



# **AGRI Crop Research Grant Program**

## **Fiscal Year 2025 Request for Proposals**

**Applications due by 4 p.m. on October 29, 2024**

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# Grant Summary

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## 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 (three to seven 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 or inform farmers or 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."
- Applications are due by **4 p.m. Central Time (CT) on October 29, 2024**.
  - 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.
  - We will not accept late applications.
  - We are not responsible for any technical or logistical problems that result in a late submission. It is your responsibility to ensure we receive your application 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

October 22, 2024, at 4 p.m. CT.....Deadline to ask grant program questions.

October 29, 2024, at 4 p.m. CT.....Applications due.

By early January, 2025.....Applicants notified of decisions; grant agreement negotiations begin.

February 1, 2025, 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 October 22, 2024**.
- Email [MDA.AGRIGrants@state.mn.us](mailto:MDA.AGRIGrants@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 [MDA.AGRIGrants@state.mn.us](mailto:MDA.AGRIGrants@state.mn.us) with “Crop Research Grant Program” in the subject line.

# Grant Eligibility

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## 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 MDA employee, spouse of an employee of the MDA, or a business owned by them.

Examples of eligible 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.

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 prior to the full execution of the grant contract agreement or its start date, whichever occurs later, or those incurred after the expiration of the grant contract agreement
- General operations, overhead, and indirect costs (expenses of doing business that are not readily identified with the project)
- Work completed outside of the state of Minnesota, unless receiving prior approval from the MDA
- 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
- Out-of-state transportation and travel expenses, unless receiving approval from the MDA. Minnesota will be considered the home state for deciding whether travel is out of state.
- 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.
- Fundraising
- Taxes, except sales tax on goods and services
- Bad debts, late payment fees, finance charges, or contingency funds
- Lobbyists, political contributions
- Parking or traffic violations

## Matching funds

Applicants do not have to provide matching funds.

# Application Review Policies

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## 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 as well as the applicant's history as a state grantee, including progress made on previous grants, compliance with state rules and regulations, 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

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## Pre-award risk assessment

Under [Policy 08-06: Policy on Pre-Award Risk Assessment for Potential Grantees \(PDF\)](#), the MDA is required to complete a pre-award risk assessment of grantees selected to receive a grant award of \$50,000 or greater. These applicants will be asked to submit documents relevant to their entity, as noted below.

If the MDA determines that the awardee has substantial risks that inhibit its ability to perform the required duties under the grant contract agreement, then the MDA may either request more information for the purpose of satisfying the concerns, develop a risk mitigation plan to protect the interests of the state, or not award the grant.

## For-profit businesses

- A copy of the business' most recent federal and state tax returns. If the business has not been in operation long enough to have a tax return, then they must submit documentation of internal controls.
- Current financial statements, including a balance sheet, income statement, and statement of cashflows.
- Confirmation that the business entity is not under bankruptcy proceedings and has disclosed any liens on assets.
- Confirmation that the business is in good standing with the Office of the Secretary of State.
- Confirmation that none of the business' current board members or staff with authority to access grant funds have been convicted of a felony financial crime in the last 10 years.

## Nonprofit organizations

- A copy of the nonprofit's most recent Form 990 or Form 990-EZ with the Internal Revenue Service. If the nonprofit has not been in existence long enough or is not required to file Form 990 or Form 990-EZ, then they must submit the following information:
  - Proof of its tax-exempt status
  - Most recent board-reviewed financial statements
  - Documentation of its internal controls
- Most recent certified financial audit if required to complete one. (MINN. STAT. 309.53, Subd. 3.)
- Confirmation that it is in good standing with the Office of the Secretary of State.
- Confirmation that none of the nonprofit's current board members or staff with authority to access grant funds have been convicted of a felony financial crime in the last 10 years.

## Political subdivisions

Political subdivisions, including counties, towns, cities, school districts, and other municipal corporations or political subdivisions of the state authorized to enter into contracts will need to certify that none of its current public officials, board members, or staff with authority to access grant funds have been convicted of a felony financial crime in the last 10 years.

## Individuals

Individuals will need to certify that they have not been convicted of a felony financial crime in the last 10 years.

## Grant award agreement

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

Upon approval of an application, completion of any required pre-award risk assessment, 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 must be signed within 30 days of being sent to the grantee.

