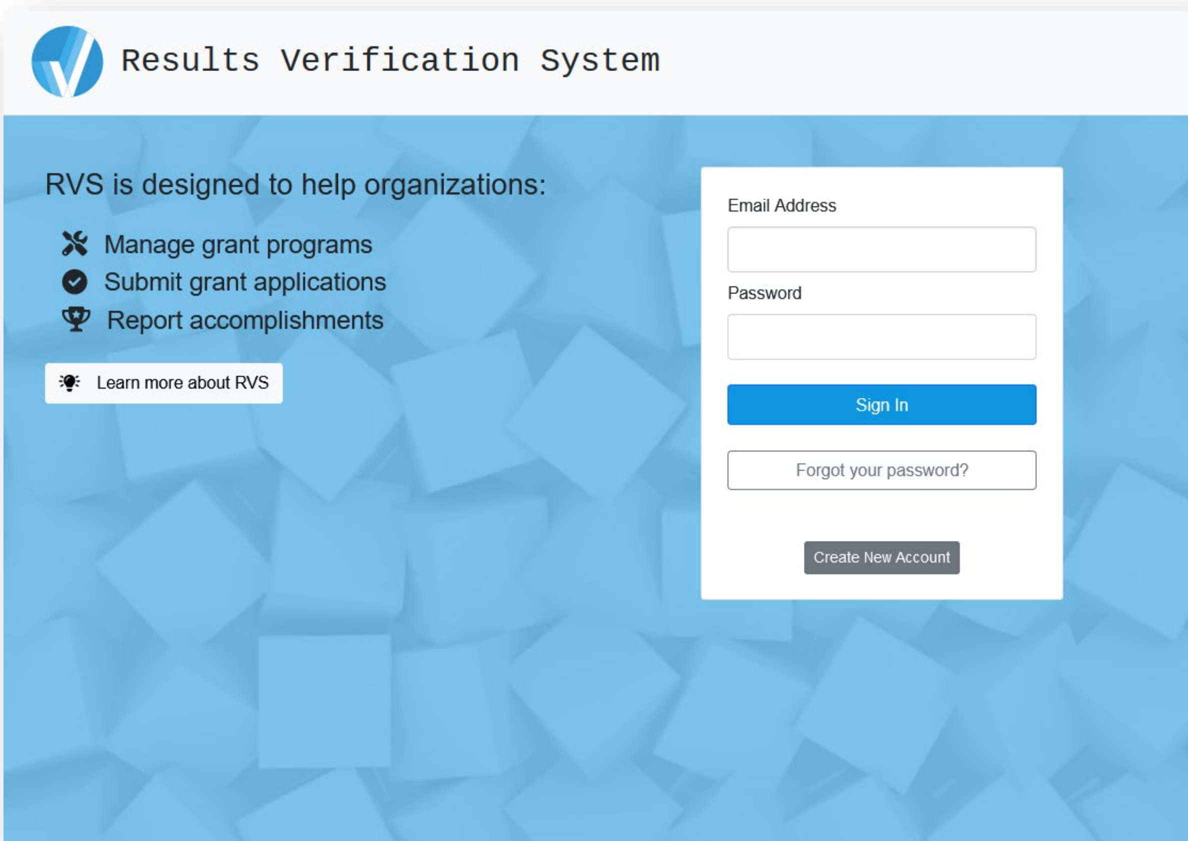
EXTENSION
RISK
MANAGEMENT
EDUCATION

Application Tutorial



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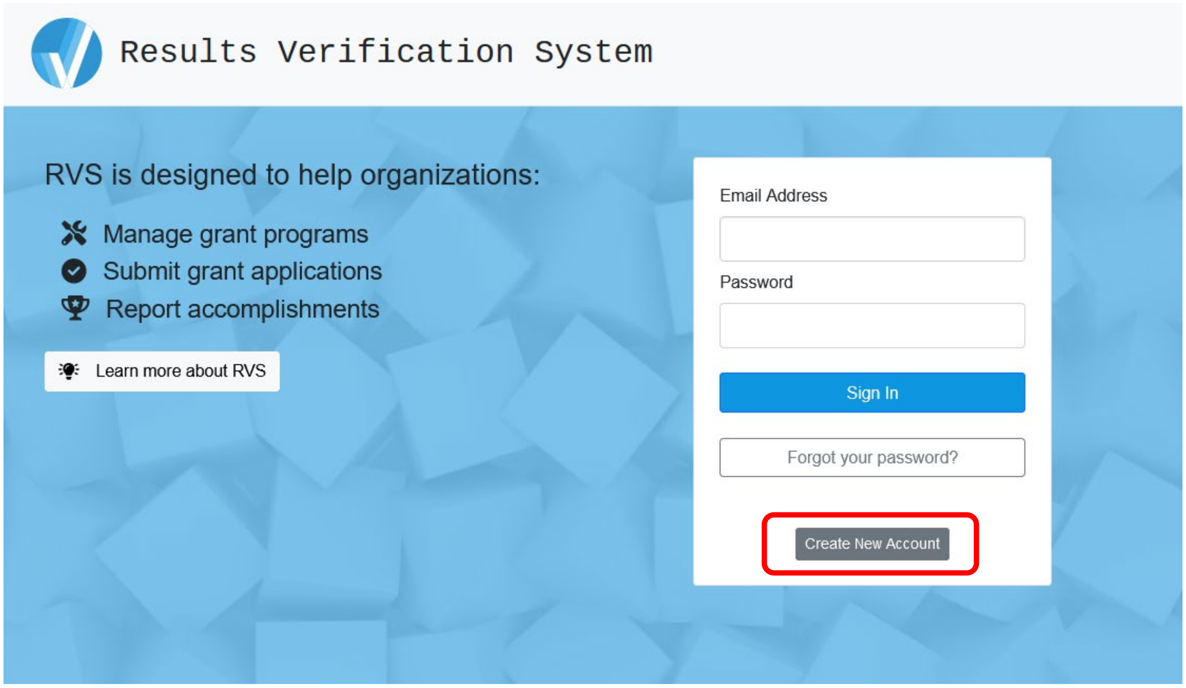
Create Your Account /Login

If you have not yet created your account in the Results Verification System click **Create New Account** just below the Sign In button.



- 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 **Create RVS Account** 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 your RVS account

Account Information

Email Address

Confirm Email

Password

Confirm Password

Personal Information

First Name | Last Name

Professional Title (optional)

Department (optional) | Organization (optional)

Address

Address 2 (optional)

