Western SARE Competitive Grants
Professional Development Program
2019 Call for Proposals
Due at 12:00 p.m. MST, NOON, November 7, 2018
Results announced mid-March, 2019

The Administrative Council of the Western Sustainable Agriculture Research and Education program announces the call for proposals for Professional Development Program competitive grants for 2019.

Professional Development Program (PDP) Grants are aimed at helping Cooperative Extension Service, Natural Resources Conservation Service and other agricultural professionals in the Western Region increase their understanding and proficiency in sustainable agriculture.

Proposals are evaluated by a Review Panel against the criteria outlined in this call and in comparison with other PDP grant proposals. The Western SARE Administrative Council – a board of agricultural producers, scientists, educators and business leaders – will then make the final selections of projects to fund. The council typically selects proposals diverse in subject matter and geography, and that demonstrate outcomes that farmers and ranchers in the region can successfully adopt.

Important note: Congress mandates that the SARE grant program depart from “business as usual.” To that end, the Administrative Council requires that agricultural producers be involved from start to finish in the planning, design, implementation and educational outreach of any SARE-funded project.

PDP projects should:
- Increase ag professionals’ sustainable agriculture knowledge, skills and action.
- Have outreach plans that demonstrate how the project will effectively deliver this knowledge.

Sustainable Agriculture:
Congress has defined sustainable agriculture as an integrated system of plant and animal production practices having a site-specific application that will over the long-term:
- Satisfy human food and fiber needs
- Enhance environmental quality and the natural resource base upon which the agriculture economy depends
- Make the most efficient use of nonrenewable resources and on-farm resources and integrate, where appropriate, natural biological cycles and controls
- Sustain the economic viability of farm operations
- Enhance the quality of life for farmers and society as a whole.

<table>
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<th>Professional Development Program Grant Deadlines</th>
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<tr>
<td>- Deadline for submitting Professional Development Program grant proposals at <a href="https://projects.sare.org">https://projects.sare.org</a>: 12:00 NOON MST November 7, 2018</td>
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<tr>
<td>- Western SARE Administrative Council makes final selections in March 2019. Principal investigators of funded grants are informed by April 1, 2019.</td>
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<td>- Funds for selected projects are disbursed summer/fall 2019.</td>
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SARE is a USDA competitive grants program that supports agricultural systems that are economically viable, environmentally sound and socially responsible.

Proposal Review

Proposals are evaluated by a panel of educators, scientists, producers and others with expertise in sustainable agriculture. The Western SARE Administrative Council, a board of representatives with strong knowledge and interest in sustainable agriculture, makes the final selection regarding which projects receive funding.

The criteria required in the proposal provide the basis for reviewer evaluation. These criteria should be incorporated into all eight items in the proposal format. The six items below are the content, and content is the most important aspect of your proposal. Proposal form items A-E on pages 4-6 of this call for proposal (CFP) are the structure, and the application system will ensure that you follow the structure. The criteria are:

1) **Professional Development Focus: (35% of the review criteria)** Professional development is the goal of these PDP grants. Does your project focus on training agricultural professionals (such as extension personnel, NRCS, or others) who will, in turn, share the information with farmers and ranchers? This target audience may also include NGO’s, crop consultants, state or other federal agency employees as long as the primary goal is using them as trainers to help educate farmers and ranchers.

2) **Sustainable Agriculture Focus: (25% of the review criteria)** All WSARE proposals should focus on issues that relate directly to sustainable agriculture, and priorities and goals listed on page 1 of this CFP.

3) **Appropriate Approach: (10% of the review criteria)** The activities and methods described must be appropriate for meeting project objectives and outcomes. This includes having the proper expertise and organizations involved.

4) **Collaborative Involvement: (10% of the review criteria)** Proposals should illustrate the meaningful involvement of agricultural producers and personnel from land-grant universities, nonprofit organizations, and other entities in the project’s development, implementation and outcomes.

5) **Feasibility and Evaluation of Project Outcomes: (10% of the review criteria)** Proposals must address the desired outcomes in each of the following areas, describing how they will be assessed, measured, and documented:
   A. Improving the knowledge base of project participants (ag professionals) in a sustainable agriculture topic or area.
   B. Increasing the likelihood that project participants will use what they learn (intention).
   C. For multi-year projects, demonstrating that project participants used new knowledge and skills in subsequent educational activities in sustainable agriculture.

6) **Budget: (10% of the review criteria)** A reasonable budget with good justification is necessary. Please ensure the narrative explains line items so they may be fully understood.

**Key Points to Consider in Project Development**

1) **Institutional and collaborative participation:** A goal of the program is to broaden the trainer/educator base of sustainable agriculture expertise. Multi-disciplinary, multi-state and multi- organizational efforts that include other private or public entities are encouraged. Agricultural producers and community leaders are encouraged to be part of the trainer/educator team.

