



AGRI Crop Research Grant Program

Fiscal Year 2024 Request for Proposals

Applications due by 4 p.m. on November 30, 2023

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Grant Summary

Overview

The Minnesota Department of Agriculture (MDA) is now accepting applications for the Agricultural Growth, Research, and Innovation (AGRI) Crop Research Grant program.

Grant funds are intended to generate applied crop research with near-term benefits (3 to 7 years) for Minnesota's farmers and the state's economy. Applied research is research that utilizes existing scientific knowledge to develop practical applications, like technology, techniques, or inventions. It's expected that the research funded under this program will be made available to the public, and proposals must include an outreach plan describing how results will be shared.

Funding availability

We expect to award approximately \$1.2 million using a competitive review process. No more than \$250,000 will be awarded per proposal.

Priorities

It is the policy of the State of Minnesota to ensure fairness, precision, equity, and consistency in competitive grant awards. This includes implementing diversity and inclusion in grant-making.

[Policy 08-02: Rating Criteria for Competitive Grant Review \(PDF\)](#) sets up the expectation that grant programs intentionally show how the grant serves diverse populations, especially populations experiencing inequities or disparities.

This grant program will prioritize:

- Research on crops with limited access to other research funds.
- Projects with an outreach plan describing how activities or outcomes meaningfully involve, inform, or benefit underserved agricultural producers, such as:
 - [Emerging farmers](#), including women, veterans, persons with disabilities, American Indian or Alaskan Natives, members of a community of color, young farmers, and farmers who are lesbian, gay, bisexual, transgender, queer, intersex, or asexual (LGBTQIA+).
 - Rural communities with limited economic opportunities.

How to apply

- Apply for the AGRI Crop Research Grant using our [online application system](#).
 - If you're a new user, you need to create an account first.
 - Once you're logged in, select AGRI Crop Research Grant.
 - We must receive your application by **4 p.m. Central Time (CT) on November 30, 2023**, to be considered for funding. We will not accept late applications.
- Apply early so that there is enough time to get help with the online application system if needed.
 - It's best practice to submit your application at least 24 hours in advance.

Note: The MDA is not responsible for any technical or logistical problems resulting in the MDA not receiving the application on time. It is the responsibility of the applicant to ensure that submission is received by the MDA before the deadline.

Application guidelines

- Use plain, easily understood language. Write for reviewers who have general knowledge but may not have a thorough or deep understanding of your organization, project, or research area.
- Answer all questions completely within the character limits specified in the grant application.
- Review the [Project Evaluation Profile](#) included in this document as it is used to score and compare the grant applications.

Timeline and deadlines

November 23, 2023, at 4 p.m. CT.....Deadline to ask grant program questions.

November 30, 2023, at 4 p.m. CT.....Applications due.

By January 31, 2024.....Applicants notified of decisions; grant agreement negotiations begin.

March 1, 2024 or later.....Anticipated project start date (after the grant contract is fully signed).

Questions

For questions on the grant program or application:

- Submit your question in writing before **4 p.m. CT on November 23, 2023.**
- Email ian.kushner@state.mn.us with “Crop Research Grant Program” in the subject line.

See the [Crop Research Grant Q&A](#) webpage for answers to past questions. New questions and answers will be added to this page as they are received.

Note: MDA employees are not authorized to give advice on any applications. Applicants who solicit or receive advice from unauthorized MDA employees may be disqualified from eligibility for a grant award.

For help with the online application system:

- Call 651-201-6500, or
- Email ian.kushner@state.mn.us with “Crop Research Grant Program” in the subject line.

Grant Eligibility

Eligible applicants

Applicants must:

- Represent an organization or research entity with an agricultural research capability.
- Be in good standing with the State of Minnesota:
 - No back taxes owed.
 - No defaults on Minnesota state-backed financing for the last seven years.
 - Acceptable performance on past MDA grants.
 - Compliant with current state regulations.
- Not be an employee or spouse of an employee of the MDA.

Examples of applicants:

- Institutions of higher education
- Farmer networks
- Nonprofit organizations
- Research institutions
- Agricultural cooperatives
- Agricultural businesses with research capabilities

Applicants should review the [conflicts of interest](#) section prior to applying. Grantees must agree to these rules as a part of signing their grant contract agreement.

Collaboration

Eligible applicants are encouraged to collaborate with other entities, but it's not required. Many successful applications include letters of support from partners, collaborators, or beneficiaries. If eligible organizations are submitting a joint application, they must determine which business or organization will have the grant contract agreement with the MDA and will work directly with the MDA to meet grant reporting requirements. Note that this organization will receive a 1099 from the State of Minnesota for income tax purposes.

