use Committee (IACUC). If your project is funded and involves human research subjects, SARE will need a completed approval document from your institution's Institutional Review Board (IRB) for Protection of Human Subjects in Research. Documentation of the review determination must be provided to Northeast SARE before research funds are released.

## **Acknowledging SARE**

All funded projects are required to acknowledge Northeast SARE as the funding source in **all** project publications and outreach materials.

## **Required Reporting**

Northeast SARE requires annual progress reports and a comprehensive final report for all projects. All reports will be submitted online in SARE's 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 participant knowledge and skills, attitudes and awareness, 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 project activities that were defined in the proposal, regardless of pending or published journal articles. At the close of projects, SARE asks for contact information of 8-12 project participants whom SARE may contact in the future for program evaluation.

It is useful to review SARE's logic models and to be familiar with performance indicators that will be evaluated as part of grantee and post-project reporting. SARE logic models provide a description of the resources, activities, outputs, and outcomes of the program. For more information, please visit: [www.northeastzare.org/logicmodels](http://www.northeastzare.org/logicmodels).

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.

## **Appendix: Explanation of Budget Categories and Items to Include**

### **Personnel Costs**

Personnel costs include those for you (project leader), student wages, support staff or other hired labor. These must be shown as either an hourly rate multiplied by the anticipated time needed to complete the project or as a percentage of FTE at a given salary. There is also a separate line in the personnel section for fringe benefits. These should be calculated as a percentage of salary or wage amounts.

Only people employed by the applicant's organization should be listed in this category. Those employed elsewhere should be listed under "Other direct costs" or, if individuals are to be paid by another organization via a subaward, they should be included in a separately detailed subaward budget and the subaward total should be listed below under "Subawards" in "Other direct costs".

### **Non-Personnel Costs**

Non-personnel expense categories include: materials and supplies, travel, publications/printing, and other direct costs (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/miscellaneous). Under each category, name each expense,

provide narrative justifications of the expense, and provide information on units, quantities, and per unit costs.

**Materials and Supplies.** This section is for items that are specific to the project and have a reasonable useful life of less than three years. Supplies can include items such as project-specific software, specialized tools, measuring devices, and other materials that will be used and used up during the course of the project. Indicate each item with estimated quantity and cost. Again, be specific, for example:

*Soil test kits to measure soil health before and after treatment. 4 kits x \$22 each = \$88*

*Mapping software to collect, store and visualize project field data = \$420*

*Paper for in-house project flyers and workshop handouts. 10 reams x \$2.60 each = \$26*

It is important to 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. **Advertising and public relations** activities and materials that are not project specific, such as those promoting a farm or organization generally, are not allowable, nor are costs of promotional items and memorabilia, including gifts and souvenirs.

**Travel.** This section is for the travel of employees/personnel of the applicant's organization only; list consultant travel under consultants and list conference attendee travel under trainee support. Specify the purpose of the 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 mileage reimbursement rate set by the organization administering the grant. If your organization does not have a rate, then you should use the Federal mileage rate. This rate is adjusted each year and is currently \$0.575 per mile. For auto travel, indicate who is traveling, the destination, number of trips, and total anticipated mileage. For lodging, state the room cost and number of nights. If including travel meals (when on a trip requiring an overnight stay), specify the per diem or allowance to be used. Here are some sample budget lines:

*Research assistant making 4 trips to cooperating farm, 14 miles each; 56 miles @\$0.575/mile = \$32.20*

*Project leader making 3 trips to soil lab, 26 miles each; 78 miles @\$0.575/mile = \$44.85*

*Project leader making 1 trip to growers' meeting; 104 miles @\$0.575/mile = \$59.80*

If the budget includes air travel, long-distance trips must clearly be justified as central to the project. All plane travel must be booked according to the guidelines of the Fly America Act which roughly states that, except under certain circumstances, all flights must be booked on U.S. flag carriers. In addition, all flights must be booked in coach class.

**Publications and Printing.** This budget category is specific to any publication development costs (editing, design and printing), 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 not 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. For example:

*24-page resource directory, layout and design at \$30/hour, 15 hours = \$450*

*Printing at \$1.12 each, 1000 pieces = \$1,120*

### **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/miscellaneous.

Communications costs typically include postage, fax and telephone expenses. Charges for cell phones are not allowable.

For example, if you plan to mail 350 flyers to announce a field day, the line item would read:

*Postage for 350 field day flyers at \$0.50 each = \$175*

If you are planning conference calls with cooperators, it is fine to estimate what these will cost. For example:

*2 conference calls with planning committee @ 1 hour each = \$ 72*

**Photocopying.** If you will make copies, estimate the number of copies needed and the cost per page. You may also estimate your copying costs, based on past experience. For example:

*500 copies of the bulletin for distribution at field day @ .05 each = \$25*

*100 pages a month @ .05 each X 12 months = \$60*

**Speaker and trainer fees.** This section should include the name(s) of speakers and trainers you will work with, description of the services they are providing, their fees, and any other expenses to be reimbursed, such as travel.

