

# **SRMEC 2021 Grant Applicant Training**

**Producers Underserved by Federal Crop Insurance &  
Extension Risk Management Education (ERME)  
Competitive Grants Program**

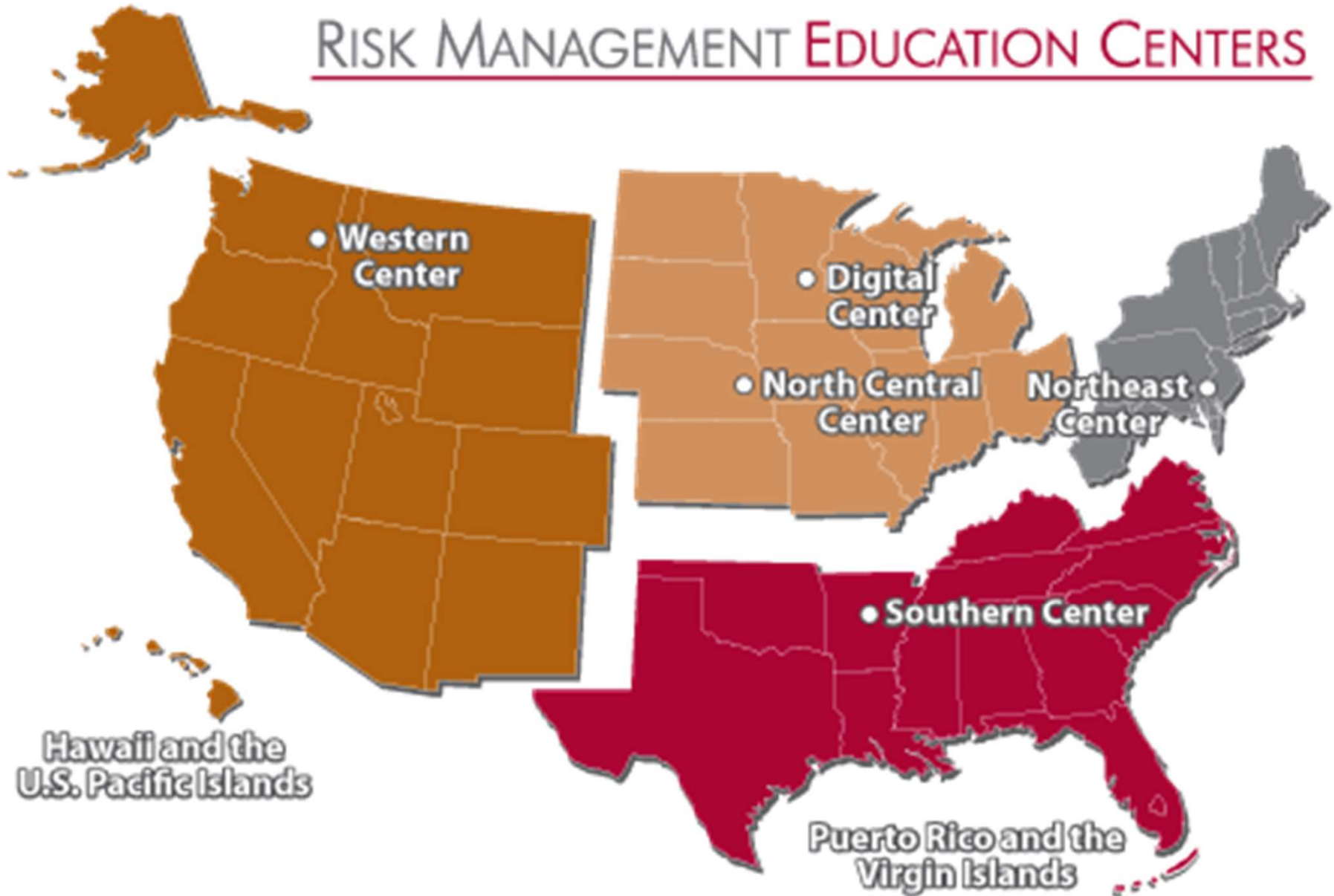
**Ronald Rainey  
Director**

**Southern Risk Management Education Center  
University of Arkansas**

**Applicant Webinar – October 15, 2020**



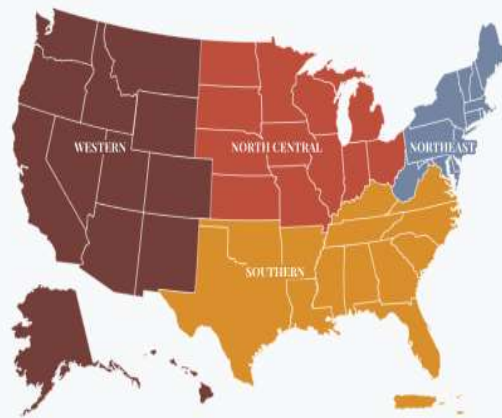
## RISK MANAGEMENT EDUCATION CENTERS



<http://extensionrme.org>

# Extension Risk Management Education

*"Educating America's farmers and ranchers to manage the unique risks of producing food for the world's table."*



Extension Risk Management Education is delivered through four regional centers that provide grant funding and leadership within their regions.

Projects are producer-focused, results-based and encourage public-private partnerships. Funded projects must identify targeted results that will help producers manage risk and then describe how the project will measure those results.

Extension Risk Management Education has funded innovative programs that have generated tangible results for producers in every state. Commitment to funding results, providing transparent accountability, and encouraging collaboration allow you to view the accomplishments of all funded projects on this website.

