The Western Sustainable Agriculture Research and Education (SARE) program announces the Call for Proposals for Professional + Producer Research and Education Grants for 2019. With a Professional + Producer Research and Education Grant, an agricultural professional and five (5) producers work together to develop a proposal to conduct both research and education on a sustainable agricultural topic. Outreach activities such as: on-farm/ranch demonstrations, farmer-to-farmer educational outreach and other approaches to assist in producer adoption must be included. The goal is to achieve results that can be communicated to producers and professionals and can enhance income, protect the environment, and improve the quality of life for farm and ranch families, communities, and society as a whole.

Farmer/Rancher Involvement: Congress mandates that the SARE grant program depart from “business as usual.” To that end, the Administrative Council requires that farmers and ranchers (producers) be involved from start to finish in the planning, design, implementation and educational outreach of any SARE-funded Research and Education project. Token representation is unacceptable.

Western SARE Professional + Producer Research and Education projects should:

- Design innovative on-farm/ranch experiments that will lead to a more sustainable agriculture.
- Conduct on the ground research and education (outreach) within the scope of the project. **Both research and education components must be distinct elements of the proposal.**
- Identify how the results of this project could advance sustainable agriculture.
- Detail creative educational outreach plans that deliver this new knowledge to other producers and professionals in the western region.

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

Look for proposals under "Western" [region]

**Professional + Producer Program Schedule**

- November 28, 2018 – Proposals are due by 12 pm (noon) MST.
- January 2019 – A Technical Review Panel reviews and recommends proposals for funding.
- February 2019 – Western SARE Administrative Council makes final selections.
- April 2019 – Applicants are informed of proposal status.
- Summer 2019 – Funds for selected projects will be disbursed.

Western SARE Host Institution

**Western SARE**

Sustainable Agriculture Research & Education

[Montana State University](https://www.montana.edu)

207 Linfield Hall
Bozeman, MT 59717-2860
Phone: 406-994-4789
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Alaska, American Samoa, Arizona, California, Colorado, Guam, Hawaii, Idaho, Micronesia, Montana, Nevada, New Mexico, Northern Mariana Islands, Oregon, Utah, Washington, Wyoming

[USDA National Institute of Food and Agriculture](https://www.nifa.usda.gov)
Western SARE Professional + Producer Proposal Applications in Sustainable Agriculture

Overview: Professional + Producer Research and Education project teams must have at least one agricultural professional and five (5) producers. Professional + Producer projects may be 1-3 years in length, and request up to $50,000 per application. The agricultural professional is the Principal Investigator. The producers act as field advisors to the agricultural professional.

Eligible Applicants: Any agricultural professional that has the capability to conduct both research and outreach activities, is eligible to apply. An agricultural professional is any professional assisting producers at the local level such as Cooperative Extension service agent/educator or specialist, Faculty, USDA-NRCS field staff, agricultural consultant, or nonprofit staff member. All proposals must have at least five (5) independent and separate producers operating for-profit operations. You are a producer (farmer/rancher) if:

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 agricultural economy depends;
- Make the most efficient use of non-renewable resources and on-farm resources and integrate, where appropriate, natural biological cycles and controls;
- Sustain the economic viability of farm operations; and
- Enhance the quality of life for farmers and society as a whole.

- U.S. Code Title 7, Section 3103

Western SARE Goals

- 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.

- 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.

- 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.

- Promote crop, livestock, and enterprise diversification.

- Examine the regional, economic, social and environmental implications of adopting sustainable agriculture practices and systems.
1) Your primary occupation is farming or ranching;
2) You have a farm/ranch tax number; or
3) You are a part-time producer and you have at least $1,000 of documented annual income from the operation.

Nonprofit farm operations may participate in the project, but do not count as one of the five producers.

**Funding:** Projects may be 1 to 3 years in length. Funds up to $50,000 per application may be requested.

**Public Domain:** While proposals and reviews will remain confidential, the Western SARE program considers all funded proposals, subsequent reports, and related information to be in the public domain. See details of this stipulation in the special notes in USDA Grant Policies.