**Consultants.** If outside entities are hired on a temporary basis to carry out specific tasks, these charges are listed under consultants. Include the names of those receiving stipends or payments for services and their organization or farm, statement of work or description of what will be done to earn the payment, and a breakdown of number of days or hours of service, rate of pay, expenses to be reimbursed (travel), etc. For example:

*John Abrahamson, education consultant, assist in organizing and facilitating 4 meetings at \$325 each = \$1,300*

Farmer collaborators are often paid a stipend, while some organizations process payment for such contributors under consultants. Either is acceptable. SARE strongly feels that farmers should be paid for the time they contribute to a project at a reasonable rate; Northeast SARE compensates farmers who serve on its Administrative Council and review teams a rate of \$300 per day. Please note: there is a distinction between paying farmers to contribute to a project (by participating in planning or project evaluation or in the role of a trainer or presenter—these are appropriate and encouraged) versus paying farmers to receive the benefits of training (by attending a workshop or conference as a recipient—here, payment would not be appropriate).

**Services.** If an outside entity is hired for a specific custom job, it should be listed under services. Provide details of these non-contracted services rendered for the project, including fees or hired payments, purpose and quantities. For example:

*Darla Adams, WonderMark, precision spraying, 4 applications of fungicide at \$300 each = \$1,200*

This section can also include monthly subscriptions, such as internet service, online meeting, storage, survey platforms, and trade publications if specific to the project.

**Conferences, meetings, and workshops.** Costs of holding project conferences, meetings, training events, and workshops are included in this category. Expense examples include the rental of facilities and equipment for the meeting, signage for field days, fees for guest speakers, and travel and per diem for presenters. 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. Conversely, meals may not be charged as project costs when individuals decide to go out for breakfast, lunch or dinner together when no need exists for continuity of a meeting; this kind of activity is considered an entertainment cost.

Reminder: List expenses for a project leader or staff attending a conference under Travel. List presenter expenses under Consultants or Speaker/Trainer fees. List trainee-participant expenses under Trainee support.

**Trainee support (participant support costs).** If meals, registration costs, transportation, lodging, or other travel 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. Payments for services rendered should be listed above in speaker / trainer fees or consultant payments. Other Conference/meeting/workshop expenses may be listed in that category above. When using Modified Total Direct Cost (MTDC) calculations, these expenses are removed to determine MTDC.

**Off-site office rental** is most often covered under the organization's indirect costs (see below) and would only be applicable if a remote site was specifically needed to carry out the project.

**Purchase of equipment or cost of fabrication.** 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 research equipment with clear justification of need and full use in the project is allowable. General use equipment is not allowed.

For profit businesses and any organization that is not specifically a research institution: Costs for significant pieces of equipment that will be used beyond the life of the project may be prorated based on the useful life and project duration. This determination depends on whether the equipment is a normal cost of doing business or for equipment that is highly specific to supporting the research of the project.

**Rental of equipment or land-use charges.** Land-use charges are most typical in field research situations when a rental rate is applied or a research station that has a standard per-acre fee for field plot maintenance.

**Other and miscellaneous.** If you have a project expense that does not fit into any of the above categories, it should be included in this section. Avoid using this budget category for items that really belong somewhere else. Each item must be clearly identified and justified to be allowed. Unidentified, unjustified, and undefined ("etc." or "contingency expense") items are not allowed.

### **Subawards**

If there is a portion of the project that will be subawarded to another organization, it should be included 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.

### **Indirect Costs**

USDA currently allows indirect costs. Applicants whose organizations have a negotiated federal indirect cost rate may budget the indirect portion to be up to 10 percent of total direct costs. This is the maximum, a cap on indirect set by USDA on SARE grants. If the negotiated organizational rate is less, then that lower rate limit applies. If your organization has never had a federally negotiated indirect cost rate, you may request a de minimis rate of 10% of modified total direct costs.

## Example of Budget Justification and Narrative

The following example is provided for illustrative purposes only.