## ERME Events & Activities



Extension Risk Management Education  
2019 National Conference

[Learn more](#)

### Western Center

Washington State  
University  
Extension

(509) 477-2168

[westrme.wsu.edu](http://westrme.wsu.edu)

### North Central Center

University of  
Nebraska - Lincoln  
Extension

(402) 472-1742

[www.ncerme.org](http://www.ncerme.org)

### Northeast Center

University of  
Delaware  
Cooperative  
Extension

(302) 831-6540

[www.nerme.org](http://www.nerme.org)

### Southern Center

University of  
Arkansas Division  
of Agriculture

(501) 671-2165

[srmec.uaex.edu](http://srmec.uaex.edu)

## ERME Progress Report



2019

Learn about several of our most successful projects from across the United States

**What is Risk Management?**

# Extension Risk Management Education (ERME) Program

*"Educating America's farmers and ranchers to manage the unique risks of producing food for the world's table."*



The **Southern Center** seeks to empower the strengths and skills of farmers and ranchers across the Southern region to more effectively manage the risks of operating in the diverse agricultural sector.



SOUTHERN  
EXTENSION  
RISK  
MANAGEMENT  
EDUCATION

# Empowering Producers to Manage Risks

---



Enhancing  
Quality of  
Farm Family Life



Providing a  
Safe & Secure  
Food Supply



Improving  
Rural  
Prosperity



Strengthening  
Economic  
Viability

<https://srmeec.uaex.edu/>



## The Southern Risk Management Education Center

The Southern Risk Management Education Center in conjunction with the North Central, Northeastern, and Western Centers announces the availability of grant funds and requests the submission of applications. Awards will fund 18-month projects conducted April 1, 2021 – September 30, 2022. [Click here learn more >>](#)

### What is SRMEC?

The Southern Risk Management Education Center (SRMEC) was established at the University of Arkansas Division of Agriculture in 2009. It is funded by the USDA National Institute of Food and Agriculture (NIFA) and is one of four regional Extension Risk Management Education Centers located throughout the country.

The **mission** of the Southern Center and the national program is educating America's farmers and ranchers to manage the unique risks of producing food for the world's table.

SRMEC **Empowers Producers to Manage Risks!** The Southern Center in conjunction with the other three regional Centers conducts the **Extension Risk Management Education Competitive Grants Program**.

### SRMEC Resources

Presentations posted from recent SRMEC trainings and/or collaborations

- **2018 Farm Bill Conference (KC)** held May 2019 in Kansas City, Kansas
- **2018 Farm Bill Training (ATL)** held June in Atlanta, Georgia addressing SDFR programs
- **2019 Extension Risk Management Education National Conference** held in Louisville, Kentucky

### Who we serve

The Southern Center serves Alabama, Arkansas, Georgia, Florida, Kentucky, Louisiana, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, Virginia, Puerto Rico and the Virgin Islands. The Center strives to build networks and relationships throughout the region with growers and industry stakeholders that are diverse and grassroots based. Our ultimate goal is to deliver results by educating producers.

### Empowering Producers to Manage Risks

#### 2017 SRMEC Progress Report



### Recent News

- **Southern Extension Economics Committee Webinars**
- **2021 Extension Risk Management Education RFA- SRMEC (OPEN)**
- **2021 ERME Producers Underserved by Crop Insurance RFA- SRMEC (OPEN)**
- **Success Stories**
- **Introduction to Risk Management**



## Apply For Funding

The Southern Risk Management Education Center in conjunction with the North Central, Northeastern, and Western Centers announces the availability of grant funds and requests the submission of applications. Awards will fund 18-month projects conducted April 1, 2021 – September 30, 2022.

### How to Apply

1. Download and read the [SRMEC 2021 REQUEST FOR APPLICATION \(RFA\)](#) and/or [SRMEC 2021 PRODUCERS UNDERSERVED BY CROP INSURANCE RFA](#). The SRMEC 2021 RFA funding opportunity focuses on educational projects designed to help agricultural producers improve their economic viability through targeted risk management strategies. On the other hand, the [SRMEC 2021 Producers Underserved RFA](#) funding opportunity is specifically designated for the delivery of risk management education to agricultural producers underserved by the Federal crop insurance program.
2. View the [Proposal Resources](#) which have been developed to help applicants prepare a successful proposal, and which explain for every item requested in the application. Applicants are especially encouraged to utilize the Tutorial.
3. Registration Information: If you are a first-time applicant, use this link to access the [Extension Risk Management Education Results Verification System \(RVS\)](#). Select "Register" and complete the form to create a new account. A registration confirmation containing a link back into the system will be sent via email. (If you do not receive the confirmation email, please check your spam folder.) To complete your registration, you must return to the RVS utilizing the link enclosed in the email. Then, please follow steps 4-6 below to begin a new application.
4. If you have accessed the ERME Results Verification System during the past year, you should already be registered. Login to the [Extension Risk Management Education Results Verification System \(RVS\)](#) using your email address and password, which will take you to the "My Projects" page. To begin, select "Start New Application" (green button) and then "Southern ERME" under "Active Funding Opportunities."
5. Select the appropriate grant category from the two options available, and again click the green "Start New Application" button. Then follow the "Instructions" accessible on each page of the application via the orange button.