## Accountability and reporting

Grantees will be required to submit annual progress reports during the grant report, a final report at the completion of the project, and additional information about the long-term impact for up to three years after the grant period. Grant payments shall not be made on grants with past due progress reports unless the MDA has given the grantee a written extension.

Information reported to the MDA may be classified as public data. Failure to regularly report, respond to surveys, and promptly respond to information requests may impact the grantee's ability to secure future funding from the MDA.

## Payments

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

Grant funds are dispersed on a reimbursement basis. All requests for reimbursement must correspond to the approved grant budget.

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.

Grant payments may be used to fulfill federal and state tax liabilities or may be withheld until the grantee has paid any tax liabilities (MINN. STAT. 270C.65, Subd. 3 and other applicable laws).

## Site visits

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 more than \$25,000 before a final payment is approved. Other grantees may receive monitoring visits at the discretion of the MDA.

## Bidding requirements

All funded applicants must abide by the state's bidding requirements for larger purchases. See a 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.

## 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 MDA, the Department of Administration, and either the legislative auditor or the state auditor, as appropriate ([MINN. STAT. 16B.98, subd. 8](#)).

The grantee is responsible for the retention of documents and records relevant to the grant. 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.

## 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](#).

## **Voter registration requirement**

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

## **AGRI Background and Program Goals**

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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 and 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 2025 AGRI Crop Research Grants	Maximum score
<b>Proposed project objectives align with the objectives of the AGRI Crop Research Grant</b> <ul style="list-style-type: none"> <li>Research improves the quality, quantity, or value of crops grown in Minnesota</li> <li>Project creates public, transferable information that has near-term (three to seven years) benefits for Minnesota farmers and the state's economy</li> <li>Research is timely and important</li> </ul>	12
<b>Potential economic impact on Minnesota agriculture</b> <ul style="list-style-type: none"> <li>Beneficiaries of research are clearly stated</li> <li>Research aims to develop new or enhanced tools that improve agricultural outcomes</li> <li>Substantial benefits will likely be realized by Minnesota farmers and associated industries beyond the grantee; application includes letters of support from relevant entities</li> </ul>	15
<b>Measurable objectives and outcomes</b> <ul style="list-style-type: none"> <li>Objectives are measurable, specific, and clear</li> <li>Plan to measure outcomes is detailed and actionable</li> <li>Measured outcomes are appropriate to evaluate progress and success</li> </ul>	15
<b>Soundness and rigor of methodology</b> <ul style="list-style-type: none"> <li>Experimental designs and methods are appropriate to meet proposed objectives</li> <li>Research plans are clear, descriptive, and address each objective</li> <li>Project is achievable in the projected timeline</li> </ul>	15
<b>Outreach component of research</b> <ul style="list-style-type: none"> <li>Research results will be widely disseminated</li> <li>Outreach plan is clear and comprehensive</li> <li>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.)</li> </ul>	9
<b>Priorities: beneficiaries and availability of funding</b> <ul style="list-style-type: none"> <li>Research and outreach plan meaningfully involves or informs farmers or rural communities with limited economic opportunities (5 points)</li> <li>Project (type of crop or type of research) has limited access to other funding (5 points)</li> </ul>	10
<b>Qualifications of research team</b> <ul style="list-style-type: none"> <li>Members of research team are identified, and their roles are defined and realistic</li> <li>Skills and experience of individuals match their proposed involvement</li> <li>Research team is sufficient to carry out the proposed research</li> </ul>	9
<b>Budget detail and justification</b> <ul style="list-style-type: none"> <li>Budget is complete and the narrative describes and justifies all project costs</li> <li>Budget is reasonable and fully addresses the needs to accomplish each objective</li> </ul>	15
<b>Total</b>	<b>100</b>

# Application Questions

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## 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 (PI)

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

- PI name
- PI email
- PI telephone

### Authorized representative

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

- Authorized representative name
- Authorized representative email
- Authorized representative 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)
- Is the applicant or principal investigator an MDA employee, spouse of an employee, or a business owned by one of them? (Yes or No)
- 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 (must start between February 1, 2025, and June 30, 2025)
- Expected project end date (no later than three years after project start 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, plus an upload box for references)

## Research outcomes

For each of your objectives, describe the near-term (three to seven 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 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)				