Application Tutorial

"THE NEW STANDARD FOR ONLINE REPORTING SYSTEMS."

- Information flows from the start of a proposal to the final report
- Applications focused on results
- Easy-to-use reporting web app
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Create Your Account /Login

If you have not yet created your account in the Results Verification System click Register in the upper right corner of your screen.

- Enter your email address. Your email address will be used to login to the system and access all of your projects.

- You may create more than one account, but projects will not be automatically linked between accounts.

- Enter your name and the rest of your contact information.

- Enter a password. Passwords must be a minimum of 6 characters in length.

- Click the Continue button at the bottom of the form.

- You will be sent a confirmation email that contains a link back into the system. To complete your registration, visit the enclosed link.

- When your registration has been verified you may login to begin your application.
CREATE A NEW ACCOUNT

Use the form below to create a new account.

Passwords must be a minimum of 6 characters in length.

ACCOUNT INFORMATION

<table>
<thead>
<tr>
<th>Field</th>
<th>Input</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Address</td>
<td></td>
</tr>
<tr>
<td>Confirm Email</td>
<td></td>
</tr>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>Professional Title</td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td></td>
</tr>
<tr>
<td>Organization</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td>Alabama</td>
</tr>
<tr>
<td>Zip Code</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td></td>
</tr>
<tr>
<td>Fax</td>
<td></td>
</tr>
<tr>
<td>Password</td>
<td></td>
</tr>
<tr>
<td>Confirm Password</td>
<td></td>
</tr>
</tbody>
</table>

[Continue Button]
Resending Your Password

If you have forgotten your password, click **Forgot Password** in the login box. You will be asked to enter your email address. An email containing a link to enable you to reset your password will be sent. This link will be valid for 24 hours, after which you will need to re-initiate this process.

Start a New Application

To register a new application:

- Login to the system.
- You may need to click “Start New Application” to see the list of funding opportunities.
- The next screen shows all available funding. Be sure to read the **RFA** and review the **Application Resources** before beginning a new application.
- Make sure you choose the correct funding opportunity. Click **Start a New Application**.

![All Available Funding](image)
• Enter a brief and descriptive title for the proposed project. (Word Limit: 15)

• Enter the email address of your project director.

![START A NEW APPLICATION](image)

• If you are not the project director, he/she must have an account in the system before you are able to continue your application. If the project director does not have an account, enter the name of your project director and click Send Invitation to Project Director to email an invitation to create an account.

![START A NEW APPLICATION](image)

Exploratory Applications

The four regional ERME centers each offer an Exploratory Projects category, but the details regarding requirements for these projects vary by Center. Please see the information provided under Section I., F., in the RFA – “Regional ERME Center Priorities” – for specific information on Exploratory Projects in your region. Each Center’s website also has information posted about Exploratory Projects.
Navigation

The Navigation bar at the top of the screen allows you to perform the following functions:

**Previous/Next:** To navigate through the online Application submission process, you can click **Next Screen** or **Previous Screen** on the navigation bar or you can select the input section you want to go to from the left menu bar.

**Save My Work:** Whenever you move to the next or previous screen, your input is automatically saved. If you want to manually save your input while working on an individual section, just click **Save My Work** on the navigation bar.

**Resources:** A number of informative resources have been developed to help you use the Extension Risk Management Education (ERME) Results Verification System, and to understand the concepts of developing results based Applications and projects. A link to “Resources” is always available on the left menu bar when you are working on your Application.
In order to save information in the form, you need to first download the document locally or to a network drive. If you edit the information in the browser window in which it appears, your changes will not be saved.

Click the name of the document you wish to download. The form will open in another browser window. You may see a message that says “Please wait…” – you may proceed to download the file. From here, click the download button in the upper, right-hand corner of the screen (a down arrow). This will bring up the standard dialog box with your local and network save options. Save the PDF in this location.

Once saved, exit out of the browser window and open the PDF on your machine. From this point on, you should be able to edit and save the file as needed without worrying about losing your changes.

<table>
<thead>
<tr>
<th>Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Tutorial</td>
</tr>
<tr>
<td>Application Tutorial - Underserved Audience Funding Opportunity</td>
</tr>
<tr>
<td>Reporting Tutorial</td>
</tr>
<tr>
<td>ERME Budget Form</td>
</tr>
<tr>
<td>ERME Budget &amp; Budget Narrative Instructions</td>
</tr>
<tr>
<td>ERME Sample Budget Narrative</td>
</tr>
<tr>
<td>ERME Cover Sheet (SF 424)</td>
</tr>
<tr>
<td>ERME Cover Sheet Instructions</td>
</tr>
<tr>
<td>RFA Definitions</td>
</tr>
<tr>
<td>ERME Retrospective Evaluation Presentation</td>
</tr>
</tbody>
</table>
Save & Exit lets you save your application and continue working on it later. This will return you to the “My Projects” page. Save & Exit will not submit your application.