City | State: Alabama | Zip Code

Phone

Create RVS Account

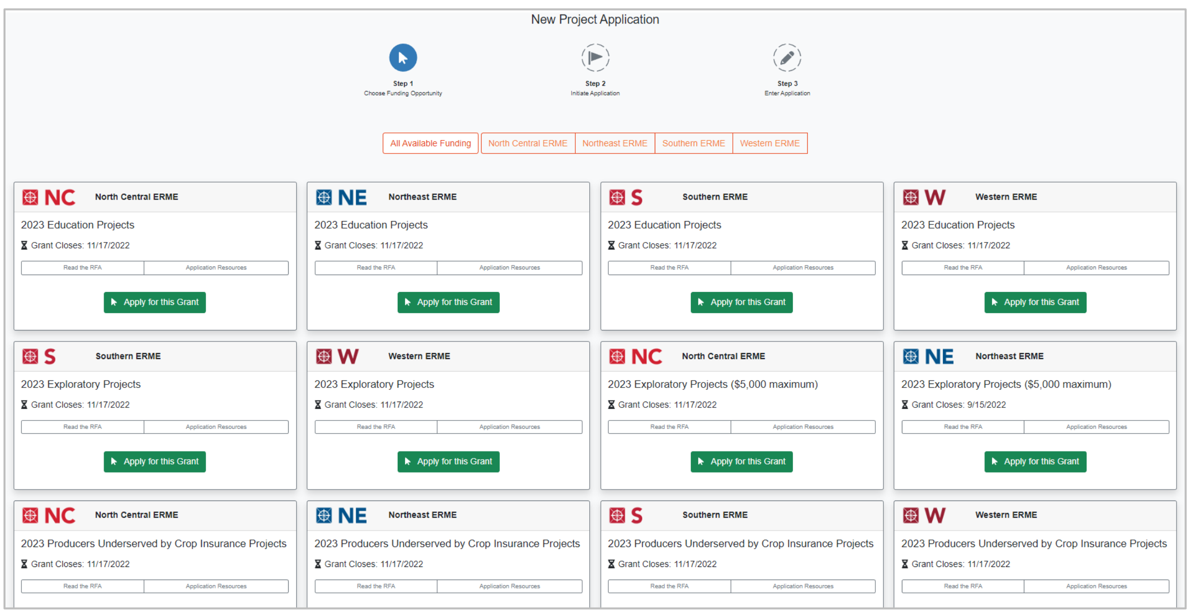
Resending Your Password

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 create a new application:

- Login to the system.
- Click "Start New Project 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 **Apply for this Grant**.

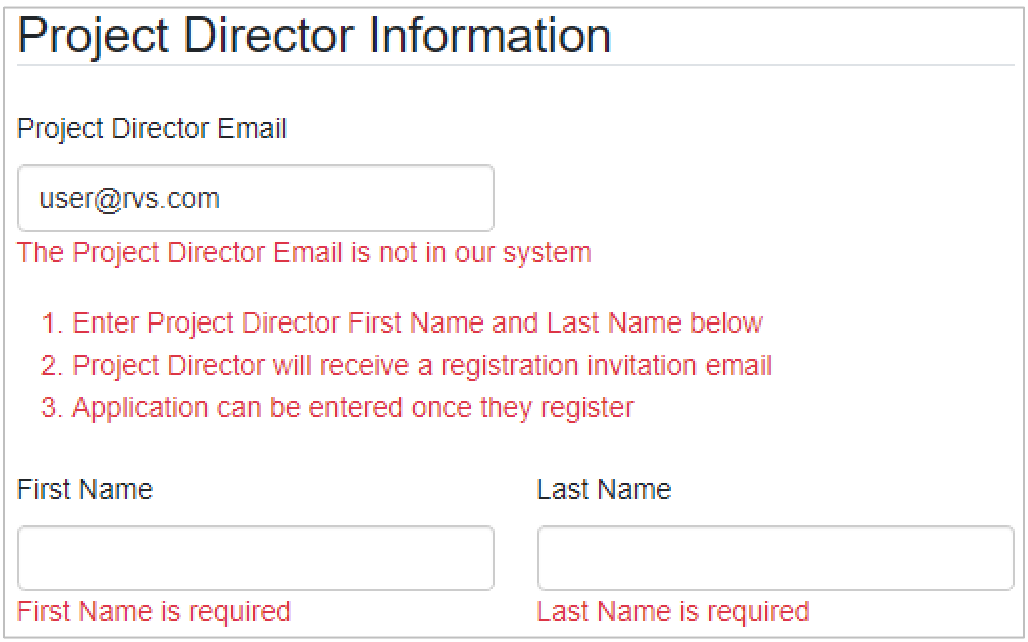


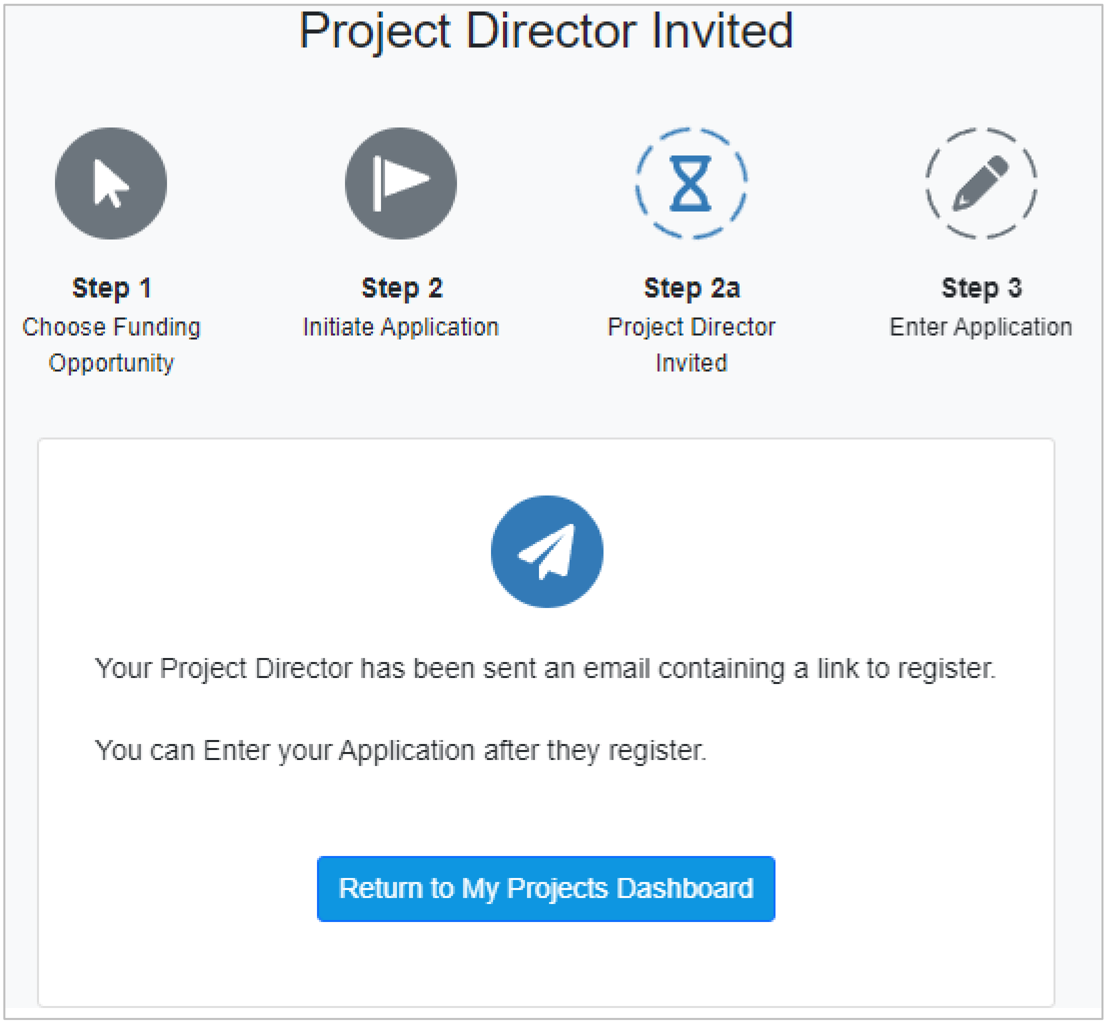
Enter the project information, including:

- Project Title
- Project Director email
- Institution Mailing Address
- Financial Contact

You will have the opportunity to edit or update this information once you have created the application.

If you are not the project director, they 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 **Save and Continue** to email an invitation to create an account. Once they have created an account you can begin to enter your application.





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

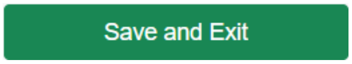
The Navigation bar at the top of the screen allows you to perform the following functions:

Previous/Next: To navigate through the online Application submission process, you can click **Next** or **Back** 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.

