

Utah State University Extension Grants Request for Proposals and Guidelines Projects Commencing in 2024

Given the land-grant mission of Utah State University, USU Extension invests in projects that are important to Utah and its communities.

Priority in this round of funding will be given to projects that lead to:

- Extension programs that can be implemented virtually or broadly (e.g., statewide).
- External funding.
- Collaboration between on- and off-campus faculty.

Approved projects may start in April 2024. Project duration may not exceed 21 months (December 2025). Be mindful that overlapping Extension grants are not being approved. To be considered for a 2024 grant, your previous projects must be completed.

Budgets may not exceed \$30,000. Funding requests should correspond to the:

- project scope,
- project duration, and
- degree of faculty collaboration.

For example, a project with limited scope (e.g., one county or one campus lab), short duration, and minimal collaboration would only qualify for up to \$10,000. A project with activities around the state, long duration, and extensive collaboration would be eligible for up to \$30,000. Extension Administration reserves the right to partially fund requested budgets.

The cover page should include (in order):

1. Heading: *USU Extension Grants Program 2024*.
2. Title: A concise description of the requested project.
3. Discipline: Specify Youth Development, Agriculture or Horticulture, Natural Resources, Home or Community, Health or Wellness, or Other.
4. Personnel: Specify the project leader and include Banner identification number. Also, specify additional USU collaborators and their Banner identification numbers.
5. Project duration: Projects may begin in April 2024 and must finish no later than December 31, 2025.
6. Total requested amount: Do not exceed \$30,000.
7. Abstract: Maximum 50-word summary in layman's language describing the project.

The proposal should include (in order):

1. An introduction to the project that clearly states the specific issue/problem to be addressed.
2. A literature review presenting background and relevant information that justifies or explains the project.
3. Identify objectives, procedures, methods, target audience and timeline (e.g., who will benefit from the project).
4. An evaluation plan detailing what, how, when impact(s) will be measured.
5. Anticipated outputs and outcomes (e.g., Extension programs that can be implemented broadly, scholarly products, innovative technologies, number of people reached, etc.).

6. Plans for how the proposed project will be sustained beyond the duration of this grant and leveraged to secure external funding (e.g., specific funding sources, advancement opportunities, online revenue, etc. For examples, see <https://www.nifa.usda.gov/grants/funding-opportunities> or [listen](#) to Sec. Vilsack).
7. Plans to disseminate results and lessons learned within the USU Extension system.
8. Describe collaborators' roles and responsibilities.
9. A detailed budget narrative that justifies proposed expenses by expenditure category.
10. References.
11. Budget (Appendix A). Use the template at <http://extension.usu.edu/employee/grants>. Use 2023–2024 rates for benefits and insurance costs (see <https://research.usu.edu/spo/benefit-rates/>

Eligibility criteria for the project leader (principal investigator):

- USU Extension grants provide seed money to USU faculty with Extension appointments for projects that benefit Utah citizens.
- USU faculty without an Extension appointment may apply if they collaborate with USU Extension faculty.

Expectation to share the results and lessons learned within the USU Extension system:

- Reports must be submitted through Digital Measures.
- Project summaries and reports may be posted on Extension websites.
- Grantees are expected to submit their evaluation results through the USU Extension Outcomes & Impact Quarterly outlet: <https://digitalcommons.usu.edu/oig/>
- Grantees are expected to give a presentation at the Extension Annual Conference (usually held in February or March) following the completion of their project. The Annual Conference planning committee will decide what form these presentations will take (e.g., poster session, lightning presentation, etc.).
- In addition to a presentation at Annual Conference, grantees are expected to schedule and provide a more detailed presentation in another venue for interested USU Extension employees (e.g., Bushwhackers, 4-H, etc.). This should be done within a reasonable time before or after the end of your project. The presentation could be done in the form of a face-to-face in-service, IVC, Zoom webinar, etc. Ideally, recording and posting the presentation on the Extension website would allow new employees, or those who were unable to attend your presentation, to watch and learn.

Procedures and details:

- Complete proposals are not to exceed 10 type-written pages in 12-point font. The cover page, budget template (Appendix A), references, and budget narrative count towards the 10-page limit but may be single-spaced. All other sections must be double-spaced.
- Excess pages will be removed before review (e.g., if you submit 10 single-spaced pages, five of those pages will be removed).
- An employee may be a collaborator on multiple projects. However, an employee may only submit one proposal as a project leader.
- Upload the proposal at <http://extension.usu.edu/employee/grants>. Proposals will be reviewed and rated by a panel of Extension professionals.
- Extension Administration will make final funding decisions, and may consider applicants prior grant performance, discipline and geographic distribution of awards, etc.
- If awarded, budget deviations more than 10% must receive prior written approval from Extension Administration.

- Travel funding is for in-state, project-related travel only. Requests should not include in-state trips/conferences that are expected as part of your job or as a funding requirement (e.g., presenting at Extension Annual Conference, etc.).
- Funding may not be used for salary for USU faculty or Extension-supported employees.
- Funding may not be used for student tuition or fees.
- Funding for graduate student support/stipends must be matched 1-to-1 (e.g., If a 20 hour/week assistantship is needed, this Extension grant may cover 10 hours if the other 10 hours are paid by another source).
- Extension Administration will not fully fund equipment/technology expenses for items that can be used beyond the life of the grant and/or that can be used to support other projects. Another source will need to match 1-to-1 (e.g. If a new computer is justified, this Extension grant may cover 50% of the cost). For “Equipment Grants,” please consider opportunities through the Office of Research or UAES:
 - <https://research.usu.edu/rd/funding/capital-equipment-grants>
 - <https://uaes.usu.edu/>
- Extension grants/funds may support IRB-approved research incentives.
- Extension grants/funds may not support programmatic incentives (e.g., recruitment, attendance, completion), with the exception of USU swag of nominal value.
- All expenditures must be made according to university policies and procedures. Funds must be expended during the approved grant period and no funds will be carried forward. Any funds remaining in your account at the end of the project will be returned to Extension Administration.
- An end-of-project report must be submitted through Digital Measures to Extension Administration within 30 days of project completion.
- Employees will not be considered for a new Extension grant until they complete past USU Extension grant requirements.
- USU Extension grants offer initial “seed funding.” Other funding will be necessary to sustain the project.
- All materials developed will be considered the property of USU. Per USU Policy 587, USU designates these services as a commissioned work, and as such, acquires and retains title to all USU IP related to the materials and resulting media.

Dates:

- Dec 6th at 11 am – Funding webinar and Q&A with Dr. Higginbotham and Bryan Arnell.
 - <https://usu-edu.zoom.us/j/85809524966?pwd=V1BCTnZoSnYzMGRtZ1lhcDI4cUJCZz09>
- January 17, 2024 by 11:59 pm MST – Deadline for proposals to be uploaded at <http://extension.usu.edu/employee/grants>.
- April 2024 – Anticipated project approval.
- December 31, 2025 – Projects must be completed.
- The final report is due 30 days after project completion.

Questions about Extension grants can be directed to:

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