View Word provides one option for sharing your application with team members, etc. prior to submission.

View PDF will create a PDF version of your application. Use this option to view how the printed version of your application will display for the reviewers and to keep a copy for your records.

When you have finished your application click Submit to finish the application process. Once your application has been submitted you will no longer be able to make changes to it.

Instructions for each section of the application may be accessed by clicking on the tab labeled Instructions located in the upper right portion of the screen. When you click on Instructions, a separate smaller window will open that contains the instructions for the page you are working on, along with a table of contents for every section of the application.

Multiple Users

Multiple people may be logged into your Application and working on it simultaneously. However, only one person may be working in a particular section at a time. If you see a dialog box that indicates someone else is using the section, be sure they are finished before you proceed. You may continue to work in other sections of your Application until they are finished.
Important Information

Information contained on this page can save you time and frustration as you enter your Application input:

- Remember; do not use your browser’s forward and back buttons. If you do, your Application input will not be saved or posted to the online application system’s database.

- This page also lists the contact information for your funding source.

**IMPORTANT INFORMATION**

Do not use the "forward" or "back" buttons of your browser. Your data will not be saved unless you use the system navigation.

You may enter your input sequentially, or click on any section on the left menu bar to input your information in the order you choose.

Instructions are available for each section of input by clicking on the "Instructions" button located in the upper right portion of the screen.

Until you submit, you can return and edit it as frequently as you wish.

Northeast Extension Risk Management Education Center
112 Townsend Hall
University of Delaware
Newark, DE 19716-2130
Phone: 302-831-6540
Email: sbolson@udel.edu
Website: http://www.necrme.org
Project Information

This section allows you to change the Project Title you entered when you began your Application. As you develop your Application and assemble your project team you may need to edit the information you originally submitted.

In addition, input your project mailing address, choose your organization type and the mailing address for the Financial Contact who is authorized to sign contracts and commit financial resources for your organization.
Project People

Project Director

The designated Project Director must be actively involved at all stages of the Application process, and is responsible for completing the project. This includes project management, subcontracting, funds oversight, meeting project time schedules, reporting progress and submitting the final report.

You will not be able to change the Project Director without contacting the appropriate regional ERME Center.

Co-Project Director

You have the option of entering one or more Co-Project Directors. To do so, click on Add New and enter the appropriate email address. The individual must first create an account in the Results Verification System.

Project Contact

You have the option of entering a Project Contact. The Project Contact is usually the person entering the Application, if he/she is someone other than the Project Director. The individual must first create an account in the Results Verification System.

Project Access User

You may give additional people access to your Application. Before you give them access, the individual must first create an account in the Results Verification System. They will then have full access to your Application.

If you wish to allow someone to review your Application without giving them the option to edit, you may click View PDF, save a copy of the Application and email it to them.
**Project Overview**

Your project overview describes: 1) the risk management education topic(s) you will cover; 2) the methods you will use to deliver your project; 3) your target audience, including the geographical location; 4) the number of workshops or educational activities; 5) the risk management results you expect participants to achieve from participating in the project; and 6) how many participants you expect to achieve these measurable results. Specifically, it is critical that there is a logical connection between your project overview and the proposed results section of your application. (Word Limit: 200)

If funded, your project overview will be used in public announcements describing your project.

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**PROJECT OVERVIEW**

This project addresses the legal liabilities and financial risks small farms and ranches undertake as they increase their direct market sales and develop new food and farm enterprises (i.e. processed food products or on-farm events like farm tours and hands-on workshops) due to their limited experience with and understanding of product and property liability; employee and apprentice labor; and market assessment and business planning. The 50 project participants are Inland Northwest farmers and ranchers with gross earnings of less than $100,000. Participants will attend workshops on Managing Legal Liability, Market Assessment and Business Planning. Upon workshop completion, participants will receive assistance in using tools to manage their legal liabilities and engaging in market assessment and business planning. Three months after the workshop series, 35 participants will have taken steps to manage their legal liabilities and 15 participants will have begun a market assessment or business plan.

Words: 146

Word Limit: 200
Producer Demand

Demonstrate the willingness of producers to participate in your project. The applicant must provide specific indicators that demonstrate participants will be attracted to the program, including but not limited to: benchmark information on participants’ knowledge level and attitude that support the proposed risk management education; follow-up evaluations from prior workshops that document interest in topics for future workshops; and farmer or rancher contributions to the proposed program content that demonstrate their interest in the risk management topics being offered. Secondary census data from USDA does not demonstrate producer demand, but may be of value in supporting the demand statement. (Word Limit: 200)
Proposed Results

This section will lead you through a series of steps and questions that will help you identify the anticipated risk management improvement for the producers. For each proposed risk management result, you will be asked to identify the risk area, risk management topic, the producer action, and the number of producers you anticipate will achieve that action. You will also be asked to identify verification/performance measures for each of the proposed results.

