



2019 Graduate Student Research Grant Application Instructions

Important Application Dates

The online system will open for submissions: **April 2, 2019**

Applications, with authorized signatures, are due: **May 7, 2019, 5:00 p.m. ET**

Applications are submitted online at: www.ciids.org/nesare/gs.

Questions?

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

Contact grant manager Candice Huber at candice.huber@uvm.edu or 802/651-8335, x 554.

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.

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 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.



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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.

Inside

- [About the Grant Program](#) 2
- [Use of Funds](#) 3
- [Grant Timeline](#)..... 3
- [Preparing Your Application](#) 4
- [Application Instructions](#)..... 4
- [Required Documents](#) 8
- [Application Checklist](#)..... 9
- [Selected Applications](#)..... 9
- [Resources](#) 10

Appendices:

- A. [Example Budget](#)
- B. [Grantee Reporting and Evaluation Expectations](#)

About the Northeast SARE Graduate Student 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. Applications 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 on the farm, soil quality, farm energy production, farm labor, urban agriculture, and the marketing of local food. They should also explore one or more of the sustainable agriculture themes of good stewardship, profitability, and quality of life for farmers and the farm community. We specifically seek projects that are both consistent with our outcome statement and address our review criteria.

New for 2019

The time applications are due has been moved to 5:00 p.m. ET.

Eligible Applicants

The grant is open to any graduate student enrolled at an accredited college, university, or veterinary school located in the Northeast region who is proposing to conduct research relevant to the farming community in our region. Applications are limited to one per graduate student per year. An applicant may receive only one Northeast SARE Graduate Student Grant during the student's graduate program.

Applications should be written by the graduate student applicant and must support the research effort of one graduate student and not a group project or team of researchers. While collaboration is encouraged, the graduate student applicant is the manager and contact for the project and is expected to lead the application and subsequent funded project. It is the responsibility of the graduate student applicant to make sure the work proposed is completed and reports are filed in a timely fashion. If the project is part of a larger project or overall thesis, the portion of work proposed for SARE funds must be clearly identified in the application.

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 that is part of a project also submitted to/funded by another grant program (within or external to SARE) is unique, though it may build on or complement the other work.

Faculty Advisor Role

Because universities typically do not allow students to manage institutional grant awards, the applicant's faculty advisor will be named the principal investigator of the awarded grant. The faculty advisor must endorse the application, oversee the research, and act as the official principal investigator, and therefore must ensure the project and budgeted expenditures being proposed are acceptable. Their approval will be confirmed with a completed signature page attached to the online application.

Conflict of Interest

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

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.

Funding Available

Graduate Student Grants are capped at \$15,000 and projects usually run up to two years. In 2018, 61 applications were submitted. Of those, 28 were funded for a total of \$405,373.

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 the student or other 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:

- Costs associated with preparing a thesis;
- Purchase of classroom texts;
- Incentive offers and promotional items, including items of clothing, swag, giveaways, subsidies, raffles, and gift cards;
- Travel to scholarly meetings unless essential to the project, such as presentation of project results;
- International travel unless integral to the project's success;
- Capital costs, including the purchase of land, buildings, livestock, orchards, greenhouses, and other major farm or laboratory improvements;
- Purchase of motorized vehicles and equipment;
- Cell phone charges; and
- Food expenses unless necessary for the continuity of a training event or project meeting.

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.

Grant Timeline

Online system opens for submissions.....	April 2, 2019
Online submission deadline (signatures required)	5:00 p.m. ET* on May 7, 2019
<i>*Please note that the application deadline time has changed from past calls.</i>	
Technical review panel reviews and ranks applications.....	May to July 2019
Northeast SARE Administrative Council makes final selections	July 2019
Awards announced.....	late July 2019
Funds for selected projects disbursed / contracts begin	August 1, 2019

Preparing Your Application

Online Submission System

To access the online application system, go to: www.ciids.org/nesare/gs. The system will prompt you to set up an account and log you into the application site. It will be open for submissions from April 2 to 5:00 p.m. ET on May 7, 2019. 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 5:00 p.m. on May 7 will not be accepted.

Advanced Planning

Please prepare your application well in advance of the deadline. Most sponsored program offices need two to four two weeks to review and approve applications, so confirm the policies at your institution and plan accordingly. Note that the application signoff sheet must be completed by the graduate student, faculty advisor, and academic institutional official, and then submitted as an attachment in the online submission along with the application.