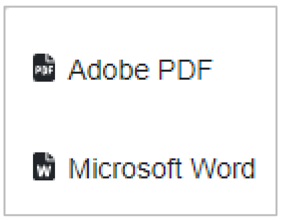
Resources: A number of informative resources have been developed to help you use the Extension Risk Management Education (ERME) Results Verification System, and to understand the concepts of developing outcome-based Applications and projects. A link to "Resources" is always available in the upper right when you are working on your Application.

Results Verification System (RVS) Resources
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.
Application Tutorial
Application Tutorial - Underserved Audience Funding Opportunity
Reporting Tutorial
ERME Budget Form
ERME Budget & Budget Narrative Instructions
ERME Sample Budget Narrative
ERME Cover Sheet (SF 424)
ERME Cover Sheet Instructions
RFA Definitions
ERME Retrospective Evaluation Presentation



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.

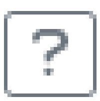
Print opens a drop-down selection to select either a PDF or Word version.



Microsoft Word downloads a Word version of your application. You may edit your application in this version and then copy/paste back into RVS.

Adobe 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.

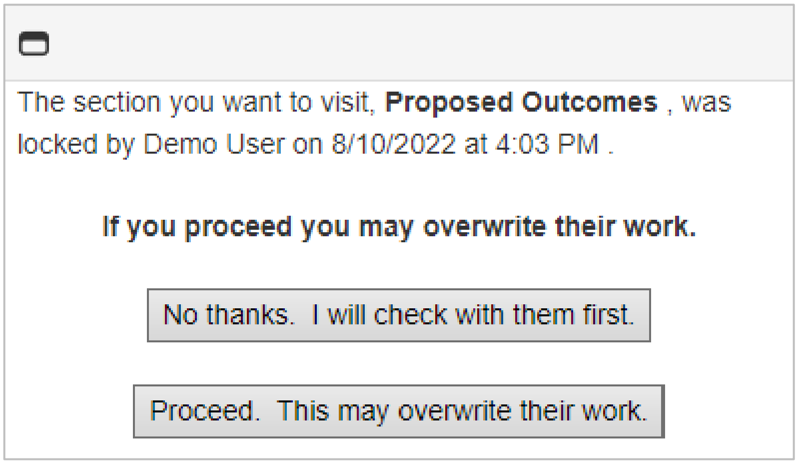
When you have finished your application click **Submit** to finish the application process. Once your application has been submitted you will no longer be able to make changes to it.



Instructions for each section of the application may be accessed by clicking on the question mark icon located next to the section title. When you click on **the question mark button**, 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.

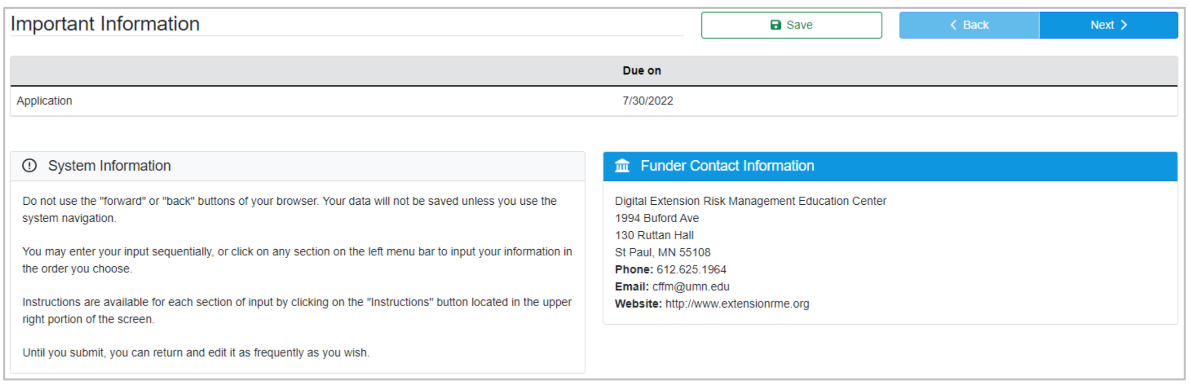


Important Information

The Important Information screen contains important information on your application. Information contained on this page can save you time and frustration as you enter your Application input:

- 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.

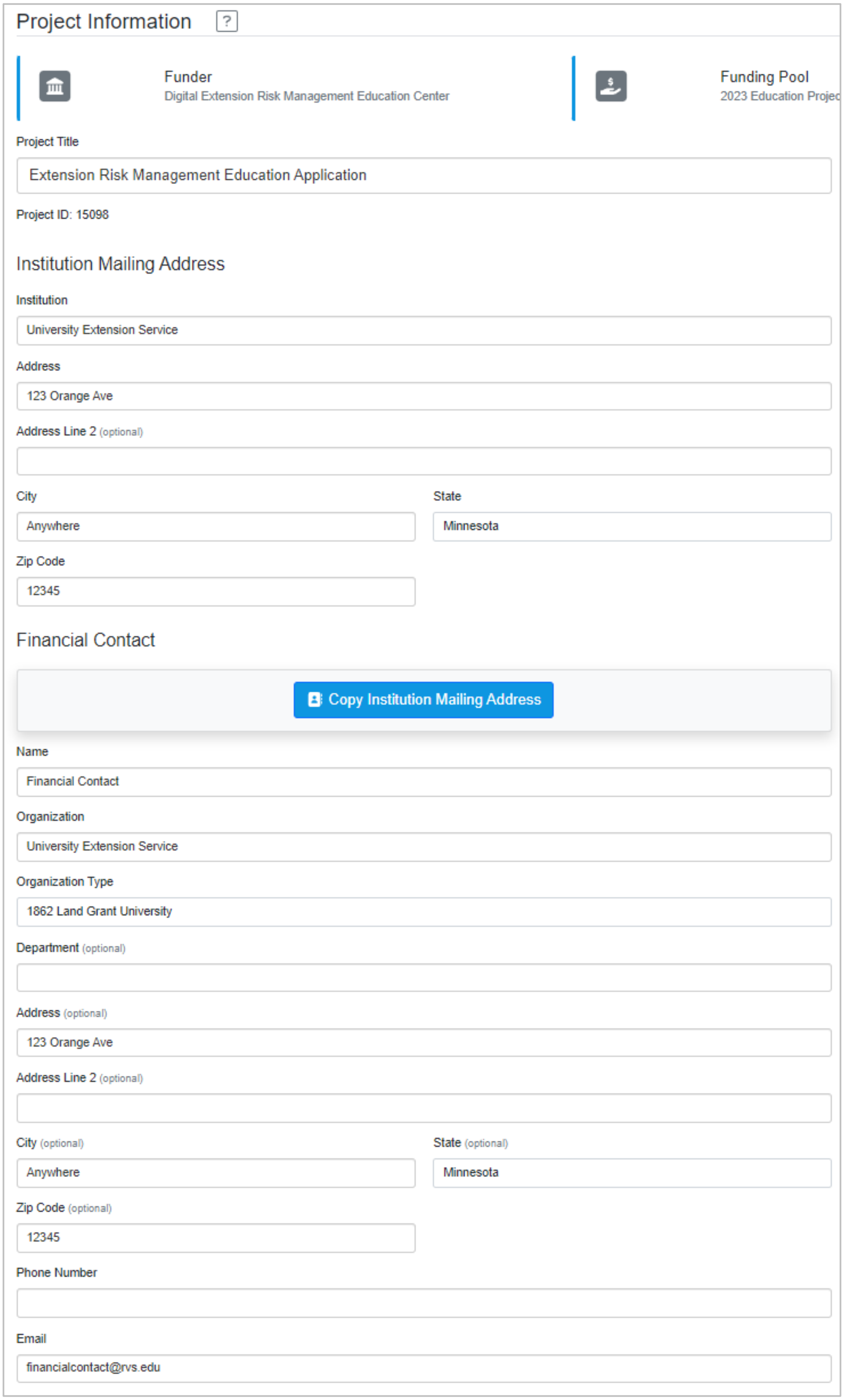
- The application deadline is contained on this page in addition to information on how to contact your funding agency.