If you are uncertain about what defines agricultural risk, Introduction to Risk Management is an excellent source document that will help you understand the five risk categories associated with farm and ranch businesses (production, marketing, financial, legal, and human).
Proposed Results

Identify each risk management result/outcome that you want producers to understand, analyze, develop, decide, or implement as a result of participating in your project. At the end of your program delivery, the proposed risk management results should put producers in a better position to manage risk in order to improve their farm or ranch economic viability. This will be the single most important criterion the panel considers when deciding whether a project is funded. (Word Limit per result: 25)

Risk Area and Topic

The RVS organizes topics by risk area. For each proposed result, first select a risk area, and then choose a corresponding topic from the list provided (see list at end of this section).

Producer Action

Producer actions describe what program participants will do relative to the specific proposed result. There are five levels of producer actions which are listed in order of increasing producer engagement.

- Understand - learn, increase awareness, identify
- Analyze - evaluate, investigate, assess, review, consider, explore
- Develop - write, conduct, obtain, create
- Decide - commit to, indicate, choose
- Implement - adopt, establish, incorporate, initiate, use

You may have several producer actions for a component of your program. For example, a proposed result may be that producers will understand how to write a marketing plan with the producer action being “Understand”. You may have a second proposed result that producers will write a marketing plan with the producer action being “Develop”. Finally, you may have a third result that producers will implement their marketing plan with the producer result being “Implement”.

When Measured

Enter when you expect to evaluate how many producers accomplished each proposed result. This may be entered as a specific date or it may be entered as a time during the project implementation, such as 6 months or 10 months after project start date.

Estimated Number

Enter the estimated number of producers you expect to achieve the proposed result. This estimated number may vary based upon the level of producer engagement required.
How Will You Verify

Enter the method and/or tool that you will use to verify (measure) how many participants were able to accomplish the proposed risk management results you listed in this section. Give careful consideration to the type of verification tool(s) that can most effectively measure the risk management accomplishments of the producers.
(Word Limit: 10)

Add New Result

To enter a new Proposed Result, click on Add New Item. The screen below will open, allowing you to enter or edit proposed results.
Re-Order Results

The order in which the Proposed Results are presented can be changed by clicking the icon on the left side and dragging a given result to its desired location.

<table>
<thead>
<tr>
<th>Proposed result</th>
<th>Topic</th>
<th>Producer action</th>
<th>When measured</th>
<th>Est. number</th>
<th>How will you verify?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Agritourism</td>
<td>Understand</td>
<td>End of first workshop</td>
<td>Written Evaluation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Participants will indicate that they have an improved understanding of legal liabilities associated with direct marketing, farm labor/apprentices, developing value-added products, and on-farm events.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Personal and business liability</td>
<td>Understand</td>
<td>End of first workshop</td>
<td>Written Evaluation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Participants will indicate that they have an improved understanding of tools available to manage these farm legal liabilities.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Edit Result

Click on the pencil icon to edit a proposed result.

Delete Result

Click on the red ‘X’ to delete a proposed result.
Risk Management Areas and Topics

This section of the application asks you to identify a Risk Area and a Risk Management Topic for each Proposed Result from the following list:

- **Production**
  - Agri-tourism
  - Economic risks of new technologies
  - Insurance products
  - Product and enterprise diversification
  - Transition to new production systems
  - Water use decisions
  - Conservation activities

- **Marketing**
  - Analysis of market fundamentals
  - Cash and futures pricing tools including commodities and inputs
  - Marketing plans and strategies
  - Branded, certified or identity preserved marketing
  - Direct marketing
  - Contract Production

- **Financial**
  - Alternative energy investments
  - Asset management including leasing, renting, and borrowing
  - Business and strategic planning
  - Cost of production and farm financial benchmarking
  - Economics of input decisions
  - Financial records and analysis
  - Value-added enterprises

- **Legal**
  - Federal and state farm programs
  - Contracts and leases
  - Environmental regulations
  - Food safety liability
  - Labor regulations
  - Personal and business liability

- **Human**
  - Employee management and communication
  - Health, stress, and well being
  - Interpersonal, family and business relationships
  - Labor supply, recruitment, and retention
  - Transition and estate planning
Project Steps

The Project Steps Section contains two segments: 1) steps the project team will take to stimulate or assist producers in accomplishing the proposed risk management results (What Project Team Does) and 2) the steps producers will take toward achieving those results (What Participants Do). The Project Steps should be the logical progression of the project’s plan of work that will lead your target audience to achieve proposed results.