2) **Integrated training and education:** Applications should emphasize an integrated or holistic approach with methods and outputs that support a broad-based educational effort. WSARE encourages applications that integrate multiple aspects of sustainable agricultural production, marketing, families, rural communities and quality of life.

3) **Training and educational methodology:** Projects must demonstrate enhanced knowledge and skills of participants, and trainer/educator teams are encouraged to develop new and innovative ways for learning to take place. Projects that create electronic or written educational products (e.g. manuals, web-based tutorial or databases) should have an accompanying training component for use of that product, such as training sessions or tutorials.
4) **Impacts and outcomes assessment:** It is important to provide evidence that educational objectives have been fulfilled, with desired outcomes clearly defined, evaluated and documented. Grantees should build in a reasonable timeline and approach to properly complete the evaluation of project impacts. Use the WSARE PDP logic model as a reference point as you develop your proposal. The Western SARE PDP logic model can be found under “Proposal Preparation Documents” on the Western SARE web site, [https://www.westernsare.org/Grants/Proposal-Preparation-Documents](https://www.westernsare.org/Grants/Proposal-Preparation-Documents)

**Location:** Proposed projects can be located at any institution in the Western region of United State, including nongovernmental organizations, that has demonstrated fiscal responsibility and expertise in sustainable agriculture, and is able and qualified to receive funds from the U.S. Government.

5) **Letters of support:** Letters of support are not mandatory; however they are encouraged and should be included in the proposal online submission form under “Supporting Documents/Optional-Letters of Support and References” section.

**Criteria for 2019 PDP Grants**

Professional Development Program Grants are designed to educate agricultural professionals about sustainable agriculture so that they, in turn, can help educate and train farmers and ranchers. Funded PDP grants must help achieve this long-term outcome:

*Cooperative Extension, Natural Resource Conservation Service and other agricultural professionals are conversant in sustainable agriculture principles and systems. They have ready access to resources that can help producers make informed decisions about adopting sustainable approaches with greater certainty and less risk.*

Projects must improve the ability of agricultural professionals to conduct educational programs and activities in sustainable agriculture principles and systems and to respond to inquiries on the subject from farmers, ranchers and the public.

Approaches can include, among others:

- Workshops
- Conferences
- Development of materials or curricula
- Demonstrations
- Web-based courses
- Tours

Multi-faceted proposals are encouraged. Projects using multiple techniques or methods are preferred, as are efforts whose results can be applied to wide and diverse audiences.

Subject matter can include any sustainable agriculture endeavor, including animal agriculture, agronomic or horticultural crop production, or the effects of sustainable practices on quality of life for producers or rural communities.

Projects with a scope beyond a single state or area are encouraged. Funding is capped at $75,000 per project. Projects requesting significantly less than the maximum allowable amount generally have a greater likelihood of being funded. This is especially true if the geographic scope of the project includes only a single state.
### Program Goals for Projects Funded by Western SARE

1. Promote good stewardship of the nation’s natural resources by providing site-specific, regional, and profitable sustainable farming and ranching methods that strengthen agricultural competitiveness; satisfy human food and fiber needs; maintain and enhance the quality and productivity of soil; conserve soil, water, energy, natural resources and fish and wildlife habitat, and maintain and improve the quality of surface and ground water.

2. Enhance the quality of life of farmers and ranchers and ensure the viability of rural communities, for example, by increasing income and employment, especially profitable self-employment and innovative marketing opportunities in agricultural and rural communities.

3. Protect the health and safety of those involved in food and farm systems by reducing, where feasible and practical, the use of toxic materials in agricultural production, and by optimizing on-farm resources and integrating, where appropriate, biological cycles and controls.

4. Promote crop, livestock, and enterprise diversification.

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

### Proposal Format

PDP proposals are submitted online at [https://projects.sare.org](https://projects.sare.org). Project basic information, project cooperators’ information, summary, narrative, and budget and budget justification must be entered on-line; while other supporting documents must be attached as PDF documents in the online system.

Text Limitations: Text for the narrative portion of the proposal is limited to a total of 3,400 words. The narrative portion includes the following sections (see below for each section length): Introduction; Objectives and Timetable; Relevance to Western SARE Goals/Sustainable Agriculture; Methods; Products; Outcomes; and Evaluation. Citations and letters of support are optional, and may be included in the “Supporting Documents” section. In addition, a summary of no more than 300 words should be included.

#### A. Project Basic information
List the starting and close dates of the proposed project, and the project primary state.