Project Information

You were required to enter much of the information contained in the Project Information section when you created your application. As you develop your Application and assemble your project team you may need to edit the information you originally submitted. This section allows you to edit or update any of that required information.

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 Information ?

Funder
Digital Extension Risk Management Education Center

Funding Pool
2023 Education Projec

Project Title
Extension Risk Management Education Application

Project ID: 15098

Institution Mailing Address

Institution
University Extension Service

Address
123 Orange Ave

Address Line 2 (optional)

City
Anywhere

State
Minnesota

Zip Code
12345

Financial Contact

Copy Institution Mailing Address

Name
Financial Contact

Organization
University Extension Service

Organization Type
1862 Land Grant University

Department (optional)

Address (optional)
123 Orange Ave

Address Line 2 (optional)

City (optional)
Anywhere

State (optional)
Minnesota

Zip Code (optional)
12345

Phone Number

Email
financialcontact@rvs.edu

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.

Once your application has been submitted, 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.

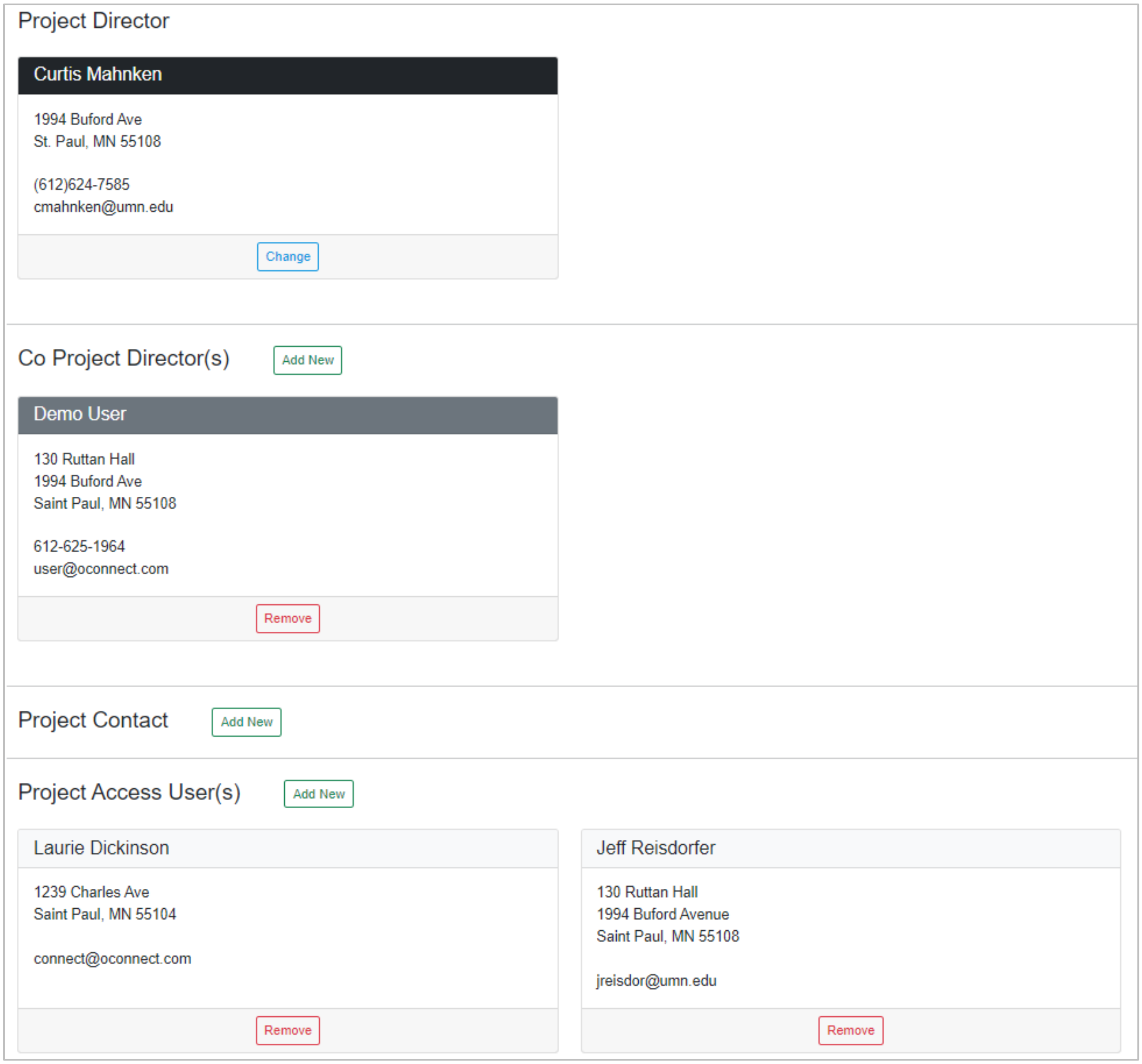
Project Contact

You have the option of entering a Project Contact. The Project Contact is usually the person entering the Application, if they are 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 **Print**, select either a **Word** or **PDF version**, save a copy of the Application and email it to them.


Project Director
Curtis Mahnken
1994 Buford Ave
St. Paul, MN 55108
(612)624-7585
cmahnken@umn.edu
Change
Co Project Director(s)
Add New
Demo User
130 Ruttan Hall
1994 Buford Ave
Saint Paul, MN 55108
612-625-1964
user@oconnect.com
Remove
Project Contact
Add New
Project Access User(s)
Add New
Laurie Dickinson
1239 Charles Ave
Saint Paul, MN 55104
connect@oconnect.com
Remove
Jeff Reisdorfer
130 Ruttan Hall
1994 Buford Avenue
Saint Paul, MN 55108
jreisdor@umn.edu
Remove

Project Overview

Your project overview describes:

1. The risk management education topic(s) you will cover;
2. Your target audience, including the geographical location; and
3. The risk management outcomes you expect participants to achieve from participating in the project.

*Note: It is critical that there is a logical connection between your project overview and the proposed outcomes section of your application.

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

(Word Limit: 200)

To store or not to store, that is the question many grain producers face each year. Often grain producers try to pre-harvest price the portion of their projected grain production that is covered by revenue crop insurance. Most years producers face the challenge of marketing the remaining 30 percent or more of their crop at or after harvest. This project will help producers improve marketing skills by developing a post-harvest marketing workshop that will help producers develop their own post-harvest marketing plans. An intense simulation game that helps participants develop and practice the daily challenge of implementing their own post-harvest marketing plan will be developed and used at the workshops.

Words: 110

Word Limit: 200

Proposed Outcomes

Proposed risk management outcomes are what you anticipate participants will learn, achieve, and apply through their participation in your project. At the end of your program delivery, the proposed risk management outcomes should put producers in a better position to manage their overall financial risk, and are the single most important factor the panel considers when deciding whether your project is funded. Do not confuse the actions your project team takes or materials they develop with the proposed risk management outcomes for producers.

This section will lead you through a series of steps and questions that will help you identify the anticipated risk management improvement for the producer. For each proposed risk management outcome, you will be asked to identify the risk area and the risk management topic (see list below), the producer action, and the number of producers you anticipate will achieve that action. Next, you will be asked to identify the method and/or tool that you will use to verify (measure) how many participants were able to accomplish the proposed risk management outcomes 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.

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).