It is also recommended that applicants review previously funded SARE projects to understand the content, duration, and complexity of applications that reviewers expect. Brief descriptions of past Graduate Student projects are available at: www.northeastzare.org/sample/graduate.

Text Limits, Formatting, and Writing Suggestions

There are word limits for most sections of the application. It is highly advisable to use a word processing program to write and edit the application ahead of time to make sure 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.

Consider asking a friend or colleague as well as your faculty advisor to read your application. A fresh set of eyes can help you identify sections that are unclear or need corrections.

Step-by-step Instructions

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

Project Title (120 characters including spaces)

Use a clear title that briefly and appropriately describes the primary focus of the project. Avoid acronyms, jargon, and unnecessary words.

Application Cover Page

Under your title, provide the start date and end date for your project. Note: grants are awarded in late July so the start date of your project cannot be before August 1, 2019. Enter your contact and graduate program information followed by the contact information for your faculty advisor and your institution's authorized official.

Project Abstract (250 words)

The lower half of the cover page contains your project abstract. Keep in mind that the abstract is what reviewers read first, so put some time into making it clear and compelling.

Statement of the Problem and Rationale (500 words)

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

Relates to review criteria: Direct link to agricultural sustainability.

The project must focus on building knowledge that farmers can use to become more profitable, be good stewards of the land, or help strengthen their community.

Applications should address at least one (although two or more is better) of the following key themes in sustainable agriculture:

- the reduction of environmental and health risks in agriculture;
- improved productivity, the reduction of costs, and the increase of net farm income;
- the conservation of soil, the improvement of water quality, and the protection of natural resources;
- the enhancement of employment in farm communities; and
- the improvement of quality of life for farmers, their employees, and the farm community.

Justification of Need (500 words)

Explain how the approach explores new territory 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 impacts of the problem and the research potential. If your project is part of a larger research program, describe how this application may contribute to the overall goals of that effort.

Relates to review criteria: New information and significant need.

The project should develop new information or explore approaches that address a demonstrated need on the part of farmers or the wider agricultural community.

Objectives (400 words)

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 (see below).

Relates to review criteria: Clear objectives. Applications should describe the objectives that this project will specifically address.

Approach and Methods (2000 words)

Number approach and methods 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. Are plot sizes, replications, controls, surveys, or other project elements likely to yield meaningful information? Clearly define your response variables and be sure to consult with a statistician while developing your experimental design.

Relates to review criteria: Sound methods. Applications should specifically describe the details of what will be done to achieve the project objectives, and how tangible, measurable results will be collected.

Outreach (500 words)

How others will learn from the project 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 outreach audience is going to be different 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. Potential for further outreach to farmers for practical application once the research concepts have been developed should also be discussed.

Relates to review criteria: Outreach.

Applications should describe the outreach plan with clear deliverables and realistic expectations for reaching target beneficiaries. If deliverables are not realistic during timeframe of project, potential for outreach that will ultimately reach farmers is thoughtfully discussed.

Timetable (500 words)

Provide a clear timeline of the activities you will accomplish in this application. Keep in mind that SARE funds will not cover any work prior to August 1, 2019. To give context of how your project may fit into a larger research program, you may include in the timeline, “PRE” to describe efforts that occurred previous to the application; “DURING” to describe work to be conducted in this application; and “POST” to describe planned activities after the end date of your application.

Relates to review criteria: Timetable.

Applications should describe timetable appropriate to the work and outreach proposed, clearly stating what will be done within the proposed start and end dates.

Experience and Roles (500 words)

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. Identify and describe any collaborators with whom you will work--you will also need to provide letters of commitment from them, uploaded to the application (see page 8). 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). Describe your access to the required resources such as labs, equipment, greenhouses, field plots, etc., to carry out this work.

Relates to review criteria: Capacity for success.

Applications should describe the key people involved in the project and their relevant experience, including their commitment, expertise, and ability to see the work through to its conclusion. Applications should show that facilities and equipment are available to carry out the project.

Literature Review (500 words)

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.

Relates to review criteria:

Familiarity with related work.

Applications should describe previous efforts to address similar problems and go on to explain how this project would build on that work.

Citation List (no word limit)

Provide a list of citations referenced in the literature review and elsewhere in your application. There is no word count but only list relevant references. Use the citation style with which you are familiar (APA, Tri-Societies, Chicago, etc.).