#### B. Project Cooperators
List the names and affiliations of each major cooperator in your project.

#### C. Summary (Limit 300 words)
Provide a concise summary of the project proposal.

#### D. Narrative (Limit 3,400 words)

**Introduction** (Word limit 500). Describe the context and need that justify your project.
- A needs assessment with defined and documented need from the target audience is necessary to effectively justify the proposal. Please use your data or other hard data to explain why your project is needed. Needs strengthen the justification of the proposal.

- Describe the factors that influence the implementation and success of the project, including climate, politics, regulations, socio-economic conditions or market forces.
At least one in-text citation (e.g., Smith, 2007) should appear in your narrative to indicate where each reference was used.

Please list any previously funded SARE projects related to your proposal and explain how your project differs from this previous work. Sources to search include:
- National SARE database (http://www.sare.org/projects)
- National Agricultural Library (http://www.nal.usda.gov/afsic)

Objectives and Timetable (Word limit 300). A list of what you hope to accomplish and when it will be done (this is required in the reports and needs to be matched with the application).

Relevance to Western SARE Goals/Sustainable Agriculture (Word limit 1,000). How does your proposal directly address the Western SARE goals found on page 4? All goals do not need to be addressed, but all proposals must address at least one goal. Proposals that address multiple goals are usually scored higher by reviewers.

Methods (Word limit 400)
- List and explain the principles, assumptions and beliefs you have about the project, the way you expect the project to operate and what it will achieve.
- Describe the resources, contributions and investments (inputs) that will be used in the project. Resources can be financial (requested funds), human (volunteers, partnerships, contributions of farmers, ranchers and other practitioners), and physical (technology, equipment, etc.).
- Describe your methodology and activities, and provide a timeline of these activities.

Products (Word limit 400). What will the project produce? Products may include educational materials, workshops, conferences, demonstrations, tours, curricula and partnerships.

Outcomes (Word limit 400). These are the results and benefits for individuals, groups, communities and systems. Outcomes should include increased awareness, knowledge and capacity of participants to provide educational programs and evidence of changed intention or behavior of project participants.

Evaluation (Word limit 400). Show how you intend to measure outcomes stated in your proposal. What outcome indicators will be measured, who will conduct the evaluation, how will the evaluation be done, what will it cost and at what time intervals during the project will evaluation take place?

E. Budget and Justification
Complete the budget in the “Budget and Justification” section of the online application. If multiple institutions are involved, the online budget form will prompt a separate budget for each institution. Funds may not be requested for research, tuition reimbursement, or the purchase of major depreciable items. A budget and justification is required, and should address the following categories (among others).

Senior/Key Personnel: Identify the funding requested and briefly describe the role and percentage time (FTE) for the PI, Co-PIs, and any other key personnel that will work on the project.

Graduate Student: Identify the funding requested, and briefly describe the role and percentage time (FTE) for any graduate students involved with the project.

Other Personnel: Identify the funding requested, and briefly describe the role and percentage time (FTE) or hours for any other personnel involved with the project. This includes other professionals, hourly labor, and secretarial-clerical labor (only when specific to the project). Fringe Benefits: For each of the personnel, identify the benefit rate (e.g., percentage, flat fee).
**Travel:** Identify the purpose and costs for any domestic travel. To calculate travel costs, refer to Budgetary Details in the “Proposal Preparation Documents” on the Western SARE website at https://www.westernsare.org/Grants/Proposal-Preparation-Documents

*Note:* As a general rule, international travel is not allowed on Western SARE grants.

**Materials & Supplies:** List the total funds requested for materials and supplies, and indicate the general categories and amount for each category (e.g., glassware, chemicals, fertilizer, etc.).

**Other Direct Costs:** As applicable, please identify the purpose and costs for any direct costs other than materials and supplies such as publication costs, consultant fees, subawards, communications, copies/postage/printing, conferences/workshops, professional service fees (e.g., graphic design, welding), honoraria/speaker fees, mini-grants, and any other direct expenses.

Matching funds are not required and if included, we request that they only be mentioned in the narrative portion of the proposal and not on the budget form. Indirect costs up to 10 percent are allowed. Please review “Required Budgetary Details” in the “Proposal Preparation Documents” on the Western SARE website at https://www.westernsare.org/Grants/Proposal-Preparation-Documents.

**F. Supporting Documents**

The following supporting documents should be uploaded into the online grant application. All supporting documents can be downloaded from the online application site or find them at the end of this Call For Proposal document in "Additional Attachments."

**Signature Page:** Signatures from the PI and the Authorized Organizational Representative (such as the Director of the Office of Sponsored Programs) are required. You should print the Signature Page, have all relevant parties sign it, scan the page and save it as a PDF or photograph, and upload it into the Supporting Documents section of the online application.