		Outcome	Topic	Producer Action	Est. #	When Verified?	How Verified?	
1		Participants will state that they have learned how to size up the market to store or not to store.	Marketing plans and strategies	Understand	250	Immediately After Program	Session evaluation, Qualtrics	
2		Participants will state that they understand different types of price driven exit strategies from holding grain in storage.	Marketing plans and strategies	Understand	250	During Program; Immediately After Program	Session evaluation, follow-up Qualtrics survey	
3		Participants will practice writing a detailed post-harvest marketing plan for a representative year.	Marketing plans and strategies	Develop	250	During Program; Immediately After Program; Later	Session evaluation, phone interviews	
4		Participants will state that they will write their own detailed post-harvest marketing plan for their individual farm business.	Marketing plans and strategies	Develop	200	Immediately After Program; Later	Session evaluation, follow up Qualtrics survey	

Entering Proposed Outcomes

Identify each risk management outcome that you want producers to understand, develop, or implement as a result of participating in your project. At the end of your program delivery, the proposed risk management outcomes should put producers in a better position to manage risk in order to improve their farm or ranch economic viability. (Word Limit per outcome: 25)

You are limited to a total of 12 outcomes.

Risk Area and Topic

The RVS organizes topics by risk area. For each proposed outcome, 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 outcome. There are three levels of producer actions which are listed in order of increasing producer engagement.

- Understand - learn, increase awareness, identify
- Develop - write, conduct, obtain, create
- Implement - adopt, establish, incorporate, initiate, use

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

Estimated Number

Enter the estimated number of producers you expect to achieve the proposed outcome. This estimated number may vary based upon the level of producer engagement required.

When will you Verify

Select from the options when you will verify this result. You may select as many as necessary.

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 outcomes 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 Outcome

To enter a new Proposed Outcome, click on **Add New Item** 

. The screen below will open, allowing you to enter or edit proposed outcomes. If “Add New Item” is not in color, then you have reached the maximum allowable proposed outcomes.

Outcome

Participants will practice writing a detailed post-harvest marketing plan for a representative year.

(13 / 25 word limit)

Topic Area

Marketing

Topic

Marketing plans and strategies

Producer Action

- ○ Understand - learn, increase awareness, identify
- ◉ Develop - write, conduct, obtain, create
- ○ Implement - adopt, establish, incorporate, initiate, use

Estimated Number

250

When will you Verify?

- [ ] Before Program
- [x] During Program
- [x] Immediately After Program
- [x] Later

How will you Verify?

Session evaluation, phone interviews

(4 / 10 word limit)

Re-Order Outcomes

The order in which the Proposed Outcomes are presented can be changed by clicking the icon on the left side and dragging a given outcome to its desired location. Once you have grabbed the icon and have moved your outcome to the proper location, a dashed line will appear showing you where it will move.

		Outcome	Topic	Producer Action	Est. #	When Verified?	How Verified?	
1		Participants will state that they have learned how to size up the market to store or not to store.	Marketing plans and strategies	Understand	250	Immediately After Program	Session evaluation, Qualtrics	
2		Participants will state that they understand different types of price driven exit strategies from holding grain in storage.	Marketing plans and strategies	Understand	250	During Program; Immediately After Program	Session evaluation, follow-up Qualtrics survey	
3		Participants will practice writing a detailed post-harvest marketing plan for a representative year.	Marketing plans and strategies	Develop	250	During Program; Immediately After Program; Later	Session evaluation, phone interviews	
4		Participants will state that they will write their own detailed post-harvest marketing plan for their individual farm business.	Marketing plans and strategies	Develop	200	Immediately After Program; Later	Session evaluation, follow up Qualtrics survey	

Edit Outcome

Click on the pencil icon to edit a proposed outcome.

Delete Outcome

Click on the red trash can button to delete a proposed outcome.

Risk Management Areas and Topics

The Proposed Outcomes section of the application asks you to identify a Risk Area and a Risk Management Topic for each Proposed Outcome from the following list. Definitions for each topic are provided to assist in finding the most appropriate topic area for your application.

Topics	Definition
Financial	
Asset management	Leasing, renting, and borrowing
Business and strategic planning	Business planning, goal setting, strategic planning
Cost of production and benchmarking	Input decisions, cost of production analysis, benchmarking
Financial records and analysis	Record keeping, financial statements, budgeting, financial planning
Human	
Labor management	All employee related items, including employee management and communication; labor supply, recruitment, and retention; as well as any labor regulations
Health, stress, family & business relationships	Health, stress, interpersonal, family & business relationships
Transition and estate planning	Includes asset transfer, communications, or legal issues surrounding transition and estate planning
Legal	
Contracts and leases	Education around contracts or leases including rental contracts, livestock production, hunting, etc.
Environmental regulations	Wetland, livestock, manure, chemical use
Liability, business & food safety	Liability risk including business liability, chemical liability, visitor liability or food safety issues.
State and Federal Farm Programs	Education around state and federal farm programs that help producers manage risk
Marketing	
Forward Pricing	Discusses commodity market forward pricing tools. Cash, futures, options as well as contract production
Direct marketing	Discusses any direct marketing topics. Branding, certifying, identity preserved marketing
Marketing plans and strategies	Marketing plans consists of developing marketing plans which would include any market fundamental analysis
Production	
Insurance products	Crop insurance related education
Diversification	Any diversification projects including product, enterprise, geography, etc.
New production systems, technologies	Any projects related to new production systems or technologies and the risks that surround them
Environmental and weather related risks	Environmental and weather related risks include drought, fire, disaster, and any water use decisions or conservation decisions
Value-added enterprises	Education surrounding value-added enterprises including agritourism

Project Outcomes Narrative

The proposed outcomes that you have listed should have a direct relationship to the producer's ability to manage risk. 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 outcomes 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.

Some risk management tools directly reduce risk, such as purchasing crop insurance. Other actions do not directly reduce risk, such as developing a marketing plan; but they are indicators that producers are taking proactive steps to manage risk. Describe how the outcomes your project proposes to accomplish will help participants reduce or manage risk.

Many new marketing or production practices may actually increase risk. If a project is providing training on the implementation of new practices, describe how you will help participants understand and manage the potential for increased risk.

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 Project Outcomes Narrative should 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

Last year a post-harvest version of a successful marketing program was initiated. This built upon the pre-harvest marketing programs that were attended by more than 5,000 producers in twelve states.

This post-harvest marketing workshop has continued the successful legacy of the program. More than 1,000 producers have attended post-harvest sessions so far this year. As we have conducted these sessions, we have come to realize that another, slightly more advanced version of the postharvest marketing workshops would help producers gain the confidence to actually develop and implement a post-harvest marketing plan.

This project proposes to develop this advanced "Launch your Post - Harvest Marketing Plan" workshop. This project will develop both a simulation game and a curriculum for a post-harvest marketing workshop that takes a similar focused approach to marketing that has characterized these programs. The simulation game will be used to keep participants interested and enthused about the program. Curriculum and an instructor's guide will be developed so educators can learn how to deliver these workshops. During the first year, this project will conduct three pilot workshops and at least ten post-harvest marketing workshops with an anticipated attendance of 200 producers. One pilot workshop will be delivered to educators and two will be delivered to

Words: 288

Word Limit: 400

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 outcomes (What Project Team Does) and 2) the steps producers will take toward achieving those outcomes (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 outcomes.

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 outcomes. 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 outcomes that you have proposed. Some project steps will not have a corresponding number of producers, such as curriculum development. For these type of project steps, the number of participants can be left blank.

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 outcomes.