What Project Team Does
Describe the steps that your project team and collaborators will take in designing and delivering the proposed project. This might include activities that involve the development of program curriculum, conducting of workshops, designing assessment tools, administering follow up surveys, providing technical assistance, etc.

What Participants Do
Describe specific steps that your target audience will need to take to achieve the proposed results. This might include attending your workshops, completing homework assignments, contacting project team with questions, etc.

“Estimated Number” refers to the number of producers you anticipate will complete the step(s) that will help them achieve the risk management results that you have proposed.

Enter the anticipated date by which each project step will be completed in the “Projected completion date” box. Enter a date or use the calendar button to select a date.

The Project Steps section of the Application will help the Review Panel assess whether you have a good grasp of what needs to happen by your team and target audience on a step-by-step basis, leading the audience to achieve the proposed risk management results.
## Project Steps

<table>
<thead>
<tr>
<th>What project team does</th>
<th>What participants do</th>
<th>Est. #</th>
<th>Date completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Design conceptual framework for a post-harvest marketing game and training program that helps producers practice implementing a post-harvest marketing plan.</td>
<td></td>
<td>0</td>
<td>1 month after start date</td>
</tr>
<tr>
<td>2. Design and develop curriculum for this post-harvest workshop.</td>
<td></td>
<td>0</td>
<td>2 months after start date</td>
</tr>
<tr>
<td>3. Design and develop post-harvesting marketing game software that will help producers practice developing their post-harvest marketing plan.</td>
<td></td>
<td>0</td>
<td>4 months after start date</td>
</tr>
<tr>
<td>4. Pilot test game and curriculum with a group of agricultural educators.</td>
<td>Attend a pilot training session and provide feedback and evaluative comments regarding the curriculum and the game.</td>
<td>12</td>
<td>4-5 months after start date</td>
</tr>
<tr>
<td>5. Revise/edit the game and curriculum based on recommendations from participating educators.</td>
<td></td>
<td>0</td>
<td>4-5 months after start date</td>
</tr>
<tr>
<td>6. Pilot test game and curriculum at two workshops with agricultural producers.</td>
<td>Actively participate in a pilot workshop and provide verbal and written feedback regarding the effectiveness of the training materials including game and curriculum.</td>
<td>25</td>
<td>6 months after start date</td>
</tr>
<tr>
<td>7. Revise/edit the game and curriculum based on reviews and recommendations from producers who attended pilot workshops.</td>
<td></td>
<td>0</td>
<td>6 months after start date</td>
</tr>
<tr>
<td>8. Promote workshops to potential program sponsors including lenders, crop insurance agencies, elevators and cooperatives.</td>
<td>Sign up to host and sponsor a local workshop and agree to recruit customers and others to the workshop.</td>
<td>10</td>
<td>8 months after start date</td>
</tr>
<tr>
<td>9. Provide promotional material to workshop sponsors so they can promote workshop to their customers and to producers in their area.</td>
<td>Receive promotional materials, learn about the program and make a decision whether to attend.</td>
<td>750</td>
<td>6 to 8 months after start date</td>
</tr>
<tr>
<td>10. Conduct at least ten workshops with an average of 20 producers.</td>
<td>Attend a Launch your Marketing Plan workshop.</td>
<td>250</td>
<td>12 months after start date</td>
</tr>
<tr>
<td>11. Send program participants an evaluation for the program to review how program affected their marketing programs and their plan to utilize their plan into the future.</td>
<td>Complete the evaluation and provide feedback to the project team.</td>
<td>0</td>
<td>12 months after start date</td>
</tr>
</tbody>
</table>
Project Results Narrative

This section gives you an opportunity to indicate to the Review Panel that the proposed project will in fact lead producers to the risk management results you have identified. It is also your opportunity to indicate that you clearly understand the risk management issues you are addressing, that you have a clear understanding of your target audience and that the methods you plan to use are appropriate. You are encouraged to discuss your ability to be flexible with a contingency plan for delivering proposed training activities and adjusting evaluation methods in the event of unexpected program interruption. Overall, this section should demonstrate how your project will help producers improve their farm or ranch economic viability. It is extremely important to make sure that what you present in this section is consistent and is supported by the other parts of the application. (Word limit: 400)

Section Specifics – The Projects Results Narrative must provide the panel with sufficient information gleaned from the following:

- Identifies the primary source(s) of risk for the target audience
- Demonstrates the education and/or training methods are appropriate
- Discusses the potential and/or anticipated economic impact of this project upon the producers being trained.
- Discusses how the project addresses regional priorities
- Discusses innovative program delivery alternatives in case of unexpected program interruption
Audience Emphasis

Check only the farmer and rancher audiences your project will intentionally target. If your project will place particular emphasis on risk management strategies, education, and outreach specifically targeted toward one of these audience groups, then select up to 3 primary audience groups to whom you will be delivering. It is not the number (volume) of audiences that we are interested in, rather we want to know the primary audiences that will participate in your program. For instance, if your project focuses on beginning farmers who are primarily organic, specialty crop producers you would then check 3 boxes: “Beginning producers”, “Organic producers”, and “Specialty Crop producers”.