**Following Directions:** An important and practical element of the granting process is following directions. Each year, Western SARE disqualifies proposals before review because applicants fail to follow directions found in the Call for Proposals as well as those associated with the online application at [http://projects.sare.org](http://projects.sare.org).

**Writing the Proposal**

Proposals are to be completed and submitted online at [https://projects.sare.org](https://projects.sare.org). Additional supporting documents—Signature Page, Current Vitae, Letters of Support, Current and Pending, Animal Welfare Assurance Statement, Institutional Review Board, and Citations can be submitted as PDF (preferred) or images (jpeg or png files).

**Text Limitations:** Text for the narrative section is limited to 3,500 words. The narrative section includes the following parts: Relevance to Sustainable Agriculture; Objectives; Materials and Methods; Educational Outreach Plan and Materials; Evaluation & Producer Adoption; Timeline; Innovativeness; Benefits & Impacts to Agriculture. Citations (if used) should be included in the Supporting Documents section of the online application. In addition, a summary of no more than 300 words should be included. The budget justification should be included in the online application; there is no word limit. You can write each section of the proposal in a word processor (e.g., Microsoft Word) and copy and paste it into the online application form (be aware that some formatting features might be lost when you transfer the text to the online application). Proposals that do not include all the required information and sections, or do not follow these guidelines may be disqualified.

**PROPOSAL APPLICATION**

A. Project Basic Information

This section prompts for general information about the project including: the subject matter of the project, proposed starting and ending dates, the primary state where the project will be conducted, and the main commodities and practices that will be involved in the project.
B. **Project Team** (10% of review criteria)

Proposals must identify a principal investigator and at least five (5) producers that are responsible for guiding the project and conducting the research and outreach activities. The project team (minimum 6 people) must include the following team members:

- **Agricultural Professional** — An agricultural professional is any professional assisting producers at the local level such as a Cooperative Extension service agent/educator or specialist, faculty, USDA-NRCS field staff, agricultural consultant, or nonprofit staff member. The Agricultural Professional serves as the Principal Investigator (applicant) and is responsible for assembling the team and coordinating and leading the project.

- **Five Producers** — Each of the five producers must be independent and separate operators. Non-profits do not count as one of the five required producers. A person qualifies as a producer (farmer/rancher) if they have a for-profit operation and:
  - Their primary occupation is farming or ranching;
  - They have a farm/ranch tax number; or
  - They are a part-time producer with at least $1,000 documented annual income from farming or ranching activities.

- **Other members of the team may include** additional producers, researchers and others with appropriate expertise for the project scope.

The online application will ask for the following:

1. **Information about each team member**: the name of the organization or operation, her/his position, and contact information (address, email, and phone number). Team members or cooperators will be contacted via email by Western SARE for verification that they are part of the proposal. **It is the responsibility of the team members to promptly verify their willingness to participate in the project.** Failure to do so may disqualify the application.

2. **Project roles for each team member**: detail the specific role of the technical advisor and producer(s) who will be involved in this project. Clearly identify the level of involvement of each member at all stages from inception to completion of the project. For each activity, indicate who will be responsible and which partners are involved.

C. **Summary** (Limited to 300 words)

The summary should include the proposal title and a brief description of the problem or need, the creative approach to solving it, and why this is important. Clearly identify the research question. Describe the research and outreach components of your proposal, and explain how your project will distinctively or creatively address these problems. Identify the potential significance of the project and the expected project outcomes. Please note, a clear and concise description of your proposal is important for the review process.

D. **Narrative** (3,500 words total)

The proposal narrative should include each of the following parts:

**Relevance to Sustainable Agriculture**: (15% of review criteria, 600 words maximum) Explain why this project is needed and how this project addresses a critical need in sustainable agriculture. Describe the potential benefits and impacts for producers and
agriculture in general. Clearly articulate how the project and its potential measureable outcomes are relevant to the goals of Western SARE (included in page 2 of this Call for Proposal). Projects should address how they:

1. Improve the profitability of farmers/ranchers and associated agricultural businesses;
2. Sustain and improve the environmental quality and natural resource base on which agriculture depends; and
3. Enhance the quality of life for farmers/ranchers, communities, and society as a whole.