Eligible projects

Projects must:

- Produce applied research that will benefit Minnesota agriculture, its producers, or associated industries within three to seven years.
 - Applied research involves using existing scientific knowledge to address practical challenges or problems. This program does not fund basic research, which focuses on the advancement of scientific knowledge.
- Be conducted in Minnesota.
- Not start until the grant contract is signed by all parties and has reached its start date.
- Be completed in three years or less. Contracts cannot be extended beyond three years.

Project examples include but are not limited to projects that:

- Increase crop yield or quality
- Improve or develop traits desired for a specific market or climate
- Develop new crops
- Advance new uses for crops
- Involve crop breeding

Eligible expenses

Eligible expenses include but are not limited to:

- Personnel costs for individuals involved in the research project
- Travel costs directly related to the project's outcomes or objectives
- Supplies or equipment required to conduct research
- Laboratory or analysis costs
- Contracted services
- Communications costs related to outreach
- Payments or stipends to farmers or other external project participants
- Plot fees and services

Note: You must be invoiced and pay for all project materials and services between the contract start and end date.

Ineligible expenses

Ineligible expenses include but are not limited to:

- Expenditures incurred before the grant agreement is signed by all parties
- General operations, overhead, and indirect costs (expenses of doing business that are not readily identified with the project)
- Advertising and marketing expenses not detailed in the outreach plan
- Capital improvements, such as construction of buildings, land purchases, and building or laboratory improvements
- Equipment costing over \$5,000 unless included in the proposal and essential to the proposed research
- International travel, unless explicitly approved
- Airfare costs that exceed the customary standard commercial airfare (coach or equivalent)
- Donated or volunteer (in-kind) services. While these may be given to an applicant by professional and technical personnel, consultants, and other skilled and unskilled labor, the value of these services is not an eligible cost.
- Donations and in-kind contributions, including property and services, made by the applicant (regardless of the recipient)
- Fines, penalties, and other settlement expenses resulting from failure of the applicant to follow federal, state, local, or Tribal nation laws and regulations
- Entertainment, amusement, diversion, social activities, gifts, or any costs directly associated with such purchases (such as tickets to shows or sports events, meals, lodging, rentals, transportation, alcohol, and gratuities)
- Fundraising, including financial campaigns, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions, regardless of the purpose for which the funds will be used
- Taxes, except sales tax on goods and services
- Lobbyists, including costs of membership in organizations substantially engaged in lobbying, and political contributions
- Bad debts, late payment fees, finance charges, legal costs, or contingency funds
- Parking or traffic violations

Matching funds

Applicants do not have to provide matching funds.

Application Review Policies

Review process

A review committee, composed of MDA staff and external reviewers, evaluates all eligible applications based on the criteria in the Project Evaluation Profile. Reviewers may recommend whole or partial funding of a project. The commissioner of agriculture reviews the committee recommendations and makes the award decisions. Both the review committee and commissioner may consider geographic distribution, services to prioritized populations, applicant's history as a state grantee, and capacity to perform the work.

The MDA will notify applicants, both successful and unsuccessful, in writing. Applicants may request a summary of reviewer comments.

Conflicts of interest

State grant policy requires that steps and procedures are in place to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers ([MINN. STAT.16B.98](#) and [Conflict of Interest Policy for State Grant-Making, 2022 \(Word\)](#)).

Organizational conflicts of interest occur when:

- A grantee or applicant is unable or potentially unable to give impartial assistance or advice to the MDA due to competing duties or loyalties.
- A grantee's or applicant's objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties.

In cases where a conflict of interest is suspected, disclosed, or discovered, the applicant or grantee will be notified and actions may be pursued, including but not limited to disqualification from eligibility for the grant award or termination of the grant agreement.

Privacy notice and data classification

The information provided by an applicant will be used to assess the applicant's eligibility to receive a grant under this program. The decision to apply for this grant is voluntary, and applicants are not legally required to provide any of the requested information. Applicants may decline to complete this application without any legal consequence. However, only completed applications will be considered for a grant; incomplete applications will not be considered.