![Audience Emphasis](https://example.com/audience-emphasis.png)
Review Past Projects

One of the goals of Extension Risk Management Education’s integrated online Application and reporting system is to help projects continually improve by building upon good programs that have been delivered and by facilitating collaboration. We also seek to prevent unnecessary duplication or “reinventing of the wheel”.

Identify and review two ERME past projects to show how the proposed project can build upon or collaborate with previously funded projects, or alternatively, how the project is unique and innovative. Reviewing a previously funded project(s) from the applicant organization will not satisfy the requirement for this section. You can review all previously funded ERME projects at the following website: http://extensionrme.org/Projects/CompletedProjects.aspx. Search Completed Projects Only.

(Word Limit: 200)
Additional Regions

If funding is being sought from more than one region, a separate application must be submitted to each regional ERME Center.

Select the additional regional ERME Center(s) to which you will be applying. The region you are currently applying to will already be checked automatically.

Please note that if you are applying to more than one region, you should only include information in the application that is pertinent to the region in which you are currently applying (particularly in the Proposed Results and Budget sections). Applications must demonstrate a significant level of commitment and collaboration for the successful execution of a multi-regional project. Collaborators from within the region to which you are applying are strongly encouraged. Each Review Panel will only make the funding decision for the application submitted to their region.

If you are applying for funding for this project from additional regional center(s) please complete this page.

If you are applying to other regions, in the Proposed Results and Budget sections, only include the information that is pertinent to the region to which you are currently applying.
Organizational Capacity

Describe your organization’s history and experience delivering risk management education programs to producers. Describe your organizational capacity to lead results/outcome-based projects; include the skills, knowledge and experience of your team members. Indicate the capability of the Project Director (Co-Project Director) to achieve the program purpose and priorities stated in this funding announcement, including evidence of solid working relationships within the agricultural community. Applicants demonstrating experience in providing agriculture training with the capacity to lead a program on risk management education for the target audience are preferred.

ORGANIZATIONAL CAPACITY

Makesadifference, Ltd. was formed in January, 1991. We have been developing and delivering sustainable ag education to agricultural producers for more than 15 years. Makesadifference has delivered training on sustainable practices to more than 300 producers and business planning training to more than 70 producers. Makesadifference currently has eight staff members, including three staff members who have been with the organization for over 11 years. Over the past eight years, Makesadifference has partnered with 13 other organizations delivering assistance to agricultural producers.

Project team members are experienced coordinators and educators. Helpaloj and Jones have been working in sustainable agriculture since the early 1990s, and have extensive backgrounds in farm direct marketing and program development and management.

Jackson has experience working with farmer collaborators and other team members to organize and host workshops, conferences, and other community-based programs.

Jackson has been farming in northern Idaho for over 14 years, offers a host of consulting services, has a well-developed apprenticeship program, and has been offering on-farm events including tours.

Word Limit: 250
Project Team

Team members are the project director (co-Project Director) and all other individuals who will actively participate in the development, delivery and management of the project – whether from the applicant organization or not. For each team member provide: 1) name; 2) organization; 3) email address; 4) phone number; 5) their role and responsibility in the project; and 6) what type of contributor they will be according to the choices below:

- Applicant Organization Member: (no letter of commitment is required)
- Non-Applicant Organization Member (no letter of commitment required)
- Consultant (Complete consultant package required)
- Sub-award (Complete sub-award package required)

Based on this choice, you will need to upload their required documents as a combined PDF package before you can save that contributor. You can review the uploaded documents by clicking on the PDF button next to the name.

Required documents for each type:

- Applicant Organization member:
  - None
- Non-Applicant Organization Member:
  - None
- Consultant:
  - Letter of commitment which contains a brief description of what he/she or the organization will bring to the project, the specific responsibility that they will have within the project and their hours and rate of pay along with
  - An abbreviated (2 page maximum) resume or curriculum vitae.
- Sub-awards:
  - A separate sub-award budget form (utilize the ERME Budget Form)
  - A separate budget narrative
  - A letter of commitment outlining the organization’s statement of work for the project
<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
<th>Email</th>
<th>Phone</th>
<th>Role</th>
<th>Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cindy Jones</td>
<td>University Extension Service</td>
<td><a href="mailto:cindy@universityextensionservice.edu">cindy@universityextensionservice.edu</a></td>
<td>612-000-1234</td>
<td>Input into workshop design. Identification/development of educational resources used in workshops. Presenter at workshops related to market assessment. Workshop facilitation. Follow-up with workshop participants.</td>
<td>Applicant Organization Member</td>
<td></td>
</tr>
<tr>
<td>Sara Pinwell</td>
<td>University Extension Service</td>
<td><a href="mailto:sara@makesadifference.edu">sara@makesadifference.edu</a></td>
<td>612-000-1234</td>
<td>Workshop logistics including developing brochure and other advertising/media pieces; managing workshop registrations/queries; compiling workshop educational materials; Following up with workshop participants. Implementing survey</td>
<td>Applicant Organization Member</td>
<td></td>
</tr>
<tr>
<td>Will Heiropot</td>
<td>Makesadifference LTD.</td>
<td><a href="mailto:will@heiropot.rvs.com">will@heiropot.rvs.com</a></td>
<td>612-000-1234</td>
<td>Making a difference</td>
<td>Sub-Award $15,000.00</td>
<td></td>
</tr>
<tr>
<td>Greer Jackson</td>
<td>All Natural, Inc.</td>
<td><a href="mailto:greer@allnatural.com">greer@allnatural.com</a></td>
<td>612-000-1234</td>
<td>Assist with workshop design and educational resource identification. Presenter at managing legal liabilities workshops. Follow-up with workshop participants.</td>
<td>Consultant</td>
<td></td>
</tr>
<tr>
<td>Field</td>
<td>Value</td>
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<td></td>
</tr>
<tr>
<td>Name</td>
<td>Will Helpaot</td>
<td></td>
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<tr>
<td>Organization</td>
<td>Makesadifference LTD.</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:will@helpaot.rvc.com">will@helpaot.rvc.com</a></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Phone Number</td>
<td>512-000-1234</td>
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<td></td>
</tr>
<tr>
<td>Role</td>
<td>Making a difference</td>
<td></td>
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</tbody>
</table>

Is this a
- Applicant Organization Member
- Non-Applicant Organization Member
- Consultant
- Sub-Award

Complete Package
Upload - Subaward.pdf
Choose File
No file chosen

Budget Amount
15,000.00

For sub-awards, be sure to upload as one PDF: 1) a sub-award budget form (utilizes the ERME Budget Form), 2) a separate budget narrative, and 3) a letter of commitment from the sub-award organization outlining the organization's statement of work.

Save
Cancel
Project Collaborators

Collaborators are people or organizations who will bring expertise or provide access to your target audience, but who are not involved in the day-to-day management of the project.

1. Technical expertise – This may include outside experts who can provide detailed technical information for your participants. For example, a lawyer might be a good collaborator for a workshop on estate planning, or an extension Farm Management Specialist might be a good addition to a program on enterprise analysis. Another example would be the use of an established producer who can provide "on the ground" experience.

2. Access to producers – Collaborators can add credibility to your project and help influence producer participation. For example, having a lending institution such as a bank and/or a commodity organization as a collaborator may increase the likelihood that producers will participate. Local individuals with expertise who are known and respected by participants may also be good collaborators.

3. Collaborators from within the region to which you are applying are strongly encouraged.

The regional ERME Center may contact your collaborators, so it is important for them to be able to give a general description of your project and identify their role in it. For each collaborating individual or organization provide: 1) name; 2) organization; 3) email address; 4) phone number; 5) their role and responsibility in the project; and 6) what type of contributor they will be. Based upon that choice, you will be required to upload their required documents as a complete PDF package before you can save that contributor. You can review the uploaded documents by clicking on the PDF button next to the name. Identifying meaningful collaborators is a crucial element in submitting a successful Application.

Note: Letters of commitment are required from all consultants and collaborators or their entities.

Required documents for each type:

- **Applicant Organization Member**
  - Letter of commitment which contains a brief description of what he/she or the organization will bring to the project, and the specific responsibility that they will have within the project.

- **Non-Applicant Organization Member**
  - Letter of commitment which contains a brief description of what he/she or the organization will bring to the project, and the specific responsibility that they will have within the project.

- **Consultant**
  - Letter of commitment which contains a brief description of what he/she or the organization will bring to the project, the specific responsibility that they will
have within the project, and their hours and rate of pay.
- An abbreviated (2 page maximum) resume or curriculum vitae.

- Sub-awards
  - A separate sub-award budget form (utilize the ERME Budget Form)
  - A separate budget narrative
  - A letter of commitment outlining the organization’s statement of work for the project

### Project Collaborators

<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
<th>Email</th>
<th>Phone</th>
<th>Role</th>
<th>Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Janice Algood</td>
<td>Bluebird Farms</td>
<td><a href="mailto:bluebird@bluebirdfarms.net">bluebird@bluebirdfarms.net</a></td>
<td>612-000-1234</td>
<td>Assist with content development and marketing plans for workshops.</td>
<td>Consultant</td>
<td></td>
</tr>
<tr>
<td>Rachel Lyons</td>
<td>Turtle Dove Farms</td>
<td><a href="mailto:tdf@email.com">tdf@email.com</a></td>
<td>612-000-1234</td>
<td>Assist with identification of workshop speakers, including farmers, ranchers, agency personnel, legal advisors and insurance professionals.</td>
<td>Non-Applicant Organization Member</td>
<td></td>
</tr>
</tbody>
</table>
Tools and Curriculum

Describe the educational tools and/or curriculum your project will utilize to train producers; include software, manuals, worksheets, notebooks and/or other educational resources and tools that you will use or develop for this program. Describe the delivery methodology and why it is appropriate for your audience.