### Empowering Producers to Manage Risks

#### 2017 SRMEC Progress Report



#### Recent News

- [Southern Extension Economics Committee Webinars](#)
- [2021 Extension Risk Management Education RFA- SRMEC \(OPEN\)](#)
- [2021 ERME Producers Underserved by Crop Insurance RFA- SRMEC \(OPEN\)](#)
- [Success Stories](#)
- [Introduction to Risk Management](#)





**"THE NEW STANDARD FOR ONLINE REPORTING SYSTEMS."**



**Information flows** from the start of a proposal to the final report



**Proposals focused** on results



**Easy-to-use reporting** web app



EMAIL ADDRESS

PASSWORD

[Forgot your password?](#)

Keep me logged in

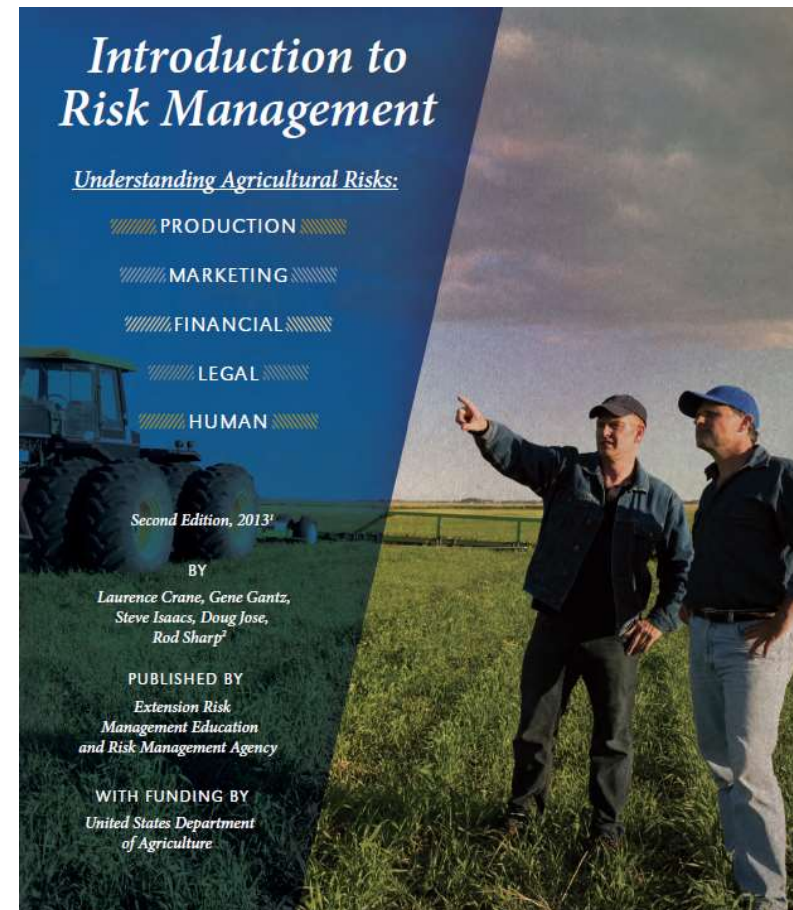
Log In

<http://rvs.umn.edu>



# Extension Risk Management Education Areas

- Production
- Marketing
- Financial
- Legal
- Human



# Extension Risk Management Education Goals

- ERME's five risk areas give farmers and ranchers a process to seek technical assistance, identify resources and make informed decisions.
- **ERME Aspirational Goals:** Enhance farm and ranch operations and profitability by successfully managing agricultural risks.



# ERME Aspirational Goals

- **PRODUCTION:** Enhance understanding of yield variability, insurance products, technology, diversification and management systems to control costs and improve farm or ranch income.
- **MARKETING:** Improve producer understanding and use of commodity price risk management, product (niche) marketing strategies, differentiated (branding) marketing focus and relationship marketing to enhance farm or ranch viability.



# ERME Aspirational Goals

- **FINANCE:** Grow farmer and rancher capacity to address strategic business planning, production cost management, recordkeeping analysis, asset management and financial planning to enhance cash flow, profitability and financial performance.
- **LEGAL:** Cultivate farmer and rancher ability to address business organization, contracts, regulatory policies and liability issues to manage business legal risk exposure.



# ERME Aspirational Goals

- **HUMAN**: Develop farmer and rancher understanding of employee recruitment, retention and management; internal and external business communication; business transition and farm safety systems to improve business and worker success.



# Risk Management Overview

---

## Program Goal:

**Participants in education programs achieve specified risk management results**



# Risk Management Overview

---

## What are Proposed Risk Management Results?

- Measurable and verifiable risk management actions that participants understand, analyze, develop, decide or implement
- Documenting results using Evaluation activities



# Risk Management Overview

---

## Proposed Results and the Theory of Change

- How will your project lead farmers and ranchers to the desired risk management results?
- What are your assumptions and rationale?
  - Why will your efforts/activities make a difference?
  - What gaps does your project aim to fill?
  - Why is this significant?





# Return on Investment

---

- If the “Return on Investment” of grant dollars awarded are the risk management **improvements that producers will make...**
- Then **measuring producer results & outcomes** becomes an integral component of program planning and design, not an afterthought!