Data provided in this application is initially classified by the Minnesota Government Data Practices Act as private or nonpublic, although some or all of the data will generally become public at various points of the application process unless the data are otherwise classified by state or federal law. Access to private or nonpublic data is limited to those authorized by law, including but not necessarily limited to MDA staff and contractors with a valid work assignment to access the data, parties authorized by the applicant, parties identified in a valid court order or federal subpoena, Minnesota Management and Budget, Minnesota Department of Administration, the

state auditor, and the legislative auditor. If necessary, the MDA may also share the data with law enforcement or the Office of the Attorney General.

Per Minnesota's statute on grants ([MINN. STAT. 13.599](#)):

- Names and addresses of grant applicants, and the grant amount requested, will be public data once application responses are opened.
- All remaining data in application responses (except for data otherwise classified by law, including trade secret information, see below) becomes public data after the evaluation process is completed (for the purposes of this grant, when all grant agreements have been fully executed).
- All data created or maintained by the MDA as part of the evaluation process (except trade secret information, see below) will generally be public data after the evaluation process is completed.

Procedure for claiming protection of trade secrets:

- Trade secret information is classified as not public data. In order to qualify as trade secret information, the data in question must be provided to the MDA by the affected person (i.e. the data must be about the applicant) and otherwise meet the legal definition found in statute ([MINN. STAT. 13.37, subd. 1\(b\)](#)). In order for an applicant to assert trade secret protection for data submitted as part of this application: the applicant must: 1) clearly identify the specific formula, pattern, compilation, program, device, method, technique or process that the applicant believes to be trade secret information; 2) describe what efforts the applicant takes to maintain the secrecy of the data; and 3) adequately explain how the data derive(s) independent economic value from not being generally known to, and not readily ascertainable by proper means by, other persons. Merely asserting trade secret protection does not, in and of itself, classify the data in question as not public; determining what data meet the definition of trade secret information is ultimately the legal responsibility of the MDA, and the MDA cannot guarantee that data identified as trade secret information by an applicant will be classified as such. If the MDA determines that data do not meet the definition of trade secret information, the data in question will be available to the public unless the applicant secures a court order saying otherwise.

All persons, businesses, and individuals applying for grants in the state of Minnesota must comply with applicable laws. Under the law titled Right of Setoff ([MINN STAT 270C.65, subd. 3](#)), a grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies, and to state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring a grantee to file state tax returns and pay delinquent state tax liabilities, if any.

Requirements for Grant Recipients

Pre-award financial review

During the 2023 legislative session, the Minnesota Legislature adopted new grant administration provisions (Laws of Minnesota 2023, chapter 62, article 7, section 11). The MDA reserves the right to adjust these pre-award financial review requirements as implementation details are decided.

Nonprofit organizations

All nonprofit organizations applying for grants from the State of Minnesota must undergo a financial review prior to a grant award of \$50,000 and higher.

To comply with [Policy 08-06: Financial Review of Nongovernmental Organizations \(PDF\)](#), you may be asked to submit one of the following documents:

- Grant applicants with annual income of under \$50,000, or who have not been in existence long enough to have a completed IRS Form 990 or audit, should submit their most recent board-reviewed financial statements.
- Grant applicants with total annual revenue of \$50,000 or more but less than \$750,000 should submit their most recent IRS Form 990.
- Grant applicants with total annual revenue of over \$750,000 should submit their most recent certified financial audit.

The MDA will also verify that each nonprofit organization is In Good Standing with the [Minnesota Secretary of State](#) (MINN. STAT. 317A or other applicable law), and appropriately registered with the [Attorney General's Office](#).

Consistent with the Attorney General's Office policy, nonprofit organizations must be registered with the Attorney General's Office if they meet one of the following three conditions, unless otherwise exempt (MINN. STAT. 309.515):

- the charity receives or plans to receive more than \$25,000 in total contributions during its accounting year, or
- the charity's functions and activities, including fundraising, are not performed wholly by volunteers, or
- the charity utilizes a professional fundraiser.

Nonprofit grantees that are not In Good Standing with the Minnesota Secretary of State and appropriately registered with the Attorney General's Office are not eligible to receive grant contract agreements unless approved by the MDA.

Nonprofit grantees will also need to certify that no principal of the organization has been convicted of a felony financial crime in the last ten years.

Individuals

Individuals will need to certify that they have not been convicted of a felony financial crime related to a state grant agreement.

For-profit businesses

All for-profit businesses selected for a grant award of \$50,000 and higher must undergo a financial review prior to receiving a grant contract agreement. Grantees will be asked to submit several documents, including federal and state tax returns, current financial statements, certification that the business is not under bankruptcy proceedings, and disclosure of any liens on its assets. If the business has not been in business long enough to have a tax return, the grantee must prove to the MDA's satisfaction that the grantee has appropriate internal financial controls.

