

North Central Extension Risk Management Education Center ERME Competitive Grants Program

Special Instructions for completing the Exploratory Project Application

Project Period: March 1, 2020 - October 31, 2020

The North Central Center will fund Exploratory Projects (awards of up to \$3,000) to support planning, development, and piloting efforts that are expected to lead to a future ERME Education Project. These small projects will submit a short version of the full application.

1. Make sure you have selected the 2020 Exploratory Projects funding category under the North Central ERME tab and click “Start a New Application”.
2. Enter a brief and descriptive title for the proposed project (Word Limit: 15)
3. Enter the email address of the project director.
 - a. If you are not the project director, he/she must have an account in the system before you are able to continue your application. To invite the project director to register, enter the name of the project director and click “Send Invitation to Project Director”.
4. Complete the following sections:
 - a. Project Information
 - b. Project People
 - c. Project Overview – provide an overview of what you plan to do and accomplish during the project period.
 - d. Producer Demand – If you have documentation of producer demand relevant to what you propose to do, provide it here. This effort may also serve as an opportunity for you to determine the feasibility of a program and/or investigate whether or not there is producer demand for the proposed work.
 - e. Proposed Results – For the exploratory projects, the proposed results should reflect what you propose to accomplish during the project period. The results therefore, may or may not be actual results achieved by producers. The results may read more like a plan of work.
 - f. Audience Emphasis
 - g. Review of Past Projects
 - h. Additional Regions
 - i. Amount Requested – Up to \$3,000. In this funding category, salaries/wages, fringe benefits and indirect costs are not allowable expenses. Funds are available on a reimbursable basis. Costs will be incurred by the project members and/or organization and then submitted to the Center for reimbursement. Keep proper documentation of expenses to submit with your request, including itemized receipts.
 - j. Project Team

k. Project Collaborators

5. Submit your proposal by the **November 14, 2019 5:00 PM CST** deadline.
6. The Exploratory Projects will be reviewed in January and approved projects will be asked to submit a budget and budget narrative for approval prior to the March 1 effective start date.