Budget Detail, Justification and Narrative		It is required to maintain formulas in column F. Column F auto calculates based on columns D and E.			
<b>Applicant's name and institution:</b>					
Item name	Narrative justification of expense	Unit	Quantity	\$ per unit	Quantity x \$ =
<b>PERSONNEL</b>					
<i>Only people employed by the recipient organization or farm should be listed in this category. Those employed elsewhere should be listed under "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."</i>					
<b>Salaries and wages.</b>					
<i>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.</i>					
<b>Project leader(s).</b>					
Diya Patel, Graduate Investigator	5 hrs/wk for 10 weeks and 20 hrs/wk for 15 weeks to complete field and laboratory work in year 1	hr	350	\$ 15.50	\$ 5,425.00
Diya Patel, Graduate Investigator	10 hrs/wk for 5 weeks to complete data analysis, reporting and preparing outreach materials in year 2	hr	50	\$ 15.50	\$ 775.00
					\$ -
<b>Student wages.</b>					
Erica Gamache, Undergraduate Assistant	10 hrs/wk for 5 weeks to process samples in year 1	hr	50	\$ 10.00	\$ 500.00
Erica Gamache, Undergraduate Assistant	10 hrs/wk for 5 weeks to process samples in year 2	hr	50	\$ 10.00	\$ 500.00
					\$ -
<b>Support staff.</b>					
					\$ -
<b>Other hired labor.</b>					
					\$ -
<b>Subtotal: Salaries and wages (rounded to the nearest dollar)</b>					<b>\$ 7,200</b>
<b>Fringe benefits.</b>					
<i>If applicable, provide the cost of fringe benefits. These should be calculated as a percentage of the salary and/or wage amounts above.</i>					
Year 1 Fringe for Diya Patel, Graduate Investigator	Fringe rate is 8%		0.08	\$ 5,425.00	\$ 434.00
Year 1 Fringe for Diya Patel,	Fringe rate is 8%		0.08	\$ 775.00	\$ 62.00
					\$ -
<b>Subtotal: Fringe benefits (rounded to the nearest dollar)</b>					<b>\$ 496</b>
<b>PERSONNEL TOTAL (salaries, hourly labor, and fringe benefits)</b>					<b>\$7,696</b>
<b>NON-PERSONNEL</b>		<b>Unit</b>	<b>Quantity</b>	<b>\$ per unit</b>	<b>Quantity x \$ =</b>
<b>Materials and supplies.</b>					
<i>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.</i>					
Seed	For treatment plots	lbs	120	\$ 7.00	\$ 840.00
Insect traps	For sample collection	ea	125	\$ 4.50	\$ 562.50
zip-lock bags	For field samples	box	7	\$ 2.99	\$ 20.93
					\$ -
<b>Subtotal: Materials and supplies (rounded to the nearest dollar)</b>					<b>\$ 1,423</b>
<b>Travel.</b>					
<i>For travel of employees/personnel only; list consultant travel under consultants and list conference attendee travel under trainee support. Specify the purpose of the trip and who is traveling, the destination, dates of trip or length 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.</i>					
Mileage	20 round trips to Expiement Station (South Burlington, VT) to process samples, 6 mi/ round trip using Federal milage rate	mi	120	\$ 0.575	\$ 69.00
Annual Meeting of the Entomological Society of America Location: Denver, Colorado	Presentation of results by Diya Patel at the annual meeting of the Entomological Society of America (2021) registration fee student rate	Student Registration	1	\$ 215.000	\$ 215.00
Airfare	Round trip travel for Diya Patel to attend the Entomological Society of America Annual Meeting	Round trip	1	\$ 350.000	\$ 350.00

