



Research for Novel Approaches in Sustainable Agriculture

2019 Full Proposal Instructions

Important Dates

The online system will open for submissions:

October 1, 2018

Proposal submissions are due no later than:

October 30, 2018, 11:59 p.m. ET

Full proposal applications are submitted online at: www.ciids.org/nesare/rna/

Questions?

Visit our website at: www.northeastsare.org/NovelApproaches.

Contact the Northeast SARE office at northeastsare@uvm.edu or 802/651-8335.

About Northeast SARE

The Northeast Sustainable Agriculture Research and Education (SARE) Program offers competitive grants to farmers, educators, service providers, researchers, and graduate students to address key issues affecting the sustainability of agriculture throughout our region. With funding from the USDA, Northeast SARE is one of four regional SARE programs that aims to improve farm profits, stewardship, and quality of life for farmers.

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

Agriculture in the Northeast will be diversified and profitable, providing healthful products to its customers; it will be conducted by farmers who manage resources wisely, who are satisfied with their lifestyles, and have a positive influence on their communities and the environment.

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.

Inside	
About the Grant Program	2
Grant Timeline	3
Preparing Your Application	4
Proposal Outline/Checklist	5
Step by Step Instructions	5
Required Documents	11
Selected Applications	11
Resources	12
Appendices	
A. Explanation of Budget Categories	13
B. Grantee Reporting and Evaluation	16



Northeast SARE
University of Vermont
140 Kennedy Drive, Suite 201
South Burlington, VT 05403
802/651-8335
northeastsare@uvm.edu
www.northeastsare.org



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 Research for Novel Approaches in Sustainable Agriculture Grants

Overview

Northeast SARE's Research for Novel Approaches in Sustainable Agriculture grant program funds projects that conduct applied research on the feasibility of new practices and approaches that have high potential for adoption by farmers. These practices may be related to production, marketing, business management, human resource management, farm family issues, or other topics related to sustainable agriculture. By "novel," Northeast SARE means that there is already some evidence the approach is beneficial but more data is needed prior to recommending the approach for farmer adoption.

Research may be conducted through field and laboratory experiments and/or social science investigations. Exploratory research based on speculation that a new approach could be effective, or research that is not aimed at determining feasibility of an approach for farmer adoption in the near-term will not be funded.

There must be documented interest among farmers and service providers to utilize and promote the novel approach, respectively, should it be proven beneficial and feasible. Applicants must also demonstrate the direct involvement of farmers in development of the proposed project.

Eligible Applicants

Eligible applicants are those who submitted a preproposal and were notified by Northeast SARE that they were approved to submit a full proposal to the Research for Novel Approaches in Sustainable Agriculture grant program. A project leader may submit only one full proposal per year, selecting just one of Northeast SARE's major grant programs (Research and Education, Research for Novel Approaches or Professional Development), even if more than one preproposal was invited to submit a full proposal.

Changes to an Approved Preproposal

Minor revisions to the approved preproposal, such as refinements to the project title, research methods, or key individuals are acceptable, but reviewers will not accept a full proposal that differs significantly from the preproposal unless the changes made were those suggested by preproposal reviewers. Full proposal reviewers will have your preproposal and the suggestions and comments sent from the preproposal review team, so please be sure the content of the full proposal answers any concerns that were raised.

Project Duration

Typical project length is 2 to 3 years. The maximum project length allowed is 3.5 years.

Funding Available

The funding request should fall within the budget range requested in the preproposal or as otherwise requested by the preproposal review team.

Use of Funds

SARE funding must comply with USDA guidelines and, therefore, there are certain allowable and ineligible expenses for this grant program, listed below.

Funds may be used for expenses specific to the project:

- Labor, including wages or salary and benefits, for individuals working on the project;
- Supplies, including copies, research supplies, outreach materials, and software;
- Farm equipment rental or operating charges;
- Travel and per diem necessary for the project;
- Journal publication fees so long as they are incurred during the contract period; and
- Indirect costs up to 10 percent of total grant request.