Budget Justification and Narrative Detail

Your budget should be a realistic accounting of project expenses. Use the pre-formatted SARE budget template in Excel, available at: www.northeastzare.org/graduatestudentgrant. List project expenses under specific categories (i.e., personnel, materials and supplies, travel, printing and publications, other direct costs, and indirect costs). Be clear about what you are requesting funding for, show how you calculated each line item, provide a narrative justification as to why the item is needed or what work will be done for the labor payments requested, and make sure you only request funds for allowed expenses (page 3). [Refer to the sample budget \(Appendix A\)](#).

Relates to review criteria:

Sensible budget.

It must be clear how the money will be spent, why budget items are needed, and whether the project is a sound investment for SARE.

Since the budget submitted is what reviewers will approve and requests for changes after submission may not be approved, take the time to calculate your expenses for this project. Only include funds requested from SARE in this budget justification.

Describe and justify each expense and provide quantities and unit costs. For example, if you are proposing to buy spiral bound notebooks as “materials,” your budget line should specify how many and the cost per unit (“Spiral bound notebooks, 150 @\$3 each, \$450”). For travel, include who is traveling, where they are going, the purpose of the trip, and distance (“student worker, car travel to farms to monitor progress once per month for three months. 20 10-mile round trips @ 0.545/mile, \$109”). For personnel costs, show your time and the time of any collaborators, calculated either as an hourly rate and the anticipated time needed to complete the project, or as a percentage of FTE and the relevant salary. Provide narrative explanations for labor, including who is doing the work and what they are doing.

USDA-NIFA allows SARE to cover indirect costs, the overhead charges for facilities and administration. You may include a line item in the budget application that requests a maximum of 10 percent of your project’s total award amount for indirect cost recovery. Work with your grants administration office to be sure the amount is calculated in compliance with their policies and approved rates, but the overall limit for SARE grants is no more than 10 percent of total funds. Once the budget template is complete, upload the Excel file as an attachment to the online submission.

Budget Summary

Present your budget in the summary by inserting the subtotals from the major categories in the budget template (i.e., personnel, materials and supplies, travel, printing and publications, other direct costs, and indirect costs). Be sure the values entered here match the subtotals on the Excel budget template.

Application Sign-off Sheet

Use the form provided under “Helpful Resources” in the submission system or find it on our website at: www.northeastsare.org/graduatestudentgrant. Complete the information, sign it, and obtain signatures from your faculty advisor and institution’s authorized official. Title it “sign-off sheet” and upload it as an attachment. The completed sign-off sheet is required at the time of application, so be sure to bring this to your institution’s grants office well before the submission deadline.

Project Categories and Demographic Information

Before the final submission page, you will be asked to identify the topic(s) and commodity(ies) your project addresses. Also some confidential demographic information about you will be requested; this information is for internal use only and is not shared with reviewers.

Submission Acknowledgment

Once you submit your application, you should see an acknowledgment page. You will also receive a submission acknowledgment email that includes a link to a survey that asks about your experience with the grant application process and forms. Your feedback will help us improve our program and is greatly appreciated.

Required Documents

Attachments (.doc, .docx, .pdf, .xls or .xlsx)

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

The budget detail spreadsheet and completed application sign-off sheet must be uploaded with the grant application before submission. You may also 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. Also, if your project involves collaborators—including farmers as participants or cooperators in on-farm research—include a letter from each collaborator that describes their role and commitment to the project. Do not attach letters of general support from people who are not direct participants. Do not include curriculum vitae. If provided these documents will not move forward in the review.

To assist reviewers, please upload your budget detail spreadsheet and sign-off sheet as two separate attachments. All other supporting documents should be combined as a third attachment (as a single PDF or Word doc).

Application Checklist

Use this checklist to ensure that your application is complete before submitting.

- Cover page with abstract (250 words)
- Statement of the problem and rationale (500 words)
- Justification of need (500 words)
- Objectives (400 words)
- Approach and methods (2000 words)
- Outreach (500 words)
- Timetable (500 words)
- Experience and roles (500 words)
- Literature review (500 words)
- Citation list (no fixed word limit)
- Budget summary (no fixed word limit)

Attachments:

- Application sign-off sheet (PDF or Word doc titled “sign-off sheet”)
- Budget detail, narrative and justification (Excel spreadsheet titled “budget”)
- All other supporting documents

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 July 2019. SARE staff will notify applicants of the status of their applications in late July 2019.

Contracting and Disbursement of Funds

Graduate Student Grants are awarded to the graduate student’s host institution with the 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 the graduate student’s research, 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 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. You will need to send this documentation to grant manager Candice Huber.

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 for the previous calendar year are due by January 15 while the project continues. Final reports are due within 60 days of project completion and 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.