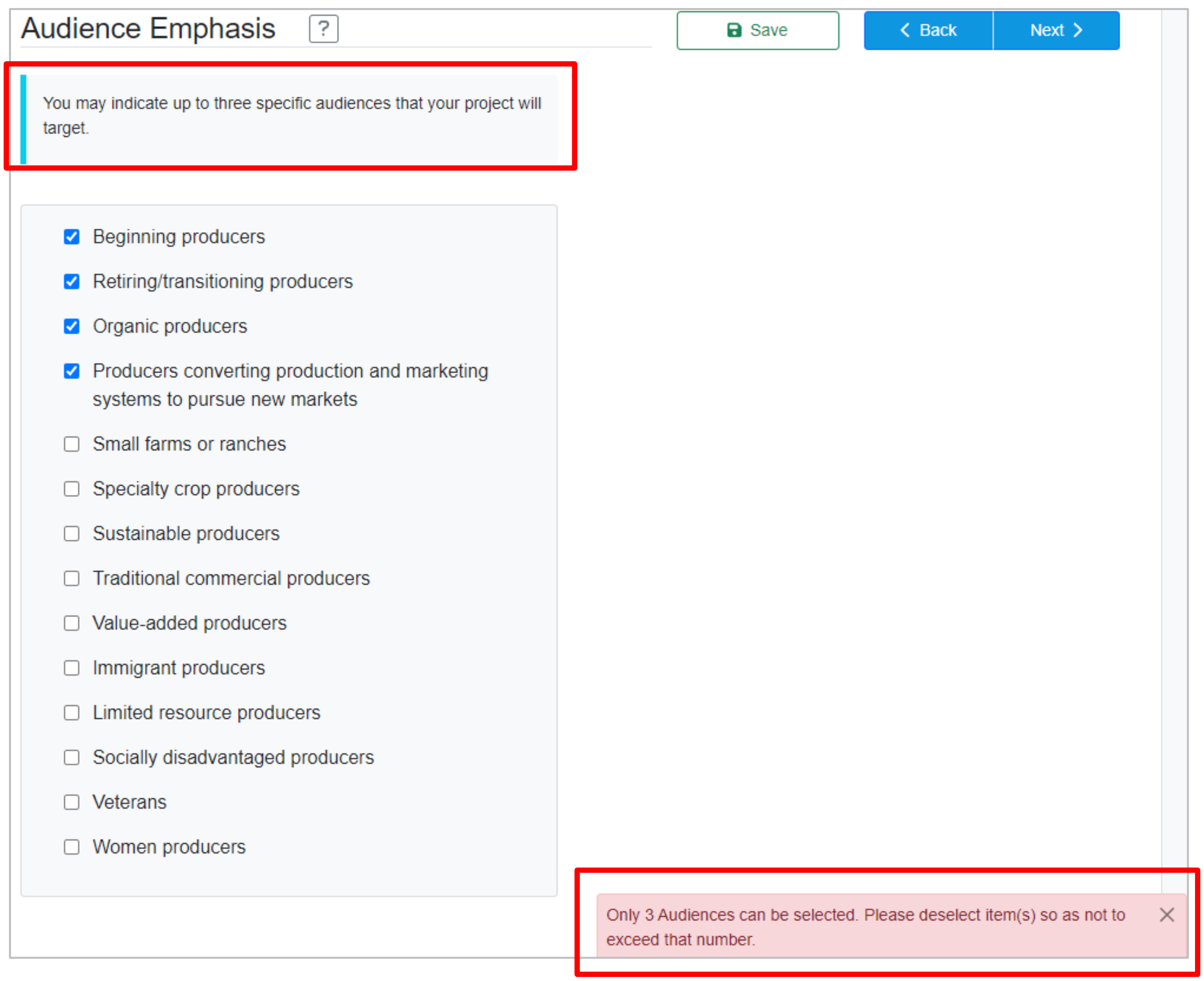
+ Add New Item

	What Project Team Does	What Participants Do	Est. # Participants	Date Completed
1	Design conceptual framework for a postharvest marketing game and training program that helps producers practice implementing a post-harvest marketing plan.	n/a	0	5/1/2023
2	Design and develop curriculum for this post-harvest workshop.		0	6/1/2023
3	Design and develop post-harvest marketing game software that will help producers practice developing their post-harvest marketing plan.		0	8/1/2023
4	Pilot test game and curriculum with a group of agricultural educators.	Attend a pilot training session and provide feedback and evaluative comments regarding the curriculum and the game.	12	9/1/2023
5	Revise/edit the game and curriculum based on recommendations from participating educators.		0	9/15/2023
6	Pilot test game and curriculum at two workshops with agricultural producers.	Actively participate in a pilot workshop and provide verbal and written feedback regarding the effectiveness of the training materials including game and curriculum.	25	10/1/2023

Audience Emphasis

Check only the **PRIMARY** 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”.

If you select more than 3 audiences, you will receive a message in the lower right hand corner alerting you to that fact. You may proceed to another screen, however your data will NOT be saved. Please select only 3 audiences or less for your data to be saved.



Producer Demand

In Audience Emphasis, you selected the three primary audiences that your project will intentionally target. In this section you should describe why your target audience will choose to participate in your project. You should provide evidence that there is clearly a need, expressed by producers, for the project being proposed. Provide a brief description of your target audience, and then describe a typical participant and why they would be motivated to participate in your project.

Questions to consider are:

- Why do producers in your target audience want this programming and why will they participate?
- Can you provide evidence that your target audiences want the information you plan to provide? (You can strengthen your chances for success if you focus on risk management topics that the producers/participants view as important, versus topics that you think are relevant for them).
- Have you chosen the appropriate methods for delivering information to this audience?
- What will you do to increase the likelihood that producers in your target audience will choose to participate?

You should provide supporting information such as 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)

Participants will be grain producers who tend to store grain and who want to work at improving their grain marketing skills. Most participants will be producers who have previously attended pre-harvest grain marketing sessions and understand the need to better manage the portion of their crop that they do not pre-harvest price. More than 5,000 producers have attended sessions during the past four years. Sixty-four percent of participants (more than 3,000 producers) at preharvest workshops indicated a desire for additional help in actually developing a post- harvest marketing plan. Target participants will typically pre-harvest price the portion of their crop covered by a revenue insurance product, but will have the remainder of their crop left to price after harvest.

Words: 119

Word Limit: 200

Organizational Capacity

Describe your organization's history and experience delivering risk management education programs to producers. Describe your organizational capacity to lead 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.

You might discuss the following questions:

- What is your organization's history and experience delivering educational programs to agricultural producers?
- Have you delivered similar programs, and how successful were they?
- Why will your targeted audience decide to attend programs delivered by your team?
- How many staff members are employed by the organization with primary responsibility for delivering this project?
- Describe the individual experience and qualifications of your team members.
- Do your team members have the capacity and time to successfully deliver this project?

The University Extension Service (UES) is recognized as a national leader in farm and risk management education. UES's mission is to "improve the farm financial management and marketing abilities of agricultural producers and the professionals who serve them through educational software and training programs." UES staff have over 100 years of experience delivering training in farm management and has developed programs that are practical, timely, and applicable to real-world farm situations. UES programs reach about 80,000 producers annually.

UES staff involved in this project have extensive experience developing farm management software and tools. UES has produced AgPlan, a business planning website for agriculture, fisheries and small businesses. There have been over 43,000 business plans created using AgPlan since the tool was launched. UES staff have also developed many tools related to farm financial management, including FINPACK, a farm financial analysis software. UES staff, including the project director, have worked directly with producers assisting them in developing and interpreting their financial statements.

UES delivered training to nearly 10,000 lobstermen, shrimpers, wild blueberry harvesters, asparagus and catfish farmers across the U.S. for the TAA program. This work has given UES additional insights when developing financial statements for non-traditional producers. The project director for this project was the project administrator for this program, which saw over 8,000 participants complete business plans.