Funds may NOT be used for:

- Incentive offers and promotional items, including items of clothing, swag, giveaways, subsidies, raffles, and gift cards;
- Expenses for enduring and non-project specific items such as land purchases, general farm improvements, and construction of buildings, greenhouses, and laboratories;
- Travel to scholarly meetings unless essential to the project, such as presentation of project results;
- International travel unless integral to the project's success and described in the budget justification (Note: There are certain restrictions on costs and carriers.);
- Purchase of motorized vehicles and equipment;
- Cell phone charges; and
- Food expenses unless necessary for the continuity of a training event or project meeting. (Note: When SARE funds are used for meals, USDA employees should note this on their expense reports and deduct meal costs from any per diem reimbursements.)

It is expected that costs for copiers, cameras, computers, video equipment, and other items that have a wide range of uses beyond the boundaries of the project be provided by the institution and covered as indirect costs. To be considered as a direct cost, the item must be clearly essential to the particular project and applicants must provide clear justification, making sure that these requests are reasonable and defensible.

Conflict of Interest

Members of the Northeast SARE Administrative Council are not permitted to apply for or receive funding from SARE grants. Members of proposal review teams are not permitted to discuss or vote on proposals that involve institutions they work for, organizations for which they serve as board member or adviser, former graduate student advisees, or close personal friends.

Public Domain

While applications and reviews will remain confidential, Northeast SARE considers funded projects, subsequent reports, and related information to be in the public domain.

Grant Timeline

Online application system opens for submissions	October 1, 2018
Proposal submission deadline	October 30, 2018
Electronic copy of proposal with signed cover page due	November 14, 2018
Applicants notified of Administrative Council fund decisions by	February 22, 2019
Earliest start date for projects.....	March 1, 2019
Pre-award grant management conference calls with Northeast SARE staff.....	March 2019
Contracts from UVM after pre-award conference calls.....	March 2019

Preparing and Submitting Your Proposal

Online Submission System

To access the online application system, go to: www.ciids.org/nesare/rna/. If you do not already have one, the system will prompt you to set up an account and log you into the application site. It will be open for submissions from October 1 to 11:59 p.m. ET on October 30, 2018. It is highly advisable that you avoid waiting until the last minute to submit your application in case of power failures, websites going down, browser incompatibilities, bad weather, and other unexpected calamities. Staff support to answer questions or deal with technical submission issues will be available until 5:00 p.m. ET on the due date. Applications submitted after 11:59 p.m. on October 30 will not be accepted.

Text Limits, Formatting, and Writing Suggestions

There are word limits for all sections of the application. It is highly advisable to use a word processing program to develop the proposal content offline, ensuring it is accurate and complies with the word limits.

Do not use special formatting or symbols. These will be lost when you paste the text into the online application template. Use only the keyboard symbols.

Keep the writing clear and simple. Avoid jargon and write for a mixed audience that includes farmers, researchers, extension staff, and other agricultural service providers. You can assume grant reviewers have agricultural knowledge, but may not necessarily have deep expertise in your subject area.

Advanced Planning

Please prepare your application well in advance of the deadline. Most sponsored programs or grants offices need two to four two weeks to review and approve applications, so confirm the policies at your institution and plan accordingly.

After submitting your proposal online, you'll be able to print it out with a cover page to be officiated by your institution. If you notice an error after you submit, you will need to submit the corrected proposal in the submission system, but you may do so only up to the October 30 deadline.

Send a copy of the full proposal with all required signatures as an email attachment to Northeast SARE at northeastsare@uvm.edu no later than **November 14, 2018**. Without this documentation, the proposal cannot move forward through the review process.

Full Proposal Outline / Checklist

Components of the full proposal and their word limits appear below, listed in the order they appear in the online application system. You may use the outline as a checklist to ensure that your application is complete before submitting.