**Objectives:** (5% of review criteria, 300 words maximum)
Please provide a numerical list of the project objectives. Each objective should be a statement describing what you intend to achieve. Objectives must be specific, measureable, achievable, realistic, and time-bound. For more details see Successful Objectives at [https://www.westernsare.org/Grants/Proposal-Preparation-Documents/Successful-Objectives](https://www.westernsare.org/Grants/Proposal-Preparation-Documents/Successful-Objectives)

**Materials and Methods:** (25% of review criteria, 800 words maximum)
For each objective, describe the project experimental design, research methods, materials, and project site (experimental station research plots, private farm/ranch, non-profit demonstration farm, etc.) Include sufficient detail so that reviewers can determine if the approach will achieve the objectives. Avoid the use of jargon that may be unfamiliar outside your industry or specialty area. Define all acronyms. The degree of collaboration should be specifically addressed. Indicate which cooperators and partners are involved and who will be responsible for each objective.

**Educational Outreach Plan and Materials:** (15% of review criteria, 600 words maximum)
Explain how you will communicate your project and its findings to producers (specifically) and the general public. Create a yearly plan for outreach to other producers (see Timeline part below). This plan should identify dates, locations, and methods using such networking techniques as field days, workshops, demonstrations or other events. Provide a list of any educational materials that you plan to produce and use in the outreach plan such as factsheets, PowerPoint presentations, handouts, articles, brochures, social media, etc.

**Evaluation and Producer Adoption:** (5% of review criteria, 200 words maximum)
Indicate how the project data, outputs, and extension/outreach activities will be evaluated. This part should describe how changes in producers’ knowledge, awareness, attitudes, new skills or practices would be measured, such as using a before-and-after outreach activity survey. If the evaluation plan includes surveys, authors should indicate survey experience and/or describe the survey methodology that will be used. An approved survey (see Survey Instrument) is expected to be filled out by every participant at each outreach event. Use this survey in addition to any other evaluation tool. The Evaluation results are required as part of the annual report.

**Timeline:** (5% of review criteria, 200 words maximum)
Provide a timeline for accomplishing each objective and evaluation activities. Identify the major milestones and activities of your project and when each of them will occur. A Gantt chart (located at [https://www.westernsare.org/Grants/Proposal-Preparation-Documents](https://www.westernsare.org/Grants/Proposal-Preparation-Documents)) may be used to present the timeline.
Innovativeness: (5% of review criteria, 300 words maximum)
Explain how this project, methods and activities are novel and creative. How does this proposal represent an innovative approach or idea?

Benefits and Impacts to Agriculture: (10% of review criteria, 500 words maximum)
Describe the potential benefits and impacts of your project and its findings to other producers (local, state, and regional) or agriculture in general. For example, how does it affect: 1) overall farm/ranch productivity levels, 2) operational profits, 3) soil or water quality or quantity, 4) rural communities, society as a whole? Where possible, use specific estimates of benefits – for example, dollars saved per acre, tons of soil protected from erosion, pounds of chemical reduced, number of acres or people affected, markets expanded, jobs created, etc.

E. Budget and Justification: (5% of review criteria)

Complete a budget and justification that are appropriate to the proposed project using the categories provided in the online application.

The budget and budget justification should address the following categories (if applicable). This list is not all-inclusive. For a more comprehensive list, and to find what is not allowable, please go to Budgetary Details. Information about Indirect Costs can be found here.

Senior/Key Personnel: Identify the funding requested, and briefly describe the role and percentage time (Full Time Equivalent, FTE) for the PI (agricultural professional), producers, 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. 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.). Special Note: Any single item or piece of equipment over $500 must be listed separately with proper budget justification.

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, and any other direct expenses.