Northeast SARE asks that the graduate student provide contact information for at least two years after the project has ended to allow for follow-up and response to inquiries about the project (see Appendix B for types of information SARE collects post-project). For more information on what SARE hopes its project investments will achieve, you can look at the *SARE Logic Model* at www.northeastsare.org/About-Us/SARE-logic-models.

Acknowledging SARE

Grantees are required to acknowledge Northeast SARE as the funding source in all project publications and outreach materials.

Resources

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

- Tips for writing applications are available at: www.northeastsare.org/graduatestudentgrant.
- Visit the national reporting site to learn about past funded projects. Go to: projects.sare.org/search-projects/ and select “Northeast” region and “Graduate Student” project types.
- The Alternative Farming Systems Information Center (AFSIC) at the National Agricultural Library specializes in identifying resources about sustainable food systems and practices: www.nal.usda.gov/afsic. Information specialists can share resources and search techniques that may be relevant to your application. Contact AFSIC via the web, email at: afsic@nal.usda.gov, or phone: 301-504-6559.

Appendix A: Example of Budget Detail & Budget Summary

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

Sample Budget Detail

Budget Justification and Narrative		Applicant's name and institution: Mary Green, University of Vermont				
Funding Categories / Item Name	Narrative justification of expense	Unit	Quantity	\$ per unit	Quantity x \$ =	
PERSONNEL						
<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 institution via a subaward to that institution, they should be included in a separately detailed subcontract budget and the subcontract total should be listed below under "Subcontracts" in "Other direct costs."</i>						
Salaries and wages.						
<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 times number of hours, to equal total \$ requested.</i>						
Project leader(s).						
Mary Green, Graduate Investigator	5 hrs/wk for 10 weeks and 20 hrs/wk for 15 weeks to complete the field and laboratory work and data collection, and 10 hrs/wk for 5 weeks to complete data analysis, reporting and preparing outreach materials	hr	400	\$ 15.50	\$	6,200.00
					\$	-
Student wages.						
Student worker	10 hours per week for 10 weeks to process samples	hr	100	\$ 10.00	\$	1,000.00
					\$	-
Support staff.						
					\$	-
Other hired labor.						
					\$	-
Subtotal: Salaries and wages (rounded to the nearest dollar)						\$ 7,200
Fringe benefits.						
<i>If applicable, provide the fringe rate that will be applied to wages above and the total for each wage line or category.</i>						
Fringe for graduate investigator at 8%			.08	\$ 6,200.00	\$	496.00
					\$	-
Subtotal: Fringe benefits (rounded to the nearest dollar)						\$ 496
PERSONNEL TOTAL (salaries, hourly labor, and fringe benefits)						\$7,696
NON-PERSONNEL		Unit	Quantity	\$ per unit	Quantity x \$ =	
Materials and supplies.						
<i>Indicate each item with quantity and estimated cost. Include narrative justification on how the item fits the project, its direct need 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
					\$	-
Subtotal: Materials and supplies (rounded to the nearest dollar)						\$ 1,423
Travel.						
<i>For travel of employees/personnel only; list consultant travel under consultants and list conference attendee travel under trainee support. Provide detail as to the destination, purpose of the travel, who is traveling, number of travelers. If a mileage reimbursement, provide miles x rate (not more than federal rate). If lodging, provide rate x number of nights. If travel meals, specify the per diem or allowance to be used.</i>						
Mileage	20 round trips to Experiment Station to process samples, 10 mi/round trip	mi	120	\$ 0.545	\$	65.40
Mileage	20 round trips to collaborator's farm for trap setup, monitoring and data collection, 20 mi/round trip	mi	240	\$ 0.545	\$	130.80
					\$	-
Subtotal: Travel (rounded to the nearest dollar)						\$ 196
Publications/printing.						
<i>Publishing of an article in a scientific or technical journal or other type of field/program related publication or for commercial printing of brochures and program materials. Photocopying costs should be included under "Other direct costs."</i>						
Flyers	For field day at research farm and twilight meeting at demonstration project on Dodge Farm	ea	100	\$ 0.25	\$	25.00
					\$	-
Subtotal: Publications (rounded to the nearest dollar)						\$ 25