- Application Cover Pages (content generated by the submission system)
- Title (120 characters, including spaces)
- Abstract (450 words)
- Project Objective (75 words)
- Problem, Novel Approach and Justification (400 words)
- Knowledge Gap and New Knowledge Needed (300 words)
- Interest of Farmers and Service Providers (250 words)
- Research Hypothesis or Question (100 words)
- Research Materials and Methods (1200 words)
- Outreach Plan (300 words)
- Subsequent Steps Toward Adoption (300 words)
- Key Individuals (400 words)
- Project Advisory Committee (350 words)
- Literature Review (1800 words)
- Citation List (no fixed word limit)
- Budget
- References

Attachments:

- Budget Justification and Narrative Template (Excel spreadsheet called “budget”)
- The following supporting documents (saved as a single PDF document called “supportdocs”):
 - Research plot or sampling plan, experiment diagram, outline of focus group or interview plan, and other supporting research documentation; and
 - Letters of commitment from key individuals (other than the project leader)

Step by Step Instructions

Note that grant review criteria appear next to related sections. All proposals are evaluated using these criteria and they must be adequately addressed for an application to be funded.

Project Title (120 characters including spaces)

Use a clear, succinct title of under 120 characters, including spaces, that captures the essence of the project's intent. Avoid acronyms, jargon, or unnecessary words.

Application Cover Page

Fill in the start date, end date, and project duration in number of years. Projects should not start before March 1, 2019. You will be asked to select a category of practices and production commodities the project will address. Enter the project leader's name and institution, and collaborating institutions. The online

system will also prompt you to define whether or not collaborating institutions/organization are receiving funding as sub-awards.

The cover page is generated automatically by the online submission system. You will be able to see a PDF copy of this content and the full proposal text at the final entry screen before you submit.

Abstract (450 words)

This is a standalone summary of the project; the abstract should not refer to subsequent parts of the proposal by using language like, "This will be described later."

The abstract should comprise four subsections, as follows. Include the subheadings in the text you enter to identify each element.

1. Problem, Novel Approach and Justification.
2. Hypothesis and Research Plan.
3. Outreach Plan.
4. Project Objective. Enter the same text here that you enter in the project objective section.

Project Objective (75 words)

State the objective of this project in terms of the knowledge expected to be generated that would enable adoption of the novel approach, and the impact this could have on farms in the Northeast.

Review criteria:

The project objective clearly describes new knowledge expected to be generated to enable adoption of the novel approach, and the potential impact the adoption could have on farms in the Northeast.

Problem, Novel Approach and Justification (400 words)

Explain the problem or missed opportunity for farmers affecting the sustainability of agriculture in the Northeast that the novel approach to be studied will address. Include the number, type and size of farms, their location, and the extent of agricultural production affected.

Describe the causes (or hypothesized causes) of the problem. Explain the novel approach and provide evidence (data from your pilot studies, or the research of others) demonstrating why it has potential to address the problem or opportunity and benefit to farmers and the sustainability of agriculture in the Northeast.

Provide numerical data directly related to the problem or opportunity, and literature-based rationale to justify the statements made about the items above.

Review criteria:

The problem or opportunity that the novel approach aims to address is important to sustainable agriculture in the Northeast; the type and scale of agriculture in the Northeast affected is well described. Relevant data is provided as evidence that the novel approach has potential to address the problem or opportunity and thus benefit a significant number of farms in the Northeast. Descriptions are clear and statements are justified with data.

Knowledge Gap and New Knowledge Needed (300 words)

Explain the gap in research results that prevents promoting adoption of the novel approach – what information is missing that, if obtained, would allow promotion of the approach to farmers? Describe the knowledge expected to be generated by the project, that will build on previous research results, providing the missing information needed to allow farmers to adopt the novel approach.

Use numerical data and literature-based rationale to justify these statements.