**Professional + Producer Grant funds may be used for the following purposes:**

- Compensation for field research and educational activities.
- Cost of field sampling, crop analysis and educational surveys.
- Materials and supplies needed for the project.
- Small tools and equipment. **Any one piece of equipment should cost less than $5,000.** Describe type of equipment (for example, pH meters, balances, scales, hand tools, etc.), cost and a brief narrative on the intended use of the equipment for project objectives. **Note:** Any single item or piece of equipment over $500 must be listed separately with proper budget justification.
- Outreach expenses such as holding a field day, tours, printing, creating a webpage, etc.
- Travel needed for the project. State the purpose, destination, number of travelers and estimated cost per trip. (e.g., St. Louis, MO to attend the National Conference; two persons @ $1,000 each). If personal vehicle is used, state purpose and total dollar amount of reimbursement for vehicle use. If any overnight stays are anticipated, include the number of nights and the amount for meals and lodging (e.g., local travel for site visits to farmers in neighboring counties - $500 for mileage and $500 for lodging and per diem (mileage plus lodging for five days @ $200/day = $1,000.) Maximum cost of lodging, mileage, and per diem allowance is set by applicant institution/organization and should not exceed the federal rates.
- Hired labor for things that you cannot do yourself. State whether pay is a flat rate, or if the pay includes benefits. If not a flat rate, identify the percentage of fringe benefits.
- Producer labor for project activities **above and beyond their normal farming activities.**
- Refreshments at field days, e.g. coffee, cold drinks, fruit, pie, cookies, etc. Meals are allowable if they maintain the continuity of the meeting and to do otherwise will impose arduous conditions on the meeting participants. This justification must be provided.
- Services of agricultural professionals can be compensated. Provide the rate in your budget justification.
- Indirect Costs of up to 10% of total direct costs as indirect costs. Institutions and organizations who do not have an established indirect cost rate agreement are allowed to participate in the grants and may request up to 10% of modified total direct costs. See [Indirect Costs at https://www.westernsare.org/Grants/Proposal-Preparation-Documents/Indirect-Costs](https://www.westernsare.org/Grants/Proposal-Preparation-Documents/Indirect-Costs)

**F. Supporting Documents**

These documents include the Signature Page, 2-page Current Vita, Letters of Producer Collaboration, Letters of Partner Institution Commitment (if applicable), Current and Pending Support, Animal Welfare Assurance Statement, Institutional Review Board (if applicable), and Citations. The Signature Page, Current and Pending Support form, and the Animal Welfare Assurance Statement can be downloaded from the online application site, or found in the in **Supporting Documents Attachments** section of this Call for Proposal. Complete and upload them into the online application as a PDF files (preferred) or images.
**Signature Page:** Be sure to include all signatures from the relevant parties (PI, and the PI’s institution Authorized Organizational Representative - this person is usually the Director of the Sponsored Programs Office or equivalent at college, universities, NGO’s, and other research/educational institution.) The signed page should be uploaded into the Supporting Documents section of the online application.

**Current Vita:** Submit a current 2-page vitae of the Principal Investigator and ALL collaborators except the farmers/ranchers/producers. All vita should be uploaded in the Supporting Documents section of the online application.

**Letters of Support:** Each of the producers (at least five) that are part of the project team should submit a signed letter of collaboration. This letter should verify their willingness to participate, and outline their role in the project. All letters of support should be uploaded in the Supporting Documents section of the online application.

**Letter of Partner Institution Commitment:** If this is a multiple-institution submission, attach a letter of commitment from each partner institution that will receive a sub-award. The letter of commitment needs to be signed by the Co-PI (this requirement is for non-producers) at the partner institution, and should specify the activities to be performed and the amount of the sub-award. Letters of commitment by Co-PI(s) housed at partner institutions should be attached as PDF documents in the Supplemental Documents section of the online application.

**Current and Pending Support:** The Principal Investigator and ALL collaborators except the farmers/ranchers/producers should submit a Current and Pending Support form. All Current and Pending Support forms should be uploaded in 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 Principal Investigator and an IACUC (Institutional Animal Care and Use Committee) representative or attending veterinarian. If no warm-blooded vertebrate is involved in this project, mark the option Not Applicable in the Animal Welfare Assurance Statement and sign the form. The signed document should be attached in the Supporting Documents section of the online application.

**Institutional Review Board Approval:** For projects dealing with human subjects (i.e., surveys, focus groups, tastings, etc.), applicants will need to provide evidence of review and acceptance, or exemption by their Institutional Review Board (IRB) or its equivalent. This document should be attached in the Supporting Documents section of the online application.