Grantees must also certify that no principals of the business have been convicted for a felony financial crime in the last ten years.

The MDA will verify that all for-profit businesses are In Good Standing with the Minnesota Secretary of State (MINN. STAT. 317A or other applicable law).

Accountability and reporting

Grantees must report at least annually during the duration of the project—the reporting schedule will be determined during the process of drafting the grant agreement. In addition, follow-up surveys help the MDA determine the long-term impacts of the grant. Grantees must respond to requests for follow-up information for three years beyond the term of the grant agreement. Failure to respond to these promptly may affect a grantee's ability to secure future funding from the MDA.

Grant award agreement and payments

Grant contract agreement templates are available for review on the [Office of Grants Management Forms and FAQs](#) webpage.

Upon approval of an application and before beginning work on the grant project(s) and receiving reimbursements, the applicant must:

- Complete an IRS W-9 form or register as a vendor in SWIFT, the state's accounting system, or confirm that the information in SWIFT is still correct.
- Submit other required documentation within 30 days of award notification.
- Sign a grant contract agreement showing their intention to complete the proposed tasks. The agreement also authorizes the MDA to monitor the progress of the project. This agreement must be signed within 30 days of being sent to the grantee.

Eligible expenses may only be incurred after the contract has been signed by all parties.

- Grant contracts will have an expected end date according to the date entered in the application or in early 2027.
- Grant contracts may not extend beyond three years from the effective date of the contract. Grantees must request an extension prior to the expiration of the contract.

Grant funds are dispersed on a reimbursement basis. All grantee requests for reimbursement must correspond to the approved grant budget. To receive grant payments, grantees must provide proof that grant project work has been done by submitting details of each purchase on receipts or invoices, and proof that the vendors have been paid. Grant payments shall not be made on grants with past due progress reports unless the MDA has given the grantee a written extension.

Site visits and financial reconciliations

The grant agreement allows the MDA to monitor the progress of the project. The MDA will perform a monitoring visit for all grantees with awards of \$25,000 or more before a final payment is approved; grantees with awards of \$250,000 or more will receive annual monitoring visits. Other grantees may receive monitoring visits at the discretion of the MDA.

The MDA will perform a financial reconciliation of at least one invoice on grants greater than or equal to \$50,000; financial reconciliation may be performed on additional payment requests at the discretion of the MDA. For this purpose, the grantee must provide expense receipts, employee timesheets, invoices, and any other supporting documents requested by the State.

Bidding requirements

All funded applicants will be required to abide by the state's bidding requirements for larger purchases. See a detailed list of the state's [bidding requirements](#) for details.

Publicity

All projects funded must publicly credit the AGRI funding, including on the grantee's website when practical.

Affirmative action and non-discrimination policy

The grantee agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status in regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age in regard to any position for which the employee or applicant for employment is qualified ([MINN. STAT. 363A.02](#)). The grantee agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.

The grantee must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The grantee agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship ([Minnesota Rules, part 5000.3500](#)).

The grantee agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the [Minnesota Human Rights Act](#).

Audits of project

The grantee's books, records, documents, and accounting procedures and practices of the grantee or other party that are relevant to the grant or transaction are subject to examination by the granting agency, the commissioner of administration, the legislative auditor, and the state auditor, as appropriate ([MINN. STAT. 16B.98, subd. 8](#)). This requirement will last for a minimum of six years from the grant agreement end date, receipt, and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

Voter registration requirement

The grantee will provide voter registration services for its employees ([MINN. STAT. 201.162](#)).

AGRI Background and Program Goals

The Agricultural Growth, Research, and Innovation Program (AGRI) was established to advance Minnesota's agricultural and renewable energy industries ([MINN. STAT. 41A.12](#)). AGRI has made significant economic impacts by increasing productivity, improving efficiency, and assisting the development of agricultural products.

The primary goal of the AGRI Crop Research Grant is to promote economic growth as well as environmentally friendly practices in Minnesota's \$10 billion crop production industry. The MDA also aims to support research that addresses the crop production needs of Minnesota farmers that have experienced inequities or disparities.

