

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

## Special Instructions/tips for completing the Exploratory Project Application

**Project Period: April 1, 2025 – September 30, 2026**

The North Central Center will fund Exploratory Projects (awards of up to \$10,000) to support planning, development, and piloting efforts that may 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 2025 Exploratory Projects funding category under the North Central ERME tab and click “*Apply for this Grant*”.
2. Enter the project information, including: Project title (a brief and descriptive title for the proposed project); Project Director email; Institution Mailing Address; and Financial Contact (this person should have signature authority). You will have the opportunity to edit or update this information once you have created the application.
3. 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. **Proposed Outcomes** – For the exploratory projects, the proposed outcomes should reflect what you propose to accomplish during the project period. Therefore, the outcomes may or may not be actual outcomes achieved by producers. The outcomes may read more like a plan of work if you are not reaching producers directly.
  - e. **Audience Emphasis** – select only the audience(s) you specifically plan to target.
  - f. **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.
  - g. **Project Team** –Letters of Commitment are **NOT** required for project team members **UNLESS** a team member is serving as a consultant, then the consultant package must be uploaded. See Consultants under m. Required Documents. **Subawards are not allowed on Exploratory Projects.**
  - h. **Project Collaborators** – A Letter of Commitment is now required for each project collaborator listed. Additional documentation is required for any collaborator who will serve as a consultant. See Consultants under m. Required Documents. **Subawards are not allowed on Exploratory Projects.**
  - i. **Review of Past Projects**
  - j. **Additional Regions**

- k. **Budget/Amount Requested** - Up to \$10,000 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.
- l. **Budget Narrative** - Enter your Budget Narrative information directly into the online application system. Identify and describe costs associated with each budget line item amount. **Subawards are not be allowed on Exploratory Projects.** 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 the following documentation. 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.
  - Letters of Commitment from Project Collaborators in the Project Collaborator section
  - Required Consultant package: For consultants, upload (1) PDF containing:
    1. Letter of commitment outlining roles, hours, rate of pay, travel, etc.
    2. An abbreviated (2 page max) resume or curriculum vitae
4. Submit your proposal by the **November 14, 2024 5:00 PM Central** deadline.