# SRMEC RFA Important Dates

---

- **ERME & Underserved Producers RFAs Released:** RFA was released on **September 15, 2020**
- **Proposals due (Deadline)** **November 19, 2020** by **5:00 p.m. CST**
- **ALL Applicants will be notified of funding decision by** **February 12, 2021**
- **Project anticipated will start on** **April 1, 2021**
- **Full Project Performance Period:** **April 1, 2021 – September 30, 2022**



# Proposed Results & Producer Actions

- Five levels of producer actions in order of increasing producer engagement:
  1. Understand .....Knowledge  
Short Term
  2. Analyze
  3. Develop
  4. Decide .....Actions  
Intermediate
  5. Implement .....Conditions  
Long Term



# Focused on Results/Outcomes

- increases the probability that the programs we fund will improve the risk management skills of the farmers and ranchers who participate,
- is designed to improve the capacity and quality of the programs we fund,
- increases the opportunities to improve the economic viability of the farm and ranch family participants.



# Ability to Measure Results/Outcomes

- Improve effectiveness by looking at your project from start to finish in terms of results or outcomes for participants.
- Demonstrate participant achievement of risk management tools and strategies for viewing in a public reporting system (**Final reports available on the ExtensionRME.org site and in the Ag Risk Education Library**)
- Move the bar higher for the effectiveness (longer term impacts) of risk management education



# ERME Retrospective Reporting Requirement

- a) Each project will be asked to assess changes in understanding/knowledge using a retrospective design.
- b) A retrospective evaluation measures participants' previous versus current knowledge on a risk topic area(s) at the end of a workshop or training series.

*\*\*All ERME projects are expected to conduct this retrospective evaluation at the end of their project training or workshop series and prior to the completion of their Final Report.*

## Tools For Project Directors

The following information is provided to assist Project Directors with meeting the contractual obligations of grants awarded by the Southern Center. Please contact the Southern Center with any questions regarding this information.

### Funding Acknowledgement Requirements

### ERME Retrospective Reporting Resources

All ERME projects are expected to conduct this retrospective evaluation at the end of their project training or workshop series and prior to the completion of their Final Report.

- a) Each project will be asked to assess changes in understanding/knowledge using a retrospective design.
- b) A retrospective evaluation measures participants' previous versus current knowledge on a risk topic area(s) at the end of a workshop or training series.

\*\*All ERME projects are expected to conduct this retrospective evaluation at the end of their project training or workshop series and prior to the completion of their Final Report.

#### ERME Retrospective Powerpoint

#### University of Wisconsin-Extension Retrospective Evaluation Resources:

- When to Use the Retrospective Post-then-Pre Design
- Quick Tips Analysis of Retrospective Post-then-Pre Data
- How to Compute and Present Individual Change with Before and After Survey Data
- Analyzing Quantitative Data
- Qualtrics Question Types

### Empowering Producers to Manage Risks

#### 2017 SRMEC Progress Report

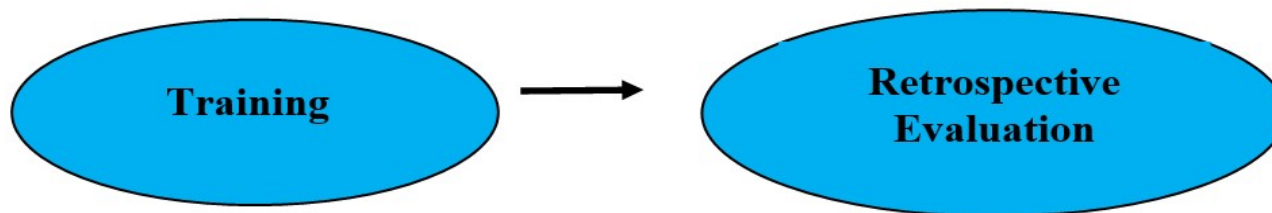


#### Recent News

- [Southern Extension Economics Committee Webinars](#)
- [2021 Extension Risk Management Education RFA- SRMEC \(OPEN\)](#)
- [2021 ERME Producers Underserved by Crop Insurance RFA- SRMEC \(OPEN\)](#)
- [Success Stories](#)
- [Introduction to Risk Management](#)

# ERME Retrospective Evaluation

**All ERME projects are expected to conduct this retrospective evaluation at the end of their workshop or training series.**





# ERME Retrospective Evaluation Across the Project Portfolio

- Prepare a retrospective evaluation for each area of risk
  - Develop a separate evaluation question for each risk.
- Use a 5 point numbered (Likert) scale
  - 1 = None
  - 2 = Low
  - 3 = Moderate
  - 4 = Advanced
  - 5 = High
- Administer to participants at the end of your project training or workshop series (**prior to your Final Report**).



# RVS Online Reporting System

## RESOURCES

- Important Information
- Project Information
- Project People
- Progress Notes
- Project Steps
- Promotional Materials
- Educational Materials
- Evaluations and Reports
- Results
- Outcome Analysis**
- Number of Participants
- Project Overview
- Project Comments
- Stories / Examples / Quotes
- Leveraged Resources
- Delivery Area
- Final Checklist

 SAVE & EXIT

 VIEW WORD

 VIEW PDF

 SUBMIT



## 2019 ERME Reporting Demo

### OUTCOME ANALYSIS

[Instructions](#)

Report the results of the required retrospective evaluation question. Enter the totals for each risk area identified in the results section displayed below. In this example, this project had results with producer actions in the financial and human risk areas.

**How do you rate your understanding of:**

**Financial Risk**

	No Understanding			Complete Understanding		Total
	1	2	3	4	5	
Prior to the project	50	200	40	10	0	300
After the project	2	25	34	144	95	300

**Human Risk**

	No Understanding			Complete Understanding		Total
	1	2	3	4	5	
Prior to the project	50	45	15	0	0	110
After the project	10	20	25	30	25	110



# Likert Scale Categories

- **1 = None** – Have no understanding/knowledge of the content
- **2 = Low** – Have very little understanding /knowledge of the content.
- **3 = Moderate** – Have basic understanding/knowledge; there is more to learn.
- **4 = Advanced** – Have a working understanding/knowledge; can apply most of the content.
- **5 = High** – Consider myself to have complete understanding/knowledge and can fully apply the content.