Review criteria:

A substantiated gap in research results exists that prevents promoting adoption of the novel approach. The knowledge expected to be generated builds on prior research and is likely to allow farmers to adopt the novel approach. Statements are justified with data.

Interest of Farmers and Service Providers (250 words)

Describe the data that provides evidence of the interest of farmers to adopt the novel approach, and the interest of agricultural service providers to promote it to farmers, should research demonstrate the approach's benefits and feasibility.

Data showing farmer and service provider interest can come from surveys, personal contacts, participation in pilot studies, and/or other assessments conducted by the applicant or others. Data from surveys or other methods of contact must be presented numerically, not as percentages of unknown numbers or unquantified statements such as "multiple" or "many."

Review criteria:

Data is presented providing evidence of farmer and service provider interest in the project.

Research Hypothesis or Question (100 words)

State the hypothesis(es) or research question(s) to be tested or evaluated that will address the knowledge gap(s) described.

Review criteria:

The hypothesis or research question is clearly stated and addresses the stated knowledge gap.

Research Materials and Methods (1200 words)

Describe the research proposed to test the hypothesis or evaluate the research question(s).

For field or laboratory research, the description must include the elements listed below (e. is optional). Include the subheadings in the text you enter to identify each element.

Review criteria:

The research is well-designed to address the knowledge gap; the design, treatments and methods are adequately described. Evidence of farmer input to the research design and conduct is provided.

a. Treatments: Proposed treatments and rationale for their selection.

b. Methods: Experimental design, experimental unit size, and treatment application.

c. Data Collection: Data to be collected, measurement protocols, and statistical methods of analysis.

d. Farmer Input: How farmers contributed to development of hypothesis and treatment selection, and the ways they may contribute to conducting the research.

(optional) **e. Additional Information:** Other relevant features of the proposed research.

For social science research, the description must include the elements listed below (e. is optional). Include the subheadings in the text you enter to identify each element.

a. Target Population(s).

b. Methods: Experimental design, methods and instruments to be used.

c. Data Collection: Data to be collected, measurement protocols, and methods of analysis.

d. Farmer input: How farmers contributed to development of hypothesis and study design, and the ways they may contribute to conducting the research.

(optional) **e. Additional Information:** Other relevant features of the proposed research.

Attachment: Upload a plot or sampling plan, experiment diagram, outline of focus group or interview plan, and other supporting research documentation.

Outreach Plan (300 words)

Describe how the research results will be communicated before the end of the project. Acceptable outreach activities include: presentations at local, regional or national conferences, workshops and field days; publication of fact sheets, booklets and videos; etc. Describe plans for peer-reviewed publication during or after the project.

Communication of both positive and negative research results to the agricultural community is required because farmers benefit from knowing both what does and does not work.

Subsequent Steps Toward Adoption (300 words)

Describe the key steps that will be necessary for farmers to adopt the novel approach should the project generate the needed information to make adoption a realistic goal for farmers. For example, how will farmers obtain the design, materials, plant or animal stock, tools, or other essential components required to implement the approach? If technical support is needed, where do you expect it to come from?

Key Individuals (400 words)

Key individuals are essential team members who devote significant time to the project. Provide a brief description of the project leader and other key individuals who will play essential roles leading the project. Name the individuals and state their affiliations, qualifications and primary role(s) they will play in the project.

Name any other organizations, outside of your own, that will receive funds requested from SARE to carry out the project, and/or those contributing significant money, personnel time, facilities, or equipment to the project.

Attachment: Letters of commitment are required from each key individual except the project leader. Letters should indicate that each person understands their role in the project and is ready and willing to participate. Letters should be written by the individuals, not the project leader.

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

Review criteria:

The outreach plan describes adequate and appropriate activities for communicating research results before the end of the project; plans for peer review publication are described.

Review criteria:

The key steps necessary for farmers to adopt the novel approach are well described, and it is clear how farmers might obtain essential components and support needed to adopt the approach.