**Citations:** If you cited literature or other sources in your proposal, you must upload a reference list with the literature cited in your proposal in the Supporting Documents section of the online application.
Please print this document, obtain the required signatures and uploaded into the Supporting Documents section of your online grant application. **The signature page must be submitted with the full proposal, no later than November 28, 2018; 12:00 pm (noon) MST.**

The project PI and the Director of the Office of Sponsored Program or equivalent should sign this page. 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: ______________
**CURRENT & PENDING SUPPORT**

**Name:**

**Instructions:**

**Who completes this template:** Each project director/principal investigator (PD/PI) and other senior personnel that the Request for Applications (RFA) specifies

**How this template is completed:**
- Record information for active and pending projects, including this proposal.
- All current efforts to which PD/PI(s) and other senior personnel have committed a portion of their time must be listed, whether or not salary for the person involved is included in the budgets of the various projects.
- Provide analogous information for all proposed work which is being considered by, or which will be submitted in the near future to, other possible sponsors, including other USDA programs.
- For concurrent projects, the percent of time committed must not exceed 100%.

Note: Concurrent submission of a proposal to other organizations will not prejudice its review by CSREES.

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<tr>
<th>NAME (List/PI first)</th>
<th>SUPPORTING AGENCY AND AGENCY ACTIVE AWARD/PENDING PROPOSAL NUMBER</th>
<th>TOTAL $ AMOUNT</th>
<th>EXPIRATION DATES</th>
<th>% OF TIME COMMITTED</th>
<th>TITLE OF PROJECT</th>
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<td>Active:</td>
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<td>Pending:</td>
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This file MUST be converted to PDF prior to attachment in the electronic application package.
The subcontractor (applicant) acknowledges that Montana State University (MSU), and thus Western SARE, is a governmental entity and is 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:


____________________________________________                          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
The Review Process

Eligible proposals received by the due date are reviewed by a panel of agricultural producers, scientists, educators, agricultural professionals, business leaders, and government and nonprofit professionals. As you develop your proposal, keep in mind that funded projects should clearly define an opportunity or issue in sustainable agriculture, and propose innovative and specific solutions.

Proposals will be reviewed for technical merit against the following criteria:

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<th>Category</th>
<th>Percentage</th>
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<tr>
<td>Project Team</td>
<td>10%</td>
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<tr>
<td>Relevance to Sustainable Agriculture</td>
<td>15%</td>
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<tr>
<td>Objectives</td>
<td>5%</td>
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<tr>
<td>Materials &amp; Methods</td>
<td>25%</td>
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<tr>
<td>Educational Outreach Plan and Materials</td>
<td>15%</td>
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<tr>
<td>Evaluation &amp; Producer Adoption</td>
<td>5%</td>
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<tr>
<td>Timeline</td>
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<tr>
<td>Innovativeness</td>
<td>5%</td>
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<td>Benefits &amp; Impacts to Agriculture</td>
<td>10%</td>
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<tr>
<td>Budget &amp; Justification</td>
<td>5%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
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Priority will be given to projects that:
- Closely coordinate research and extension/outreach activities.
- Indicate how findings will be made **readily usable** by farmers/ranchers and other intended audiences.
- Maximize the direct and meaningful involvement of farmers/ranchers.
- Use an interdisciplinary team approach.
- Include close cooperation between universities/colleges, government agencies, nonprofit organizations, and farmers/ranchers.

Reporting Requirements

Annual and final reports should describe the progress made on the research project, detail the findings observed, and document any outputs and impacts. All educational activities should include an evaluation component that measures changes in knowledge or awareness, attitudes and opinions, and/or the adoption of new practices.

Please review the documents in Proposal Preparation Documents to strengthen your proposal and to understand what will be expected of you and your project team if you are awarded a grant.
- The Research and Education Logic Model outlines what SARE hopes its project investments will achieve in terms of who is participating, what are the outputs, what outreach is done and what participants learn, do, or improve -- at least in part -- due to the project.
• The *Professional + Producer Evaluation Expectations* list shows which results you should report on during the project and what Western SARE may assess two to four years after the project’s completion.