# Retrospective Evaluation for Measuring “Understanding”

A basic retrospective evaluation question for each risk area:

How do you rate your understanding/knowledge of \_\_\_\_ (insert risk area) \_\_\_\_ risk management (including \_\_\_\_ (insert relevant topics) \_\_\_\_) as a result of participating in this risk management training or workshop series?

Please check the box under the number that indicates your level of understanding/knowledge both **before** and **after** completing the course:

- 1 = None – Have **no** understanding/knowledge of the content
- 2 = Low – Have **very little** understanding/knowledge of the content
- 3 = Moderate – Have **basic** understanding/knowledge;
- 4 = Advanced – Have **working** understanding/knowledge; apply most of the content
- 5 = High – **complete** understanding/knowledge and can fully apply the content

	None	Low	Moderate	Advanced	High
	1	2	3	4	5
Before Training					
After Training					

# Retrospective Evaluation for Measuring “Understanding”

How do you rate your understanding/knowledge of **market risk** management (*data driven price strategy for direct to consumer markets*) as a result of participating in this risk management training or workshop series?

Please check the box under the number that indicates your level of understanding/knowledge both **before** and **after** completing the course:

- 1 = None – Have **no** understanding/knowledge of the content
- 2 = Low – Have **very little** understanding/knowledge of the content
- 3 = Moderate – Have **basic** understanding/knowledge;
- 4 = Advanced – Have **working** understanding/knowledge; apply most of the content
- 5 = High – **complete** understanding/knowledge and can fully apply the content

	None	Low	Moderate	Advanced	High
	1	2	3	4	5
Before Training					
After Training					

# Proposed Results & Producer Actions

- Five levels of producer actions in order of increasing producer engagement:

**1. Understand**

**2. Analyze**

.....Knowledge

**3. Develop**

Short Term

**4. Decide**

.....Actions

**5. Implement**

Intermediate

.....Conditions

Long Term



# Evaluation Criteria

---

## ERME Grant Program

Proposed Results	40%
Regional Priorities	10%
Results Verification	10%
Producer Demand	15%
Team/Organizational Capacity & Collaborators	15%
Review of Past Projects, Innovation & Application	10%



# Evaluation Criteria

---

## Producers Underserved by Crop Insurance

Proposed Results	40%
Regional Priorities	10%
Results Verification	10%
Underserved Audience	20%
Team/Organizational Capacity & Collaborators	15%
Innovative Approach and Wide Application	5%





# Evaluation Criteria

---

## Proposed Results – 40%

- Single most important factor in funding decisions
- Clear statement of what you “anticipate producers will understand, analyze, develop, decide or implement”
- Realistic and attainable estimated producer numbers
- Relative level of rigor associated with producer actions
- Specific, measurable and verifiable



# Evaluation Criteria

---

## Looking at Proposed Results

- **What is the risk management improvement for producers?**
- **What is the producer action?**
  - Understand, Analyze, Develop, Decide, Implement
  - “Understand” is the weakest action; “Implement” is the strongest action
  - Plan the results to get the strongest actions possible



# Evaluation Criteria

---

## Looking at Proposed Results

- **What is farm or ranch economic viability?**
  - To improve profitability
  - To increase opportunities for equity growth over time



# Evaluation Criteria

---

## Regional Priorities - 10%

- **The degree to which proposed results address regional priorities as identified in the RFA**
- **Caveats**
  - Make sure that they are integral part of project
  - Projects must address enhancing understanding and use of crop insurance



# Regional Priorities – BOTH programs

---

Each project should have a plan for capturing measurable qualitative and quantitative economic effects and/or behavioral changes related to risk management. Projects with detailed evaluation plans that capture higher level producer impacts (i.e. implement versus understand across the ERME spectrum of producer actions) are ranked relatively higher.



# SRMEC Request for Applications

---

## 2020 Traditional RFA – Full range of risk mgmt.

- Programs should provide decision tools, practices, and other risk management strategies that producers can adopt to manage risk and improve their economic viability
- \$50,000 maximum
- Quarterly progress reports & final report



# Priorities – Traditional ERME

---

ERME is funding purpose is “educating agricultural producers and providing technical assistance to agricultural producers on a full range of farm viability and risk management activities...”.

Producer targets include:

- Beginning farmers or ranchers
- Legal immigrant farmers and ranchers that are attempting to become established producers in U.S.
- Socially disadvantaged farmers or ranchers
- Farmers and ranchers preparing to retire, using transitioning strategies or converting production & marketing systems for new markets
- Producers underserved by federal crop insurance
- Veteran farmers and ranchers



# Priorities – Traditional ERME

---

1. ...help producers evaluate and implement a transition to new enterprises, alternative production systems, farm data management, and marketing strategies.
2. Train producers to understand and implement FSMA compliance & GAP certification for small and/or family farms.
3. ... to help producers protect, attract, train, and retain employees including issues related to COVID impacts.
4. Aid producers in avoiding, diagnosing, and managing financial stress as it relates to disaster resilience (COVID-19), cap. Invest., recordkeeping, business exit strategies and access to personal and family counseling services.
5. ...aid producers in improving natural resource management and biosecurity practices arising from legislation, regulatory policy, farm data management, and/or climate change.