Review criteria:

The project leader and other key individuals have the capacity and all the necessary skills and experience to conduct the project; the extent of their participation fits the needs of the project.

Project Advisory Committee (350 words)

An advisory committee consisting of at least two farmers and one agricultural service provider (from Extension, NRCS, other federal or state agency, private or non-profit sectors, veterinarian, or other farm advisor) is required. Additional people representing additional affiliations, such as researchers, may also be included on the board.

The advisory committee is expected to provide input to the researchers during proposal development, and periodically throughout the project, in the assessment of farmer interest, research design and treatment selection, and the outreach plans to share project findings. Advisory committee meetings may occur in person, by conference call or web conference.

Provide the names and affiliations of the individuals who will serve on the committee. State how they were engaged for advice during proposal development and how and when you will meet with them throughout the project.

Literature Review (1800 words)

Outline the scientific foundation and merits of your project and identify and explain the references used to understand the problems, challenges and opportunities, and current knowledge and knowledge gaps associated with the project. Include only those sources that are most relevant to your project. This section is the place to convince reviewers that there is a body of knowledge that provides a compelling rationale for the project.

Clearly describe how your project will complement or build upon the results of previous research efforts. Show that you are informed about previous relevant research including grants from SARE if they are relevant to your project. The national SARE database of projects (projects.sare.org/search-projects) contains projects from all four SARE regions and is searchable by state, project type, author, and keyword.

Citation List (no word limit)

Provide a list of full citations referenced in the literature review and elsewhere in your proposal in this section. There is no word count, but only list relevant references.

Budget

The budget is an expense plan that provides your best estimate for the expenses you expect to encounter. Itemize all expected expenses and calculate their costs as precisely as possible to show reviewers what funds are needed, and why, to carry out your project.

Even the most persuasive proposal will not be funded if the budget is not clear, is too high or too low for the effort described, or if it includes requests for items not relevant to the proposal narrative, or for items not allowed by SARE.

Review criteria:

Advisory committee members are appropriate to the research and outreach to be conducted and include at least two farmers and one agricultural service provider. The committee's input into proposal development and plans for engaging committee members during the project are described.

Review criteria:

Previous relevant work, including contributions of project key individuals in this subject area where applicable, is described and connected to the proposed work, with citations provided.

Review criteria:

Citation list is provided; relevant references are included.

Review criteria:

Budget items reflect the realistic needs of the project; and the total budget request is appropriate in terms of the magnitude of the project's expected results; all expenses are well justified, and the budget contains no errors.

Complete the budget justification and narrative template first before entering the budget summary information in the online system.

Budget Justification and Narrative Template. Use the Northeast SARE budget justification and narrative template (Excel spreadsheet) provided at: www.northeastsare.org/NovelApproaches. Be sure to select a template that matches your project length (i.e., two or three years). Complete descriptions for each item; the template will total categories for each year, as well as an overall project summary. The template must itemize the quantity and per-unit cost of each expense, include a narrative description that explains the need for and use of each expense, and calculate the total cost of each item. Round subtotals to the nearest dollar. Budget categories in the spreadsheet are explained in Appendix A.

The competitiveness of applications is undermined by an inadequately justified budget. For example, if a budget shows expenses of \$18,450 for lab tests but provides no number of tests, cost per unit or explanation about these tests (for what purpose, and when and how conducted), the justification is inadequate. If the total of itemized expenses does not sum to the amount requested in the budget, the amount is not properly justified. If an item is requested without any detail as to why it is needed or how it is related to the project, the budget is not properly justified. 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.

A budget justification and narrative template is required for each institution that will receive funds through a subcontract. The completed template will be uploaded as an Excel file (.xls or .xlsx) to the online submission.