• The *Survey Instrument* is a tool for grantees to gather results from a project’s outreach activities. This survey is one important way for collecting required data to measure changes in farmer/rancher knowledge, attitude, skills and awareness.

### Selected Proposals

If the Western SARE Administrative Council selects your project for funding you may expect the following:

**Notification:** The Western SARE Administrative Council will select proposals for funding during its 2019 winter meeting. (The Administrative Council reserves the right to restructure or reduce the budget of any grant proposal before final approval.) Western SARE staff will notify applicants of the status of their proposals in April 2019.

**Contract:** The Sponsored Programs Office or Authorized Representative of the grant recipient will receive a Subcontract Agreement from Montana State University (MSU), the contracting institution for Western SARE. This agreement is the award notice for this grant and contains the Terms and Conditions of the grant.

**Funds:** Year 1 funds are released upon receipt of a fully executed subcontract. Year 2 and Year 3 funds are released upon receipt and approval of the annual reports. 10% of the award is held pending receipt and approval of the final report. All expenses are cost-reimbursable. MSU shall reimburse grant recipients not more often than monthly for allowable costs. All invoices shall be submitted using grant recipient’s standard invoice, but at a minimum shall include current and cumulative costs. All invoices MUST contain the project number (OW19-xxx). MSU may request receipts to meet General Accounting Office requirements. In the event circumstances require alternative payment options, please contact Western SARE after you receive notice of intent to fund your application. Detailed financial records are required.

**Photographs:** Grant recipients are required to document their project with photographs, which can be useful to them and help us highlight and promote their work on our website and in publications. High-definition digital photographs and videos are preferred.

**Proper Western SARE Citation:** The Western SARE program must be credited as the funding source in any publications or outreach materials generated, with the logo included in https://www.westernsare.org/Grants/Reporting-Documents-for-Grantees/Guidelines-for-Acknowledging-Funds.

**Reports:** A yearly report is required – an annual progress report or final report depending on your project status – each year the project is conducted. Project reports are compiled each year and shared with producers, interested policymakers and leaders at community, state, regional and national levels. All educational materials and products must be constructed in an electronic format. This format will be required in your reports. Evaluations of outreach events, such as results from participant outreach surveys (see *Survey Instrument*) are also required.
**Site visits:** SARE recognizes there are limits to what can be accomplished, measured and reported during the life of your project. As a result, along with your reporting, Western SARE staff plan to conduct post-project assessments of representative projects to get a fuller measure of the SARE program’s impact in areas such as:

- Who is participating in SARE-funded projects?
- What is being created by the projects (e.g., new knowledge, new approaches)?
- What are people learning from these projects?
- What changes are farmers and ranchers making?
- What economic, environmental, social or productivity benefits are farmers and ranchers seeing as a result of having made a change?

**Changes:** Grantees of funded projects **must report** changes regarding project information (e.g., address, phone number, etc.) to the Western SARE office in a timely manner. Grantees of funded projects **must request permission and get approval** from Western SARE for major changes, such as change of Principal Investigator, institution, project goals, etc.

**How to Apply**

**Apply at** [https://projects.sare.org](https://projects.sare.org)

Look for programs under “Western” [region]

We strongly encourage applicants read the entire Call for Proposals before beginning to write the proposal. After writing the proposal, review the call for proposals again to ensure that all requested information is provided.

**Proposals are due by 12 pm (noon) MST – November 28, 2018**

In compliance with section 504 of the Rehabilitation Act of 1973, as amended, this material can be made available in other formats upon request.

**Resources**

Information on past projects including summaries, highlights and reports can be found at [westernsare.org/projects](http://westernsare.org/projects). We encourage you to visit this website to learn more about sustainable agriculture and the Western SARE program. Tips for writing proposals are available under **Writing a Successful Grant** on the **Proposal Preparation Document** webpage.

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 resources that may be relevant to your proposal are available at [http://www.nal.usda.gov/afsic/](http://www.nal.usda.gov/afsic/) or AFSIC at 301- 504-6559 or afsic@nal.usda.gov.

The United States Department of Agriculture and Montana State University are equal opportunity providers and employer.