Project Evaluation Profile

Evaluation criteria for 2024 AGRI Crop Research Grants	Maximum score
<p>Proposed project objectives align with the objectives of the AGRI Crop Research Grant</p> <ul style="list-style-type: none"> • Research improves the quality, quantity, or value of crops grown in Minnesota • Project creates public, transferable information that has near-term (3 to 7 year) benefits for Minnesota farmers and the state’s economy • Research is timely and important 	12
<p>Potential economic impact on Minnesota agriculture</p> <ul style="list-style-type: none"> • Beneficiaries of research are clearly stated • Research aims to develop new or enhanced tools that improve agricultural outcomes • Substantial benefits will likely be realized by Minnesota farmers and associated industries beyond the grantee—application includes letters of support from relevant entities 	15
<p>Measurable objectives and outcomes</p> <ul style="list-style-type: none"> • Objectives are measurable, specific, and clear • Plan to measure outcomes is detailed and actionable • Measured outcomes are appropriate to evaluate progress and success 	15
<p>Soundness and rigor of methodology</p> <ul style="list-style-type: none"> • Experimental designs and methods are appropriate to meet proposed objectives • Research plans are clear, descriptive, and address each objective • Project is achievable in the projected timeline 	15
<p>Outreach component of research</p> <ul style="list-style-type: none"> • Research results will be widely disseminated • Outreach plan is clear and comprehensive • Proposal includes collaboration with agricultural educators to maximize the impact of research (e.g., on-farm research networks, extension educators, crop councils, farmer groups, etc.) 	9
<p>Priorities: beneficiaries and availability of funding</p> <ul style="list-style-type: none"> • Research and outreach plan will meaningfully include underserved agricultural producers in rural communities or emerging farmers (5 points) • Project (type of crop or type of research) has limited access to other funding (5 points) 	10
<p>Qualifications of research team</p> <ul style="list-style-type: none"> • Members of research team are identified, and their roles are defined and realistic • Skills and experience of individuals matches their proposed involvement • Research team is sufficient to carry out the proposed research 	9
<p>Budget detail and justification</p> <ul style="list-style-type: none"> • Budget is complete and narrative details and justifies all project costs • Budget is reasonable and fully addresses the needs to accomplish each objective 	15
<p>Total</p>	100

Application Questions

Contact information

Applicant information

- Applicant name
- Organization name
- Organization mailing address
- Organization telephone
- Organization email
- Minnesota State House District (use the [District Finder](#) if you don't know your district.)

Principal investigator

If awarded a grant, the person who will be responsible for leading the research project:

- Name
- Email
- Telephone

Authorized representative

If awarded a grant, the person that will sign the grant contract agreement for this organization:

- Name
- Email
- Telephone

Eligibility

- Confirm that the following statements apply to your organization.
 - The applicant does not owe the State of Minnesota any back taxes and has not defaulted on any State of Minnesota backed financing in the last seven years. (True or False)
 - The applicant is compliant with current state regulations, or this project will support the organization becoming compliant. (True or False)
- Are any of the principals of the organization an employee of the MDA or spouse of an MDA employee? (Yes or No)
 - If yes, briefly describe the individual's role with the MDA and their relationship with the applicant and organization. (500 characters, including spaces)
 - The MDA is unable to reimburse for any work that is performed prior to the start date of the contract. Has work started on your proposed project or will work start before the grant contract agreement is signed by all parties? (Yes or No)

Project proposal

- Project title
- List the crop(s) targeted
- Expected project start date (no earlier than March 1, 2024)
- Expected project end date (no later than 3 years after project end date)
- Amount of grant request (total project cost)
- Applicant's matching funds (if any; not required)
- Other funding – If the proposed project has been submitted to or funded by another state or a federal grant program, specify the grantor, the funding amount, and the purpose of that grant funding. Also indicate whether these other grant funds are needed as matching funds to execute this Crop Research Grant proposal or not. (1,000 characters, including spaces)
 - **Current matching funds** – If the proposed project has confirmed funding through another source, please specify the grantor, the funding amount, and the purpose of that grant funding.
 - **Pending matching funds** – List other proposals that have been submitted for this project and where applications were submitted. Does this project depend on additional, unsecured funding?