Budget Summary. Once the budget justification and narrative template is complete, enter the summed subtotals for each budget category from the template into the budget summary form on the online submission. Individual line item expenses are not needed in the budget summary. Only include the major categories from the template (personnel salaries and wages, personnel fringe, materials and supplies, travel, printing and publications, other direct costs, and indirect costs if applicable) and make sure that the subtotal costs in the budget summary matches the subtotals in the budget template(s). Round the subtotals to the nearest dollar; the online submission does not accept trailing decimals.

You will be prompted to enter a budget summary for each year of your project if it is multiyear, and for each subcontracting institution if it is a multi-institution project. The number of years selected on the cover page for project duration activates the forms for multiple years; listing collaborating institutions that will be paid via a subcontract activates budget forms for each institution. If there are subcontracting institutions, enter that information first in the online system before entering the lead institution budget.

References

Provide three references of those who know your professional capabilities and work. Include complete contact information. References may be contacted if your proposal is a finalist and the review panel requests this step.

Required Documents

Applications with missing or incomplete required documents will not advance to grant review so be sure they are attached to your application.

Attachments

All proposal components should be entered into the online application system--including the required uploaded attachments listed below--on or before **October 30, 2018**.

1. **Budget Justification and Narrative Template** (Excel spreadsheet saved as an .xls or .xlsx file, titled "budget")
2. **Supporting Documents** as follows (saved as a single PDF, titled "supportdocs"):
 - Research plot plan, experiment diagram, survey, etc.; and
 - Letters of commitment from key individuals (other than the project leader).

Proposal with Signed Cover Page

Please send a copy of the proposal that includes the cover page with all required signatures as an e-mail attachment to Northeast SARE at northeastsare@uvm.edu no later than **November 14, 2018**. Without this documentation, the proposal cannot move through the review process.

Selected Applications

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 in late February 2019 and Northeast SARE staff will notify applicants of the status of their applications on February 22, 2019.

Contracting and Disbursement of Funds

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 the proposed project, 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 10 percent of the award until the final project report has been received and approved.

IACUC and IRB Documentation

If your project is funded and involves livestock, 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.

Acknowledging SARE

Grantees 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 in our online system using our reporting template. Reports should describe the progress made on the research 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 opinions, and/or the adoption of new practices. Products and educational tools should be added to the report as attachments. Reports may also use photographs to help document and promote the project.

Progress reports are due each December 31 and final reports are due within 60 days of the project's end date. The final report should include full, detailed results of experiments, research, and outreach activities that were defined in the application, regardless of pending or published journal article submissions. Also 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.

To strengthen your proposal and to understand further what you will be asked to report on if you are awarded a grant, please look at the performance indicators in Grantee Reporting and SARE Post-Project Evaluation (Appendix B). This table lists information you will be asked to report during the project and items SARE may assess two to four years after the project's completion. To be eligible for funding, it is not necessary that your project include results under all of the performance indicators. For more information on what SARE hopes its project investments will achieve, please review the SARE Logic Models at: www.northeastsare.org/About-Us/SARE-logic-models.

Resources

The following resources may help you as plan and write your application.

- Learn about all projects funded to date by the SARE program by visiting the national reporting site at: projects.sare.org/search-projects/. You may search the database by keywords, region, state, project type, year, and commodities and practices addressed.
- The Alternative Farming Systems Information Center (AFSIC) at the National Agricultural Library specializes in resources on sustainable food systems and practices: www.nal.usda.gov/afsic. Information specialists are available to share resources and search techniques that may be relevant to your application.

Appendix A. Explanation of Budget Categories and Items to Include

Personnel Costs

Personnel costs include those for the 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.

Only people employed by the recipient organization should be listed in this category. If people outside your institution will be paid to work on the project, they should be listed under "Other Direct Costs" (categorized as "Speaker/Trainer Fees," "Consultants," or "Services") or "Subcontracts/Subawards."