# Priorities – Traditional ERME

---

- 6) ...implement effective, safe, legal, and sustainable use of integrated pest (insect, disease, weeds) management systems.
- 7) Assist producers in managing legal risk including contracts, leasing, labor, liability, and direct marketing regulatory compliance.
- 8) ..targeting underserved producers with enhanced and equitable access to the full scope of USDA agricultural programs as well as other public and private sources of capital and agricultural technology.
- 9) ...keeping farms sustainable during ownership transfers as it relates to heirs property, estate planning, and preserving agricultural lands.
- 10) Train producers on the issues and opportunities around participating in and strengthening regional supply chains.



# SRMEC Request for Applications

---

## 2020 Underserved Producers RFA

- Programs should provide decision tools, practices, and other risk management strategies that producers can adopt to manage risk and improve their economic viability
- \$100,000 maximum
- Quarterly progress reports & final report



# Priorities - Underserved Producers

---

ERME is providing this funding opportunity to deliver risk management strategies, education, and outreach specifically directed to producers (including a member of an Indian Tribe) that are **underserved by the Federal crop insurance:**

- Beginning farmers or ranchers
- Veteran farmers or ranchers
- Socially disadvantaged farmers or ranchers
- Farmers and ranchers using dairy risk management policies or plans for coverage



# Priorities - Underserved Producers

---

1. Bus. financial literacy focused on recordkeeping especially small-scale, organic, specialty crop and/or diversified farmers including direct marketing operations.
2. Training to underserved producers on crop insurance programs implemented through 2018 Farm Bill incl. hemp.
3. Activities that leverage federal COVID-19 funding to enhance crop insurance training to underserved producers (distance ed., web-based, and/or online tech.).
4. Projects educating underserved, new, young & beginning farmers about marketing & crop insurance strategies.
5. Geographic areas not served by federal crop insurance or where products are not available.



# Priorities - Undeserved Producers

---

6. Crop insurance training that facilitate Transition and Estate Planning.
7. Livestock, pasture and rangeland policies including Dairy Revenue Protection Program. SRMEC- Producers Underserved by Crop Insurance RFA 2021
8. Natural disaster mitigation strategies using crop insurance including hurricane insurance.
9. Collaborations between NGOs and Land-Grant Institutions to enhance crop insurance training.
10. Educating specialty crop producers on working with Lenders and Crop Insurance Agents.



# Evaluation Criteria

---

## Results Verification– 10%

How effective is the plan for evaluating and tracking producer progress toward achieving the proposed risk management results?

- How and when will results be measured?
- How will you verify risk management results were achieved?
- How will you establish & identify indicators for long-term results?



# Evaluation Criteria

---

Think about the “why” measure question as you create the what to measure plan.

- Serve interests/relevance to producers
- Measure changes in producer knowledge
- Improve program planning and performance
- Demonstrate impacts and public value



# Evaluation Criteria

---

## How will you verify?

What methods and questions will allow you to verify your results and impacts?

- Make sure proposed results are measurable or have measurable indicators
- Consider evaluation and verification steps when planning education efforts





# Evaluation Criteria

---

## Producer Demand (ERME) - 15%

- Who the producers are that are underserved
- Why is there a low level of crop insurance participation and availability
- Why existing crop insurance products do not provide an effective risk management tool
- Why targeted producers are not reached through other risk management offerings/tools (underserved producer groups)



# Evaluation Criteria

---

## Underserved Audience (Crop Insurance) - 20%

- Who the producers are that are underserved
- Why is there a low level of crop insurance participation and availability
- Why existing crop insurance products do not provide an effective risk management tool
- Why targeted producers are not reached through other risk management offerings/tools (underserved producer groups)



# Evaluation Criteria

---

## Team/Organizational Capacity & Collaborators – 15%

- Skills, knowledge, and experience of team and organization to effectively deliver risk management education projects and meet the needs of producers underserved by crop insurance.
- Important to identify the specific role each team member will have in the project.



# Evaluation Criteria

---

## Team's capacity & demonstrated expertise!

- Evaluate how well-engaged public or private organizations will increase the likelihood of farmer/rancher participation.
- Includes a commitment to recruit producers underserved by crop insurance.
- Collaborators provide technical expertise/knowledge but are not part of the day-to-day management of the project.



# Evaluation Criteria

---

## Innovative Approach & Wide Application – 5 or 10%

- The extent to which a project employs innovative approaches to develop or deliver training, materials, or tools.
- The extent to which program might have wide application; including adopting materials to specialized audiences, marketing and promotion techniques, eliciting high interest in crop insurance strategies with new methodologies, etc.



# Extension Risk Management Education

Mission: Educating America's farmers and ranchers to manage the unique risks of producing food for the world's table.

- **“Investing in Producer Results!”**
- **“Empower Producers to Manage Risk!”  
(Southern)**



# Success Stories



EXTENSION  
RISK MANAGEMENT  
EDUCATION

progress  
2017



**Southern Risk Management  
Education Center  
University of Arkansas**

**Website: <http://srmec.uaex.edu/>**

**Email: [srmec@uaex.edu](mailto:srmec@uaex.edu)**

**501-671-2165**







# **SRMEC**

## **Budget and Budget Narrative Guidelines**

### **ERME 2021 RFA**

Erica Barnes Fields, MBA, LMSW  
SRMEC Project Manager



United States Department of Agriculture  
National Institute of Food and Agriculture



# Overview of Budget Guidelines

- Budget Categories
- Allowable Expenses
- Unallowable Expenses



# Budget Sections A&B



# Salaries

- **Base Salary** (all senior/key/other)
  - Number of Work Months Paid from Grant
  - Calendar or academic/summer year
- **Rate of Pay** (Executive Level IV)- maximum pay is \$82.11/hour or \$170,800/year
  - This rate does not include any fringe benefits or overhead expenses.
  - Only persons employed by the recipient organization should be listed in this category.



