

# North Central Extension Risk Management Education Center ERME Competitive Grants Program

## Special Instructions for completing the Exploratory Project Application

**Project Period: April 1, 2022 - September 30, 2023**

The North Central Center will fund Exploratory Projects (awards of up to \$5,000) to support planning, development, and piloting efforts that are expected to lead to a future education project. These small projects will submit a modified version of the full application.

1. Make sure you have selected the 2022 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. **Project Team**
  - j. **Project Collaborators**
  - k. **Amount Requested** - Up to \$5,000 including indirect costs. A detailed budget must be uploaded as a Required Document (see “m” below). These projects will be issued as subawards. Funds are available on a reimbursable basis. Costs will be incurred by the project organization and then submitted to UNL Office of Sponsored Programs for

reimbursement. Keep proper documentation of expenses to submit with your request, including itemized receipts.

- Indirect Costs – Indirect costs allowed for projects submitted under this RFA may not exceed the lesser of the institution’s official federally negotiated indirect 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% can be used.

- I. **Budget Narrative** - Enter your Budget Narrative information directly into the online application system. Identify and describe costs associated with each budget line item amount. Detailed instructions are available in: (i) Appendix A to this RFA (Budget and Budget Narrative Instructions); (ii) the online application Instructions; and (iii) Application Resources (<http://extensionrme.org/Resources.aspx#RVS>).
  - m. **Required Documents** - All submitted applications must contain a completed and signed ERME Cover Sheet, and an ERME Budget Form. Both documents are available for download in the online application system, under the “Resources” tab (<http://extensionrme.org/Resources.aspx#RVS>).
    - ERME Cover Sheet (SF424) - Is a fillable PDF template that must be completed and signed by applicant organization’s authorized representative or fiscal agent. Applicants must upload as a PDF document.
    - ERME Budget form - Is a fillable PDF template that must be completed and uploaded as a PDF document.
5. Submit your proposal by the **November 18, 2021 5:00 PM CST** deadline.