Abstract

Summarize your proposal. Include a succinct account of the project's objectives, a description of the approach and methodology, and the expected outcomes. (2,500 characters, including spaces)

Rationale

Provide the background for this project and explain why the research you are proposing is timely and important. Include references to supporting literature. (3,000 characters, including spaces and upload box for references)

Research outcomes

For each of your objectives, describe the near-term (3 to 7 years) outcomes you expect. Outcomes may include, but are not limited to, technology, techniques, and inventions. Outcomes should be specific and measurable. (2,500 characters, including spaces)

Approach, methodology, and timeline

Describe your approach, including scientific methodology (proposed treatments and reason for selection); plot or sample size; lab procedures or protocols; experimental design; and measurements that will be used to evaluate the project. Explain how these methods are appropriate for the research project. Include a timeline for the research. Charts, graphs, and pictures are allowed. (10,000 characters, including spaces, plus an upload box for supporting documents)

Outreach plan

Research results must be widely and publicly disseminated. Describe how you will inform others, especially farmers, about your results. Be specific about the audience you will target and the methods you will use to reach them. Describe any proposed collaborations with agricultural communicators (on-farm research networks, extension educators, crop councils, farmers groups, etc.) that will help to communicate the results to the target audience. (2,500 characters, including spaces)

Priorities: Beneficiaries and availability of funding

Describe who stands to benefit, directly or indirectly, from your project and how they will benefit. In addition, explain how the research design or outreach of this project meaningfully involves or informs [emerging farmers](#) or rural communities with limited economic opportunities. How could this project address inequities or disparities experienced by these communities? (2,000 characters, including spaces)

Explain why there are few funding opportunities from commodity groups or other grant programs for this type of project or crop. (1,500 characters, including spaces)

Qualifications of applicant and other key participants

Provide the qualifications of all individuals who will participate in the project, including the principal investigator (PI) and any collaborators. Do not include extensive resumes or biographies, but rather a short description of their relevant abilities and qualifications. (1,000 characters per participant, including spaces)

- Participant name
- Organization affiliation
- Occupation
- Email address
- Relevant abilities and qualifications (brief summary)

Letters of commitment and support

We require letters of commitment from each key participant (except the person submitting this application). Letters should show that each person listed understands their role and is willing to participate and commit adequate time to the project.

Letters of support from organizations or individuals that are not directly involved in the project are not required, but they are often valued by the review committee and can be helpful in justifying the need for or demonstrating the potential economic impact of your project. (No page or character limit)

Budget narrative

Provide a budget narrative that:

- Provides detailed costs and justifies project expenditures in each budget category.
- Explains how the budget items connect to accomplishing the project's objectives and achieving the given outcomes.
- Explains how you arrived at the budget estimates.

When applicable, identify the dollar value and source of current or pending matching funds. A match is not required. (10,000 characters, including spaces)

Budget categories

Personnel – List names and titles of all participants who will work on this project. Include the number of hours for hourly wage earners or percent of total salary of full-time employees for whom you're requesting funding. Separate out the fringe benefits for each person that will be paid with Crop Research funds.

Equipment – List equipment (with a useful life over one year and a cost over \$5,000) and include justification for each item.

- You may only lease or rent general purpose equipment, and the agreement must terminate at the end of the grant cycle. General purpose equipment is not limited to a narrow technical activity. Examples include tractors, skid loaders, and trailers.
- We allow rental or purchase of special purpose equipment with prior MDA approval. Special purpose equipment is narrowly used for a single research, scientific, or technical activity. Examples include weather stations, equipment for data collection or analysis, post-harvest handling, and value-added processing.

Supplies – Provide a list of supplies and describe how each is needed to accomplish the project objectives. Examples include insect traps, seeds, plant growth production and protection supplies, trial inputs, sample collection materials, and lab supplies. Justify the purchase of electronic supplies such as computers, software, and tablets.

Analysis – List each type of laboratory or statistical analysis, the name and location of the lab or business doing the analysis, and the purpose of each type of analysis.

Contractual services – List any entities outside your organization that you plan to retain on a temporary basis to work on the project or provide a specific service. Include contractor's name and a short description of services to be provided. Provide the flat rate fee or total hourly rate for each contract.

Travel – List anticipated destination of each trip or group of trips with a common purpose, number of trips, purpose of trips, mode of travel, and expected cost per trip. Base your cost on the current federal rate. Provide justification for out-of-state travel.

Communication – List type of expenses and estimated costs. Examples include printing, social media, and publishing costs.

Other – List expenses that don't fit any of the budget categories. Examples include greenhouse or plot rental fees, stipends to farmer cooperators, and items needed to conduct a field day or other outreach event. Identify each item and justify the expense.

Budget summary

Upload a budget using the following format.

Category	Year One (in dollars)	Year Two (in dollars)	Year Three (in dollars)	Total (in dollars)
Personnel – salaries				
Personnel – fringe benefits				
Equipment (over \$5,000)				
Supplies				
Analysis				
Contracted services				
Travel				
Communications				
Other				
Total request				
Matching funds (optional)				