# Salaries: Administrative Staff

- The salaries of administrative and clerical staff should normally be treated as indirect (F&A) costs.
- Direct charging of administrative and clerical staff may be appropriate only if all of the following conditions are met:
  - 1) Administrative or clerical services are integral to a project or activity;
  - 2) Individuals involved can be specifically identified with the project or activity;
  - 3) These costs are explicitly included in the budget or have the prior written approval of SRMEC; and
  - 4) The costs are not also recovered as indirect costs.



# Salaries: Student Workers

- Students **can** be paid an hourly wage
- Students **can not** be paid for an assistantship
- This grant **can not** be used to pay a student's tuition.



# Salaries: Fringe Benefits

- Show the total of allowable fringe benefits in the budget narrative.



# Budget Section C: Equipment





# Equipment

- The purchase of equipment is **not allowed** under the program.
- Equipment is defined as:
  - equal to or in excess of \$5,000
  - having a useful life of more than one year



# Budget Section D: Travel



# Travel

- Use the GSA Domestic Per Diem Rate Schedule
  - Travel and subsistence should be in accordance with organizational policy.
  - Allowances for airfare should not exceed round trip jet **economy** air accommodations.



# Travel, cont.

- Provide the following information when you estimate travel cost:
  - Destination
  - Purpose
  - Number of Travelers
  - Estimated Cost Per Trip



# Budget Section E: Other Direct Costs (ODC)



# ODC: Materials and Supplies

- List estimated costs of materials and supplies, along with an explanation of the costs.
- Materials and Supplies includes:
  - Printing of program materials
  - Software
  - Educational Supplies
  - Field Supplies
  - Office Supplies



# ODC: Publication Costs

- Not Allowed under this program
- Publication Costs includes:
  - Costs related to the publishing of articles in scientific or technical journals



# ODC: Consultants

- A consultant is someone who renders expert advice in his/her field.
- The consultant should not be affiliated with the performing organization

## **The budget narrative should include:**

- Consultant's name
- His/her organization
- A breakdown of the amount being charged to the project
  - Including number of days of service, rate of pay per hour, travel, per diem, etc.





# ODC: Consultants

Each consultant must provide 2 documents that should be combined into a complete document and uploaded as a PDF in the Project Team or Project Collaborators section of the application:

## 1. A Signed Letter of Commitment

- Scope of Work
- Rate of Pay
- # of hours to be paid
- Travel, etc.

## 2. Abbreviated Resume or Vita no more than 2 pages in length



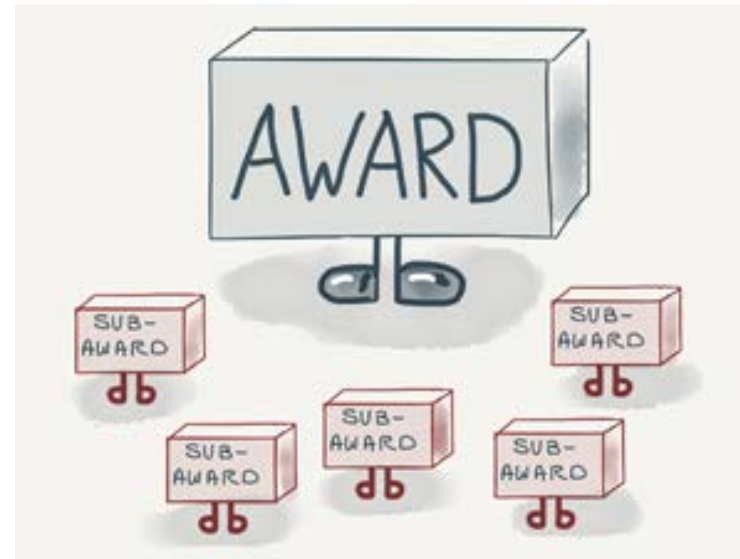
# ODC: Computer Services

- Computer Services **are not** allowed under the program
- Charges for Internet access **may be** included in this category.



# ODC: Sub-Awards/Consortium/Contractual Costs

- Sub-awards are allowed
- Sub-awards must not exceed 49% of the total funds awarded.



# ODC:

## Sub-Awards/Consortium/Contractual Costs, Cont.

- When a portion of the work proposed will be performed by outside sources, include the following in your online submission:
  1. Letter of Commitment signed by the authorizing representative that also includes a clear Scope of Work outlining their portion of the work to be completed,
  2. Separate Budget for their portion of the funding, and
  3. A detailed Budget Narrative supporting their portion of the budget.
- These documents should be combined into a complete document and uploaded as a PDF in the Project Team or Project Collaborators section of the application.



# ODC: Conferences/Meetings

Conferences/Meetings costs should be detailed in the budget narrative with the following information:

- Rental charge for facilities
- Rental charge of equipment for the meeting
- Guest Speaker/Trainer Fees
- Honorarium Fees
- Travel at per diem for participants and speakers
- Group snacks dependent upon approval from SRMEC



# ODC: Facility Rentals

(must be located off-site from the organization's main campus )

For Facility Rental provide the following details in the budget narrative:

- Normal monthly rental charge and
- How the rent is pro-rated for the project.



