

Northern New York Agricultural Development Program 2017-2018 Project Proposal Form

Proposals should be **no more than four pages** in length—maximum of three pages for the narrative plus one page for the budget. Please submit your proposal to Michele Ledoux at mel14@cornell.edu as an attached MS Word file, using this template on or before **October 23, 2017**.

Title of project.

Name of Lead Organization.

Project Leader(s).

Contact information (mailing address, phone, email).

Collaborators.

Justification. *(Why is it important? What is its relevance to NNY's agricultural production sector?)*

Research activities. *(What you will do and where you will do it. Detailed explanations of the experimental approach and methodology should not be included; outlines are sufficient. Proposed locations — counties if not individual farms — should be identified.)*

Education and Outreach Plan. *(What you will do, including specific details on how information on this project will reach farmers in each of the six counties in the region.)*

Time frame. *(Briefly describe a timeline for your project. Projects must be completed by December 31, 2018.)*

Budget. *(Please construct your budget using only the following categories listed on the budget template on the next page. If "other" costs are incurred, an explanation must be provided.)*

Northern New York Agricultural Development Program

Budget Template

Date: _____

Grantee: _____

Contact Number: _____

Project Title: _____

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<u>Period/Due Date to CCE Jefferson</u>	<u>2017-2018 Budget</u>
Salaries and Fringe*	
Mileage/Travel**	
Materials/Supplies-General	
Materials/Supplies-Lab	
Materials/Supplies-Fields	
Property Rental	
Equipment Rental and Repairs	
Equipment (\$1,000.00 or more/each item)	
Research Site Preparation/Maintenance/Harvest	
Testing and Analysis (including shipping)	
Statistical Analysis and Computing	
Subcontractor Expenses (includes collaborators)	
Educational and Outreach Expenses	
Other (please provide an explanation)	
Total Before Indirect	
Indirect Costs (Enter Rate Below)	
Invoice Total	
Indirect Rate (enter as a percentage if applicable)	

*Fringe should only be included for those expenses directly incurred by the applicant. No in-kind fringe.

**Out-of-state travel is not reimbursable.