UES was recently awarded the Clearinghouse grant from the Beginning Farmer and Rancher Development Program. This grant will further expand UES's contacts

Words: 248

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; 6) what type of contributor they will be according to the choices below; and 7) address conflict of interest if this is an issue:

- 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 pencil 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 they 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

+ Add New Item

Name	Organization	Role	Type	Amount
Cindy Jones	University Extension Service	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.	Applicant Organization Member	
Sara Finwell	University Extension Service	Workshop logistics including developing brochure and other advertising/media pieces; managing workshop registration & inquiries; compiling workshop educational materials. Following up with workshop participants. Implementing survey.	Applicant Organization Member	
Will Helpalot	Makesadifference, LTD.	Making a difference in the project.	Sub-Award	$15,000.00
Greer Jackson	All Natural, Inc.	Assist with workshop design and educational resource identification. Presenter at marketing workshops. Follow-up with workshop participants.	Consultant	

Name

Janice Allgood

Organization

All Natural, Inc.

Organization Type

1862 Land Grant University

Email Address

email@rvs.com

Phone Number

612-000-1234

Role

Janice will be a presenter for the project in her state. Janice is an expert marketer and has years of experience in marketing for a farm business.

Collaborator Type

- ○ Applicant Organization Member
- ○ Non-Applicant Organization Member
- ◉ Consultant
- ○ Sub-Award

Upload File

For Consultants upload (1) PDF containing:

1. Letter of commitment outlining roles, hours and rate of pay
2. An abbreviated (2 page maximum) resume or curriculum vitae

Select

Upload - Consultant.pdf

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; 6) what type of contributor they will be; and 7) address conflict of interest if this is an issue. 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 they 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 they 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 they 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

Name	Organization	Role	Type	Amount
Janice Allgood	All Natural, Inc.	Janice will be a presenter for the project in her state. Janice is an expert marketer and has years of experience in marketing for a farm business.	Consultant	
Mike Extension	All Natural, Inc.	Presenter in other states, project contact for producers in other states.	Sub-Award	$15,000.00
Rachel Lyons	Bluebird Farms	Assist with identification of workshop speakers, including farmers, ranchers, agency personnel, legal advisors and insurance professionals.	Applicant Organization Member	

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.

The tools and curriculum for this program will include:

1. A software simulation game
2. A printed curriculum for producers
3. A set of power point slide files for educators to use to deliver the workshops
4. A training program for educators to enable Extension field staff to learn how to effectively deliver the workshop

Words: 48

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)

This project is a new iteration of the previous funded projects named Winning the Game. Winning the Game previously reached over 5,000 producers nationwide and was highly regarded during its time.

There are 221 funded projects in the marketing plans and strategies topic grouping. Other previous funded projects include work by an individual at the farm bureau who worked with producers and post-harvest marketing plans. The majority of the projects in this area however deal with either non-traditional commodity marketing or are simply introducing marketing concepts to producers.

Projects that have been funded in the past include projects discussing grain marketing tools and creating a marketing plan and one in particular involving post-harvest marketing plans by an educator in another state. That educator is listed as a project collaborator and will be involved in delivering the program in other states.

Words: 140

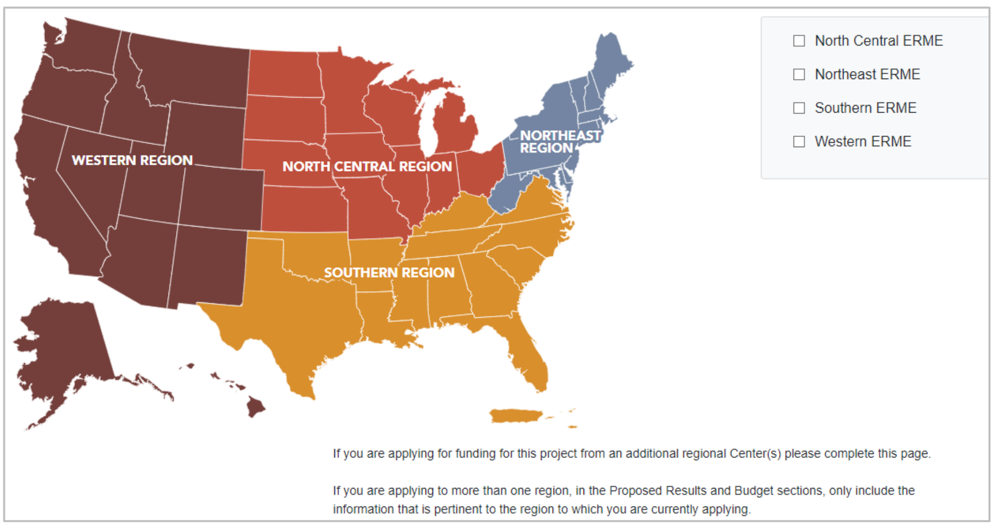
Word Limit: 200

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 Outcomes 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.



Budget - 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://extensionrme.org/Resources.aspx#RVS).

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

50,000

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

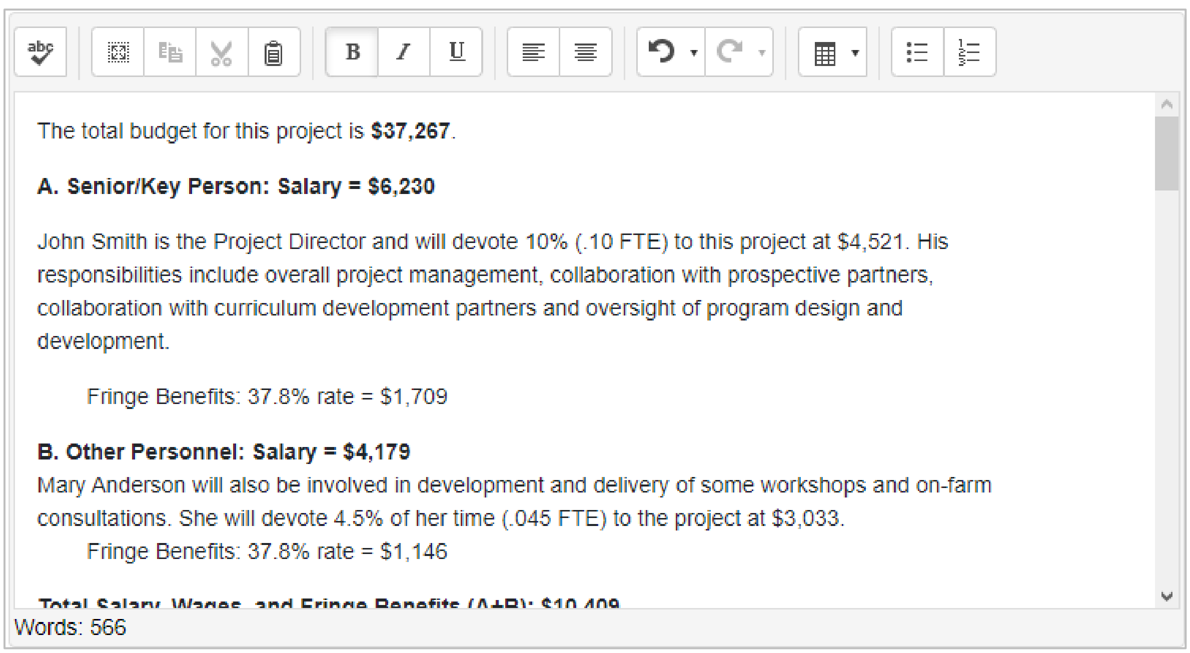
If yes, identify the agency or source of other funds, the amounts, and whether funding is pending or received.

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)](http://extensionrme.org/Resources.aspx#RVS) if you are unfamiliar with writing budget narratives.


The total budget for this project is **$37,267**.

A. Senior/Key Person: Salary = $6,230

John Smith is the Project Director and will devote 10% (.10 FTE) to this project at $4,521. His responsibilities include overall project management, collaboration with prospective partners, collaboration with curriculum development partners and oversight of program design and development.