Example Budget Detail, continued

Other Direct Costs		Unit	Quantity	\$ per unit	Quantity x \$ =
Communications. Mailings, postage, conference calls. Cell phone charges are not allowable.					
					\$ -
Photocopying. In-house photocopying.					
Copies	Field Scouting check-off sheets	ea	200	\$ 0.09	\$ 18.00
					\$ -
Speaker / trainer fees.					
Include name, fee, and description of the services they are providing, expenses to be reimbursed, including travel.					
					\$ -
Consultants.					
Name 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 breakdown of number of days or hours of service and rate of pay. Provide detail of consultant expenses to be reimbursed such as travel. Add attachment if needed to define the scope of work.					
Katherine Dodge, farmer collaborator	oversee crop establishment and cultivation	hr	20	\$ 25.00	\$ 500.00
					\$ -
Services. For non-contracted services rendered for the project. Provide details (fees or hired payments, purpose and quantities).					
Lab tissue Analysis	conducted at university lab	ea	60	\$ 12.50	\$ 750.00
					\$ -
Conferences/meetings/workshops. Expenses of holding meetings or training events. Note that travel by employees/personnel should be listed under Travel; travel for presenters under either Consultants or Speakers; and travel for trainee participants under Trainee Support.					
					\$ -
Trainee support (participant support costs).					
A subsidy payment to or on behalf of those who receive training, usually for registration fees, lodging, meals, and associated travel. (N.B. 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.)					
					\$ -
Off-site office rental. Only allowable if necessary for a project specific purpose.					
					\$ -
Purchase of equipment (or the cost of fabrication of equipment).					
					\$ -
Rental of equipment or land-use charges					
					\$ -
Other / miscellaneous. These costs must always be identified in order to be allowed.					
					\$ -
Sum of Other Direct Costs before subcontracts/subawards (rounded to the nearest dollar)					\$ 1,268
Subcontracts/Subawards.					
List the institution, organization or farm. Provide project leader's name and amount of subaward. For each subaward, attach a proposed plan of work and include a spreadsheet of budget detail justification/narrative.					
Total from separate spreadsheet:					
Sum of all subcontracts					\$ -
Subtotal: Other direct costs (rounded to the nearest dollar)					\$ 1,268
NON-PERSONNEL TOTAL					\$ 2,912
TOTAL DIRECT COSTS					\$10,608
Indirect costs.					
Describe indirect rate or calculations being used, not to exceed the allowed cap, so round down if needed.					
<i>Indirect rate is calculated at 11.11% of total direct costs</i>					\$ 1,178.00
TOTAL SARE REQUEST					\$ 11,786
Acknowledge that indirect has been offered through the application instructions by checking off (X) one of the boxes below.					
Indirect is requested, based on the de minimis rate (our organization has never had a federally negotiated indirect cost rate).					<input type="checkbox"/>
Indirect is requested, based on having a federally negotiated indirect cost rate (subject to USDANIFA cap of 10% federal funds).					<input checked="" type="checkbox"/>
No indirect is requested.					<input type="checkbox"/>

Example budget summary

Make sure that your category totals match those on your spreadsheet.

Personnel: Salary and Wages.....	\$7,200
Personnel: Fringe.....	\$496
Materials and supplies	\$1,423
Travel	\$196
Printing and publications.....	\$25
Other direct costs	\$1,268
Indirect costs based on 10% cap	\$1,178
Total grant funds requested.....	\$ 11,786

Appendix B: SARE Graduate Student Grantee Reporting and SARE Post-Project Evaluation

Logic Model Category	Performance Indicators: <i>(When you report, you will receive prompts for these indicators, but you are expected to report only where you have information to report)</i>	Who Collects/When Reported	
		Grantee Collects/ Reports by End of Project	SARE Collects/ Post Project <i>(from Student and/or Advisor)</i>
Participants	Number of the following types of individuals who participated in research: <ul style="list-style-type: none"> – Researchers – Agricultural educators or service providers – Farmers – Others (please specify) 	✓	
	Number of the following types of individuals reached through outreach: <ul style="list-style-type: none"> – Researchers – Agricultural educators or service providers – Farmers – Others (please specify) 	✓	
Outputs: – Activities – Information – Products	Research activities conducted	✓	
	Number and type of Outreach activities conducted to share project results	✓	
	Research results of the project	✓	
	Number journal articles, in press or published <i>(if produced)</i>	✓	✓S, A
	Number and types of other, non-refereed outreach publications <i>(if produced)</i>	✓	✓S, A
Action Outcomes	New collaborations as a result of project <i>(by graduate student and/or advisor)</i>	✓	✓S, A
	SARE grant leveraged another grant <i>(by graduate student and/or advisor)</i>	✓	✓S, A
	Number of citations of project results		✓S, A
	Sustainable agriculture career choices made as a result of the project		✓S