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 office supplies, project-specific software, specialized tools, measuring devices, and other materials that will be used and used up during the course of the project. 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

Travel

Specify the purpose of the trip and include who is traveling, the destination, and expenses per trip. When requesting funds for travel by car, use the mileage reimbursement rate set by the institution administering the grant. If you are not associated with an institution, then you may use the rate established by the University of Vermont (host of Northeast SARE); this rate is adjusted each year and is currently \$0.545 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. Here are some sample budget lines:

Research assistant making 4 trips to cooperating farm, 14 miles each; 56 miles @\$0.545/mile = \$30.52

Project leader making 3 trips to soil lab, 26 miles each; 78 miles @\$0.545/mile = \$42.51

Project leader making 1 trip to growers' meeting; 104 miles @\$0.545/mile = \$56.68

If the budget includes air travel, price your request with the least expensive carrier. Federal regulations require that U.S. carriers be used for international travel. Long-distance trips must clearly be justified as central to the project.

Publications and Printing

This budget category is specific to 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. 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. Please note that 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 ongoing long-distance telephone contact with cooperators, it is fine to estimate what these will cost. For example:

10 hours in-state evening long distance phone calls to cooperating farmers = \$ 50

4 hours in-state daytime long distance phone calls to project cooperator = \$ 45

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

Photocopying. If you will make copies over the course of the project, 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 use, description of the services they are providing and their fees.

Consultants. If outside entities are hired on a temporary basis to carry out specific tasks, these charges are listed under consultants. Include 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, 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 institutions 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

Conferences, meetings, and workshops. Costs of holding project conferences, meetings, 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.

Note: Costs for project personnel to travel conferences should be included under "Travel" and payments made to or for recipients of these trainings should go under "Trainee Support" see below.

Trainee support. If meals, transportation or lodging 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.

Off-site office rental is most often covered under the institution'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 calls for a piece of equipment to be constructed as an integral part 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 truly 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.

Subcontracts or Subawards

If there is a portion of the project that will be subcontracted out to another institution, list it in this section. List the institution, organization or farm. Provide the subaward leader's name and budget amount. For each subaward, you will need to attach a proposed plan of work and include a spreadsheet of budget detail justification/narrative.

Indirect Costs

USDA currently allows indirect costs. Applicants whose institutions have a negotiated federal indirect cost rate may budget the indirect portion to be up to 10 percent of total funds requested. This is the maximum, a cap on indirect set by USDA on SARE grants. This amount can be estimated as 11.11 percent of the total of direct costs, or more accurately by dividing total direct costs by nine. If you calculate a fractional dollar amount, round down so the amount of indirect remains under 10 percent of the overall total. If the negotiated institutional 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.

Appendix B: Northeast SARE Research and Education Program Grantee Reporting and SARE Post-Project Evaluation

Logic Model Category	Performance Indicators (When you report, you will receive prompts for these indicators.)	Who Collects/When Reported	
		Grantee Collects/ Reports by End of Project	SARE Collects/ Post Project
Participants	Number of farmers participating in research	✓	
	Number of farmers participating in education/outreach activities	✓	
	Number of agricultural service providers participating in education/outreach activities (optional)		
Outputs: – Activities – Information – Products	Research activities conducted	✓	
	Research results of the project	✓	
	Number and type of education/outreach activities conducted	✓	
	Number journal articles in press or published (if produced)	✓	✓
	Number and type of other, non-refereed outreach publications/products (if produced)	✓	✓
Learning Outcomes	Number of farmers that report changes in KASA (knowledge, attitudes, skills, awareness) as a result of participating in project	✓	
Action Outcomes	Number of farmers who use information learned to adopt a practice, approach, technology (including what is adopted)	✓	✓
	Number of acres, animals, or other production units affected by adoption (as an indicator of scale of adoption)	✓	✓
	New professional collaborations as a result of project (if occurred)	✓	✓
	Number of citations of project results (if occurred)	✓	✓
	SARE grant leveraged another grant (if occurred)	✓	✓
Condition Outcomes	Economic, environmental, social benefit(s) for farmers from adopting practice, approach, technology on farm	✓	✓