Fringe Benefits: 37.8% rate = $1,709

B. Other Personnel: Salary = $4,179
Mary Anderson will also be involved in development and delivery of some workshops and on-farm consultations. She will devote 4.5% of her time (.045 FTE) to the project at $3,033.
Fringe Benefits: 37.8% rate = $1,146

Total Salary, Wages, and Fringe Benefits (A+B): $10,409

Words: 566

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)

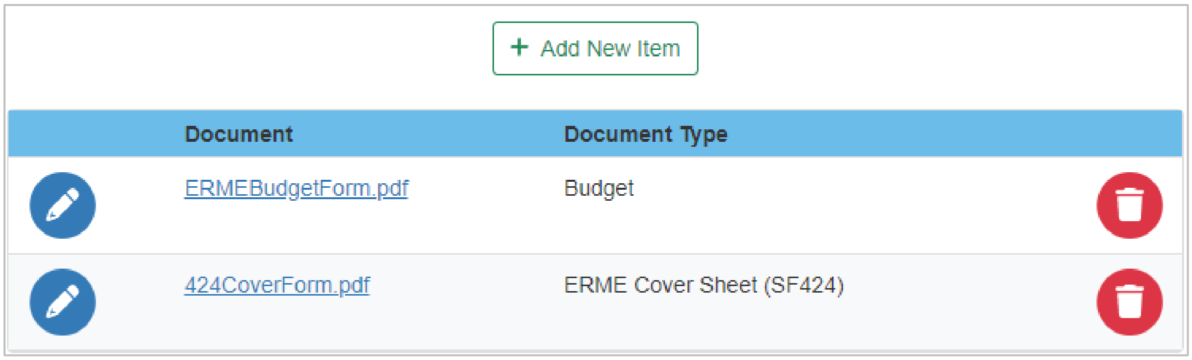
- Letters of Commitment from sub-awards, consultants, and each listed collaborator must clearly state their contributing role, expertise, and/or knowledge that will support the delivery of proposed outcomes. Letters from project team members are not required unless it is part of a consultant or sub-award 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.

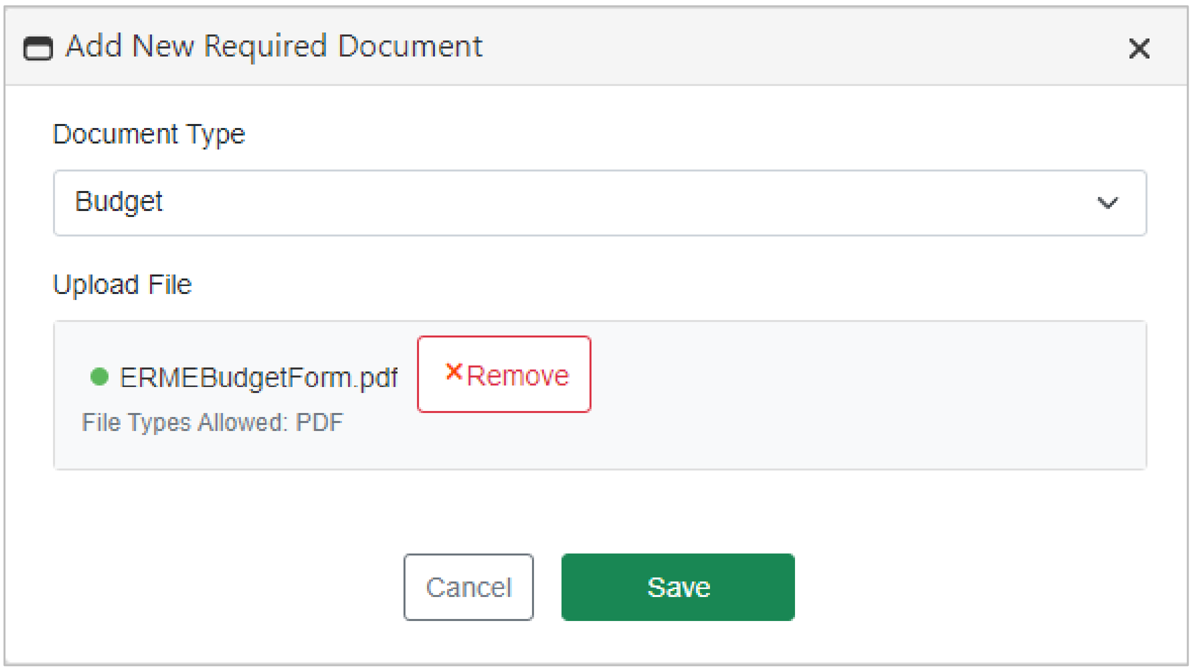
- **Subcontracts and Consultants**

  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.

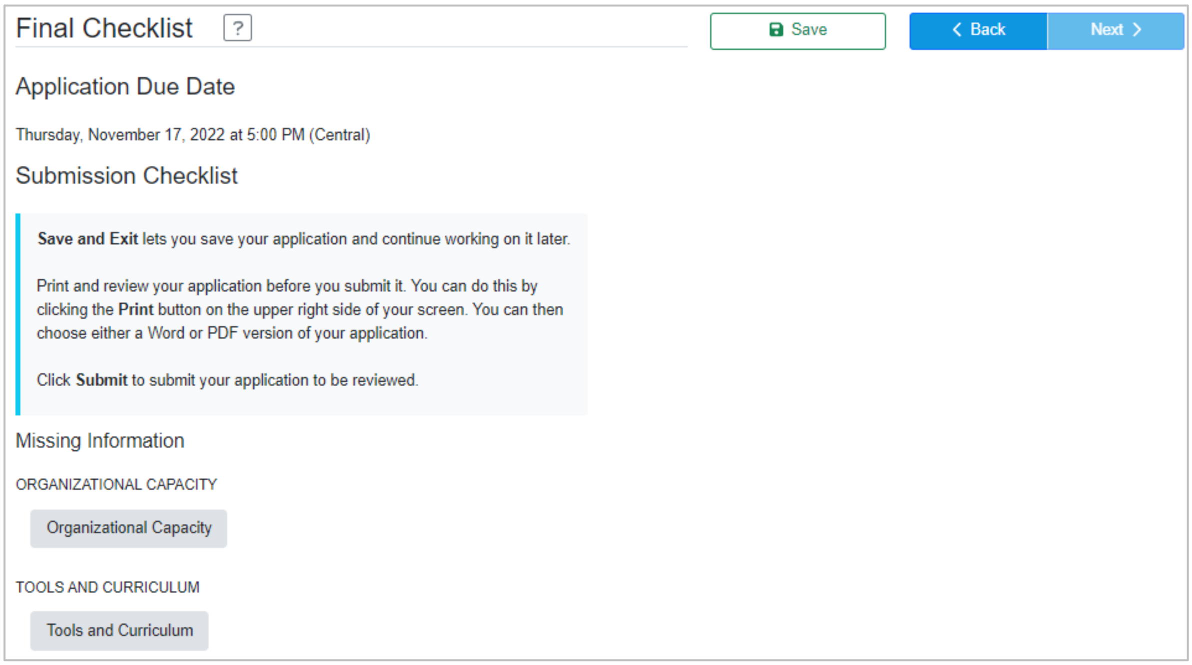
  - **Consultants Require:**
    - Letter of Commitment which includes the consultant's project responsibilities, hours and rate of pay.
    - Abbreviated (2-page maximum) Resume or Curriculum Vitae (CV) for each consultant.


+ Add New Item
Document
Document Type
ERMEBudgetForm.pdf
Budget
424CoverForm.pdf
ERME Cover Sheet (SF424)


Add New Required Document
Document Type
Budget
Upload File
ERMEBudgetForm.pdf
×Remove
File Types Allowed: PDF
Cancel
Save

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.



Printing Your Application

Click on the **Print** button on the navigation bar to print a Word or 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).