Instructors and presenters, who will include insurance professionals and legal counselors will be chosen for their experience in working with farmers and ranchers to assess ag-related risks and help them manage their legal liabilities. Idaho Dep’t of Ag, state and local health entities, and other agencies who can explain regulatory requirements associated with various direct marketing and on-farm events, have also committed staff members to present at each workshop.

The Market Assessment and Business Planning workshops will utilize area extension agents, extension farm management and marketing specialists from the University of Idaho, Farm Credit Services personnel, the Small Business Development team, and other local agencies who work with farmers in the arena of market assessment and business planning. Each workshop will also feature farmer and rancher presenters who have taken steps to manage their legal liabilities and/or have conducted market assessments and have engaged in business planning (past surveys of workshop and conference participants have indicated they prefer learning from people who are actually doing what they are talking about and are successful).

The project team and collaborators will utilize local expertise to the greatest extent possible as a means of fostering development of on-going relationships between local resource people and...
**Amount Requested**

Enter the total amount of funds requested. Include your indirect costs in this total if applicable. A separate, detailed, budget form must be uploaded to the application as a required document.

Download an *ERME Budget Form* and a copy of the *Budget and Budget Narrative Instructions* ([http://www.ExtensionRME.org/verification/media.htm](http://www.ExtensionRME.org/verification/media.htm)).

**Institutional Approval**

Non-Profit/Private Sector: Institutional approval at a non-profit or private sector firm or organization is the signature of the individual in the firm or organization who has the ability to sign contracts and commit financial resources for that organization.

Public Sector: Institutional approval at a public institution is the signature of the person who signs grant applications and contracts related to extramural funds for your university or agency. In most universities, there is usually one individual who has this authority. Your grants and contracts office will know who this is. There may be more than one person with signatory authority in public agencies.

**Applying Elsewhere**

Identify the source and amount of other funding received for this project, funding pending from other sources for this project, and whether you will apply for additional funding for this project elsewhere. If you are receiving or applying for other funding, explain how this Extension Risk Management Education Program funding will complement the other funding or whether the funding requested from multiple sources is for the same purpose.
**AMOUNT REQUESTED**

Amount Requested: 37,267

Enter the total amount of funds requested. Include your indirect costs in this total if applicable. A separate, detailed budget form must be uploaded to the application in the Required Documents section.

Download ERME Budget Form (Right click to save)

The complete budget instructions are available as a resource to provide direction on how funds may be expended.

Download Budget and Budget Narrative Instructions (Right click to save)

Do you have institutional approval?
- ☐ Yes
- ☐ No

Are you applying for funding for this project, or essentially the same project, elsewhere or have you received funding for this project previously?
- ☐ Yes
- ☐ No

If yes, identify the agency or source of other funds, the amounts, and whether funding is pending or received.
Budget Narrative

Enter your Budget Narrative information directly into the online application system. Identify and describe costs associated with each budget line item amount; include sub-awards or sub-contracts, consultants, and indirect costs. Detailed instructions are available in: (i) Appendix A to the RFA (Budget and Budget Narrative Instructions); and (ii) Application Resources (http://extensionrme.org/Resources.aspx#RVS).

Indirect Costs: Indirect costs on awards supported by USDA/NIFA under this program may not exceed the lesser of the institution’s official federally negotiated cost rate or 30% of the total Federal funds awarded. If your organization does not have a federally negotiated indirect cost rate, an F&A rate of 10% Modified Total Direct Cost (MTDC) will be allowed.

Review the sample budget narrative available in Application Resources (http://extensionrme.org/Resources.aspx#RVS) if you are unfamiliar with writing budget narratives.
Required Documents

There are several documents that you must upload to complete your grant application. These include:

- **Signed ERME Cover Sheet (SF424)**
  - For your application to be official, the ERME Cover Sheet (SF424), with the signature of your organization’s authorized representative or fiscal agent, must be received at the respective Regional ERME Center by the specified closing date.

  You must upload a copy of the ERME Cover Sheet (SF424) as a PDF document to complete your Application submission. The form may be obtained in the Application Resources (http://extensionrme.org/Resources.aspx#RVS). If circumstances will prevent your ability to upload the Cover Sheet, you may, with special permission from your regional center, mail the original.