**Vitae:** A brief vita (brief resume) is required for each principal investigator and major cooperators. The limit is three pages for each. Attach each vita as a PDF document into the Supporting Documents section of the online application.

**Animal Welfare Assurance Statement:** If the project includes warm-blooded vertebrate, the Animal Welfare Assurance statement must be signed by the PI and an IACUC (Institutional Animal Care and Use Committee) representative or attending veterinarian. The statement document can be downloaded from the application site. Attach it as a PDF document. Do not submit the form if it is not applicable to your proposal (e.g., no warm-blooded vertebrate animals in project).

**Letters of support:** Letters of support are not mandatory; however they are encouraged and should be attached as PDF files into Supporting Documents.
If appropriations are similar to last year, approximately $800,000 should be available for Western SARE PDP competitive grants.

**For more information about this call for proposals or for hard copies:** Contact Jim Freeburn or Jill West, Phone – (307) 532-2436 or e-mail – freeburn@uwyo.edu or jwest19@uwyo.edu. You may also contact Al Kurki at (406) 494-8655 or e-mail – akurki@ncat.org.

**About Western SARE:** Information can be found at the Western SARE website, [https://www.westernsare.org](https://www.westernsare.org) or by emailing wsare@montana.edu

**Submission:** Go to [https://projects.sare.org](https://projects.sare.org) and apply.

Hard copies of this CFP are available by contacting the Western SARE PDP office. **Proposals must be received by 12:00 pm, NOON MST, November 7, 2018.**

All Western SARE calls for proposals (Research & Education, Farmer/Rancher, Ag Professional + Producer and Professional Development Program) are listed on the website, [https://www.westernsare.org](https://www.westernsare.org), as are previously funded proposals.

The Sustainable Agriculture Research and Education program (SARE) is funded through the USDA Cooperative State Research, Education and Extension Service (CSREES) under Chapter 1 of Title XVI of the Food, Agriculture, Conservation, and Trade Act of 1990 and extended by the 1995 Farm Bill reauthorization. The purpose of the subtitle is to encourage research with education and on-farm demonstration projects designed to increase the producer knowledge base and assist in the adoption of sustainable practices on the land. Ideally, projects will integrate research, education and on-farm demonstrations within whole-farm sustainable agricultural systems involving plants and animals, demonstrating tangible outcomes and addressing Western SARE goals.

**RESOURCES**

Information on sustainable agriculture can be found at the National SARE website, [www.sare.org](http://www.sare.org) (the database of nationwide SARE projects can be searched under “Project Reports”).

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

The following are listed under “Proposal Preparation Documents” on the Western SARE website, [https://www.westernsare.org/Grants/Proposal-Preparation-Documents](https://www.westernsare.org/Grants/Proposal-Preparation-Documents).

- Western SARE and USDA Policies and Requirements
- Western SARE PDP Logic Model
- Required Budget Details
Note: Please download, print, scan and attach this signature document to the online application process into the “Supporting Documents” section.

Two signatures are generally required for most Western SARE proposals. The first signature belongs to the Principal Investigator (PI). USDA defines a PI as one who has the authority to write and submit a proposal and carry out its contractual provisions. The PI is responsible for all expenditures and achieving the stated research and education objectives of the proposal.

The second signature belongs to the person who has the authority to enter into contractual agreements as the Authorized Organizational Representative (AOR, as defined by USDA). These individuals are for the specific institution involved (universities, colleges, non-profits, Non-Governmental Organizations (NGO’s), other research/educational institutions, etc.). This is usually the Director of the Sponsored Programs Office or equivalent at colleges and universities, etc.

Project Title:
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Signature: Principal Investigator

Date: ____________________________

Signature: Sponsored Programs Office Director (or equivalent)

Date: ____________________________
The subcontractor acknowledges that Montana State University (MSU), and thus Western SARE, is a governmental entity and is thus subject to USDA-NIFA IACUC (Institutional Animal Care and Use Committee) guidelines for all warm-blooded vertebrate animal research projects. This includes, but is not limited to: beef, swine, poultry, etc. The subcontractor acknowledges that it is his/her responsibility to ensure that a bona fide research organization, with a USDA-acknowledged IACUC organization and policies, review and oversee the animal welfare issues of the project. Otherwise, the subcontractor guarantees that a qualified veterinarian will visit the project and certify that the project complies with the research animal welfare guidelines prepared by the FASS (Federation of Animal Science Societies), which can be found at: http://www.fass.org/care_guide.htm?dept_id=5001&sku=FASS-CUAAA.

______________________________ Date: ____________
Signature: Principal Investigator

______________________________ Date: ____________
Signature: IACUC Representative or Qualified Veterinarian

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

Not Applicable [    ] ____________________________ Date: ____________
Signature: Principal Investigator