# ODC: Equipment Rental

For Equipment Rental provide the following in the budget narrative:

- The type of equipment to be rented;
- The purpose on the project;
- The length of time needed; and,
- The rental rate



# Other Direct Costs, cont.

- **Speaker/Trainer Fees**
  - Speakers should include the fee and a description of the services they are providing
- **Honorariums Fees**
  - Provide information regarding the honorarium amount (rate of pay)
  - A brief statement regarding what the person is doing to earn the honorarium.



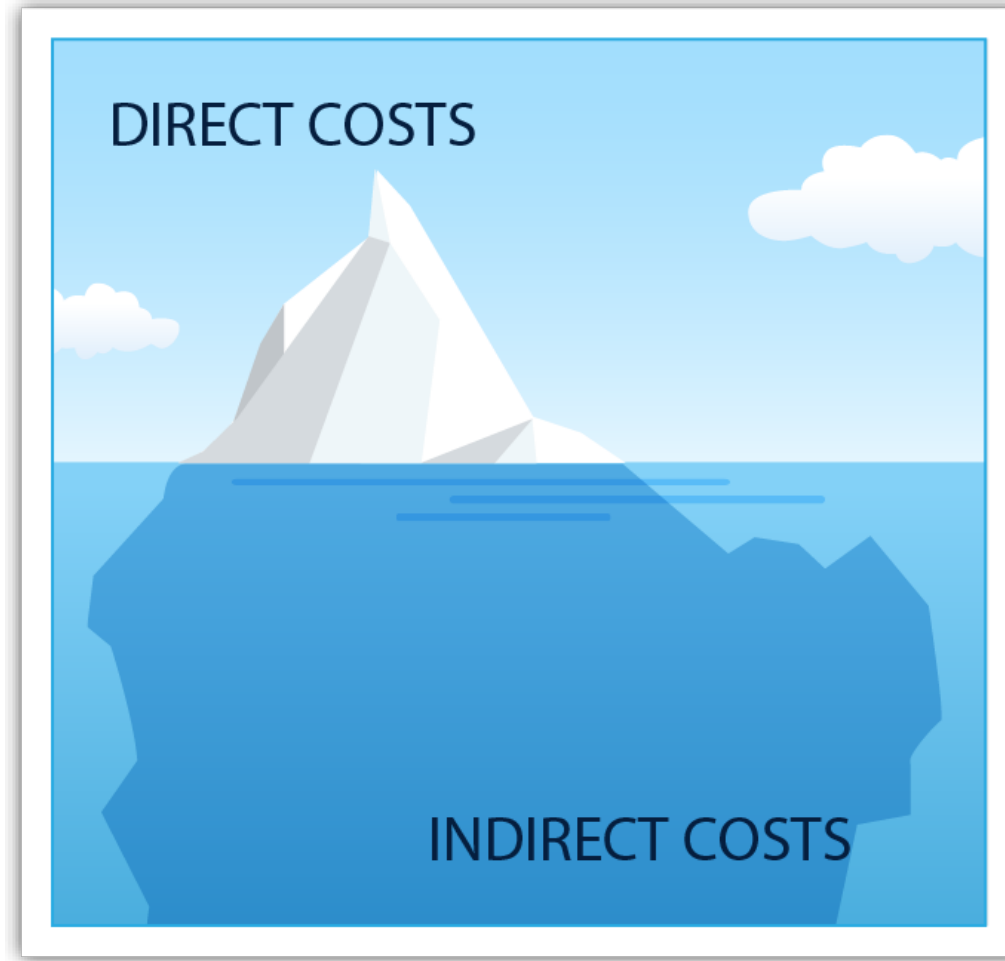


# Other Direct Costs

- Communications (mailings, postage, express mail, faxes, and telephone long distance charges)
- Photocopying of materials associated with the program
- Service/Maintenance Contracts
  - Provide details of the type of equipment and the amount of the service contract to be paid from Federal funds.

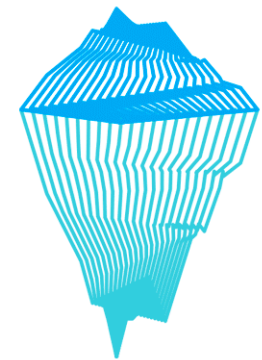


# Budget Section H: Indirect Costs



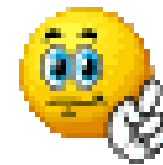
# Indirect costs

- Indirect costs may not exceed the lesser of the institution's official federally negotiated indirect cost rate or 30% of the total Federal funds awarded.
- If the organization does not have a federally negotiated rate an F&A rate of 10% Modified Total Direct Cost (MTDC) will be allowed.
- The budget narrative should identify the percentage rate used when calculating the total indirect costs.



# Cost Sharing/Matching

This program does not allow cost share or matching funds.



# Unallowable Costs

- Alcoholic beverages
- Entertainment Costs
- Promotional Items/Giveaways
- Incentives given to entice participation in program
- Rent for grantee owned facilities
- Award Ceremonies
- Receptions
- Application writing costs
- A complete listing of Unallowable costs can be found in the 2 CFR 200.410



# Contact Information



Erica B. Fields, MBA, LMSW

SRMEC Project Manager

(501) 671-2146

[efields@uaex.edu](mailto:efields@uaex.edu)



United States Department of Agriculture  
National Institute of Food and Agriculture