- **ERME Budget Form**
  - You must upload a copy of your completed ERME Budget form as a PDF document to complete your submission. The form may be obtained in the Application Resources. See your RFA for details on allowed expenses.

  Note: In order to save information in the required forms, you need to first download the document locally or to a network drive. If you edit the information in the browser window in which it appears, your changes will not be saved.

  Click the name of the document you wish to download. The form will open in another browser window. You may see a message that says “Please wait...” – you may proceed to download the file. From here, click the download button in the upper, right-hand corner of the screen (a down arrow). This will bring up the standard dialog box with your local and network save options. Save the PDF in this location.

  Once saved, exit out of the browser window and open the PDF on your machine. From this point on, you should be able to edit and save the file as needed without worrying about losing your changes.

- **Letters of Commitment from Project Collaborators, Consultants, and Sub-Awards**
  - (Letters of commitment from all Sub-awards, Consultants and Collaborators are required to be uploaded in either the Project Team or Project Collaborators sections)

  - Letters of Commitment from sub-awards, consultants, and each listed collaborator must clearly state their contributing role, expertise, and/or
knowledge that will support the delivery of proposed results. Letters from project team members are not required unless it is part of a consultant or sub-award package. Letters must be signed and dated and addressed to the Regional Center’s Director, but delivered to applicant for inclusion with the application. Applicants must upload the letters as part of the complete PDF package to the online application system.

**Form letters are not allowed.**
- Individual letters submitted either electronically or via hard copy directly to a Regional ERME Center will **not** be accepted.
- All letters must be received as part of the online application by your Regional ERME Center on or before the date on which Applications are due. Special permission may be obtained from the regional ERME Center for the applicant to submit letters as hard copies.
- **Signed** and **dated** letters must be written on the letterhead of the Co-Project Director’s/team member’s/collaborator’s organization, addressed to the Regional ERME Center’s Director, and uploaded.

- **Subcontracts and Consultants**
  Funding may be used to provide sub-awards not to exceed 49 percent of the requested budget. All sub-awardees must comply with applicable requirements for sub-awards. Detailed instructions for sub-awards and consultants are available in Appendix A to the RFA (Budget and Budget Narrative Instructions).

  - **Subcontracts Require:**
    - Separate Sub-award Budget Form (This form is available in Application Resources [http://extensionrme.org/Resources.aspx#RVS](http://extensionrme.org/Resources.aspx#RVS), and utilizes the same format as the ERME Budget Form)
    - Separate Budget Narrative
    - Letter of Commitment from the subcontractor organization outlining the organization’s statement of work.

  - **Consultants Require:**
    - Letter of Commitment which includes the consultant’s project responsibilities, hours and rate of pay.
    - Abbreviated (2-page maximum) Resume or Curriculum Vitae (CV) for each consultant.
REQUIRED DOCUMENTS

Upload documents requested by the ERME Request for Applications (RFA).

These documents must be uploaded as PDF files. If you do not have the ability to create PDF files, you can download free PDF creation software by going to Application Resources.

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Document</th>
<th>Person/Organization</th>
</tr>
</thead>
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<tr>
<td>Budget</td>
<td>ERMEBudgetForm.pdf</td>
<td></td>
</tr>
<tr>
<td>ERME Cover Sheet (SF424)</td>
<td>424CoverForm-Sub.pdf</td>
<td></td>
</tr>
</tbody>
</table>

Required Document

- Document Type: Budget
- Select a new PDF file to upload: Choose File (No file chosen)

Save Cancel
Final Checklist

The Final Checklist provides the date that the Application is due, and identifies any information that is missing in your application. You must complete and submit your Application by the submission deadline.

**FINAL CHECKLIST**

**APPLICATION DUE DATE**

Thursday, November 17, 2016 at 5:00 PM (Central)

**SUBMISSION CHECKLIST**

Save and Exit lets you save your application and continue working on it later.

Print and review your application before you submit it. You can do this by clicking the View PDF button on the left side of your screen.

Click Submit to submit your application to be reviewed.

**MISSING INFORMATION**

- **Producer Demand**
  - Producer Demand

- **Project Steps**
  - Project Steps
Printing Your Application

Click on the View PDF button on the navigation bar to print a PDF version of your Application. You should print a copy of the Application for your records before you submit it. This gives you an opportunity to review how it will display for reviewers and will also give you a paper trail if there are any questions regarding your submission.

Submit Your Application

Until you submit your Application, you can save it and return to work on it as often as necessary. Upon submission, you will no longer be able to return to edit it. Once you have completed your Application, click Submit to finish the application process.

When you submit your Application, you will receive an email confirmation. If you do not receive a confirmation email, contact your regional ERME Center (also check your spam folder).