## Example Budget Justification and Narrative (continued)

Item name	Narrative justification of expense	Unit	Quantity	\$ per unit	Quantity x \$ =
Lodging	Lodging for Diya Patel to attend Entomological Society of America Annual Meeting	Night	4	\$ 150.000	\$ 600.00
<b>Subtotal: Travel (rounded to the nearest dollar)</b>					<b>\$ 1,234</b>
<b>Publications/printing.</b>					
<i>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.</i>					
Brochures	For field day at research farm and twilight meeting at Dodge Farm	ea	100	\$ 0.25	\$ 25.00
<b>Subtotal: Publications (rounded to the nearest dollar)</b>					<b>\$ 25</b>
<b>Other Direct Costs</b>					
<b>Communications.</b> Mailings, postage, conference calls. Cell phone charges are not allowable.					
<b>Subtotal: Communications (rounded to the nearest dollar)</b>					<b>\$ -</b>
<b>Photocopying.</b> In-house photocopying. Estimate the number of copies needed and the cost per page.					
Copies	Field scouting check-off sheets	ea	200	0.09	\$ 18.00
<b>Subtotal: Photocopying (rounded to the nearest dollar)</b>					<b>\$ 18</b>
<b>Consultant, speaker, and/or trainer fees</b>					
<i>Include the name of those receiving stipends or payments for services, speaking, or training. Also include the name of their organization or farm, description of the services they are providing, and a breakdown of number of days or hours of service, rate of pay, expenses to be reimbursed (travel), etc. Farmer collaborators are often paid a stipend and that expense should be included here.</i>					
Katherine Dodge, Farmer	Oversee crop establishment and cultivation	hr	20	25	\$ 500.00
<b>Subtotal: Consultant, speaker, and/or trainer fees (rounded to the nearest dollar)</b>					<b>\$ 500</b>
<b>Services.</b>					
<i>If an outside entity is hired for a specific custom job, it should be listed under services. Provide details of these non-contracted services rendered for the project, including fees or hired payments, purpose and quantities. This section can also include monthly subscriptions, such as internet service, online meeting, storage, survey platforms, and trade publications if specific to the project.</i>					
<b>Subtotal: Services (rounded to the nearest dollar)</b>					<b>\$ -</b>
<b>Conferences/meetings/workshops.</b>					
<i>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, speaker, and/or trainer fees. List trainee-participant expenses under Trainee support.</i>					
<b>Subtotal: Conferences/meetings/workshops (rounded to the nearest dollar)</b>					<b>\$ -</b>
<b>Trainee support (participant support costs).</b>					
<i>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. Payments for services rendered should be listed above in speaker/trainer fees or consultant payments. Other Conference/meeting/workshop expenses may be listed in that category above. When calculating Modified Total Direct Cost (MTDC) calculations, trainee support expenses are not included.</i>					
<b>Subtotal: Trainee support (rounded to the nearest dollar)</b>					<b>\$ -</b>
<b>Off-site office rental.</b>					
<i>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.</i>					
Greenhouse space - Year 1	2 full bench spaces will be rented from UVM to conduct greenhouse experiment: The rental space and price is calculated using feet <sup>2</sup> per month. This cost is 4.11 per ft <sup>2</sup> . It is estimated that project will need two full benches, totalling 220 feet for one month.	Square ft per month	220	4.11	\$ 904.20
<b>Subtotal: Off-site office rental (rounded to the nearest dollar)</b>					<b>\$ 904</b>
<b>Purchase of equipment (or the cost of fabrication of equipment)</b>					
<i>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 research 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.</i>					
<b>Subtotal: Equipment (rounded to the nearest dollar)</b>					<b>\$ -</b>
<b>Rental of equipment or land-use charges</b>					
<i>Land-use charges are most typical in field research situations when a rental rate or per acre fee is applied. When calculating Modified Total Direct Cost (MTDC) calculations, equipment rental and land-use expenses are not included.</i>					
<b>Subtotal: Rental of equipment or land-use charges (rounded to the nearest dollar)</b>					<b>\$ -</b>
<b>Other</b>					
<i>For project expense that truly do not fit into any other category. 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.</i>					

## Example Budget Justification and Narrative (continued)

Item name	Narrative justification of expense	Unit	Quantity	\$ per unit	Quantity x \$ =
<b>Subtotal: Other</b> (rounded to the nearest dollar)					\$ -
<b>Subtotal: Other Direct Costs before subcontracts/subawards</b> (rounded to the nearest dollar)					\$ 1,422
<b>Subawards.</b>					
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:					
<b>Subtotal: Subawards</b>					\$ -
<b>Other Direct Costs total</b> (rounded to the nearest dollar)					\$ 1,422
<b>NON-PERSONNEL TOTAL</b>					\$ 4,104
<b>TOTAL DIRECT COSTS</b>					\$ 11,800
<b>Indirect costs.</b>					
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).					\$ 1,180.00
<b>TOTAL SARE REQUEST</b>					\$ 12,980
Acknowledge that indirect has been offered through the application instructions by checking (X) in the appropriate box on the left below.					
<b>X</b>	<b>Indirect is requested, based on having a federally negotiated indirect rate</b> (subject to USDA/NIFA cap of 10% total direct costs). We have entered the amount requested on the <b>Indirect costs</b> 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.				
	<b>Indirect is requested, based on the de minimis rate</b> (our organization does not have a federally negotiated indirect rate). We have entered the amount requested for indirect on the <b>Indirect costs</b> line above. This calculation uses Modified Total Direct Costs.				
	<b>No indirect is requested</b> (check if your organization is a farm or other for-profit business ineligible for indirect, as specified below). Overhead expenses that are directly attributable to the project are itemized in the direct cost budget and <b>do not exceed the USDA/NIFA cap of 10% of total direct costs.</b>				
	<b>No indirect is requested</b> (check if your organization is eligible but chooses not to request indirect).				

## Example of Budget Summary

The subtotals are taken from the budget justification and narrative template above and entered into the online application system.

Category	Description	Amount
Personnel	Subtotal from budget justification and narrative template	\$7,696
Materials and supplies	Subtotal from budget justification and narrative template	\$1,423
Travel	Subtotal from budget justification and narrative template	\$1,234
Printing and publications	Subtotal from budget justification and narrative template	\$25
Other direct costs	Subtotal from budget justification and narrative template	\$1,422
Indirect costs*	Subtotal from budget justification and narrative template	\$1,180
<b>Total</b>		<b>\$11,796</b>

\*The indirect shown here is 10 percent of the total direct costs, based on the organization having an approved federal indirect cost rate.

Application deadline has passed. Use as example only.