



NCR-SARE offices:

University of Minnesota  
University of Missouri  
Lincoln University of  
Missouri



Welcome to this PowerPoint presentation about how to manage your NCR-SARE Farmer Rancher grant.

My name is Joan Benjamin. I coordinate the Farmer Rancher Grant program and am available to answer your questions. My office is located at Lincoln University in Jefferson City, Missouri. You can contact me at: [benjaminj@lincolnu.edu](mailto:benjaminj@lincolnu.edu) or 573-681-5545.

I will walk you through grant finances (including receiving grant payments and how to request a budget change), how to request an extension, and the steps for reporting on your grant project.

## Grant Finances

**NCR-SARE Farmer Rancher Grant recipients receive grant funds in 3 payments: 50% at the start of the project, 35% after a first-year progress report is approved, and a final payment of 15% when the final report is approved. The final payment is a reimbursement.**



Many grant programs provide funding by reimbursing you once you've spent funds.

### **NCR-SARE Farmer Rancher Grants are different.**

At the start of your project, you will receive a contract to sign as well as a form stating that you have started your project. When these are signed, returned, and approved, you will receive the first payment of your grant (50%), so you have funds to start your project. Because these grants are issued as a contract, you will receive a 1099 form for the grant payments. Please contact a tax professional if you have questions about how this might affect your taxes.

Save your receipts and invoices for your own tax purposes. NCR-SARE does not need to see them. We rely on the budget information you provide in your reports.

At the end of the first year of your project, you are required to submit a progress report and budget update showing how you have spent grant funds up to that point. Once the report and budget are approved, you will receive the second payment of your grant (35%).

When your project is finished, you are required to submit a final report and final budget. At this point, all grant funds should be spent. **The final payment of 15%**

**is a reimbursement.** The final budget should show how all grant funds were spent.

If you have a one-year project, you can submit the final report instead of a progress report at the end of the first year of your project.

## Budget Changes

Grant recipients can request budget changes as needed. For changes of \$1,500 or more, you will need prior approval. Smaller changes are usually OK if they involve a price change of an item or another simple change. Be sure to contact NCR-SARE with questions.



If the price of items in your budget changes as you carry out your project, you can usually move funds from one line item to another to reduce funds in one area and increase them in another. You can enter small changes in your online budget in the reporting system. There is a Notes column where you can explain the changes. See more on this in the Reporting section of this PowerPoint presentation.

For larger budget changes of \$1,500 or more, be sure to contact me first to make sure the change is allowed. You can email me at: [benjaminj@lincolnu.edu](mailto:benjaminj@lincolnu.edu) or call me at: 573-681-5545.

We want you to be successful and will work with you on budget changes.

## No-Cost Extensions

Grant recipients can request 6- to 11-month extensions if they are unable to complete their project within 23 months. This is in case weather or other issues prevent you from completing the project by the original deadline.



A no-cost extension means that you need additional time for your project but are not requesting additional funds.

All Farmer Rancher Grant recipients are issued a contract for 23 months. Even if you plan on a 12-month project, you will receive a contract for 23 months. This is because there are often weather problems or other issues that prevent people from completing their projects in 12 months. If your project will end up taking more than 23 months, you can request a no-cost extension.

\*\*\* In order to receive a no-cost extension, you must be up to date on reporting. If you need a no-cost extension, please submit your request by September of the second year of your project. Be sure your progress report is completed and submitted before requesting an extension.

To request a no-cost extension, send an e-mail to me at: [benjaminj@lincolnu.edu](mailto:benjaminj@lincolnu.edu) or send me a hard copy letter with signature that states the following.

1. I am requesting a no-cost extension for NCR-SARE project FNCXX-XXXX. (The FNC number is your Project number. It stands for Farmer North Central, followed by the last two digits of the year your project was funded, and the number of your grant.

For example, FNC22-1339.)

2. In order to complete my project, I am requesting a new end date of Month, date, year. (Typically, we grant 6-month extensions. If you need longer, be sure to provide reasons why you need a longer extension in your explanation.)
3. Include a brief explanation of why you need the extension.

I will let you know by email if your extension is approved or if there are further questions. This typically takes a week or two. Once approved, you will also receive an email from the NCR-SARE main office at the University of Minnesota in St. Paul, Minnesota confirming the extension for your records.

## Reporting Instructions

NCR-SARE uses an online reporting system. Farmer Rancher Grant recipients must provide a progress report each year their project is active, and a final report when the project is completed. Reports are approved by an administrator.



You have 23 months to complete your grant project. After the first year of your project, you are required to submit a progress report and budget update. If you have a one-year project, you can complete a final report and final budget after the first year if all grant work is done and all grant funds are spent.

Use the SARE online reporting system to submit your report.

projects.sare.org/sare-reporting-system-instructions/

## Reporting System Instructions

As a SARE grant recipient, you will be required to submit periodic progress reports. Progress reports are due annually until a final report is approved by an administrator.

The SARE program uses an electronic reporting system to review report submissions and post approved project reports at [projects.sare.org](https://projects.sare.org).

### Login

If you have any problems logging in, please read: [Creating or resetting your password instructions](#). If you still have trouble logging in, contact [projects@sare.org](mailto:projects@sare.org) for support.

### Your Profile

Once logged in, edit your user profile by clicking "View/Edit your profile" at [projects.sare.org](https://projects.sare.org). Click "Edit" on the user profile page, then enter your personal information. Click "Edit" at the bottom of the page to save your entries.

### Project Overview

Use the links on the Project Overview page to access and update the following:

- **Project Report:** Access the working and previously approved versions of your project report.
- **Information Products:** Add information products produced as part of your project.
- **Benefits and Impacts:** Select the benefits and impacts you expect your project will lead to or influence over the long term.
- **Commodities and Practices:** Select the commodities and practices that are relevant to your project. This information is used to help users search for relevant projects.

Reports are an important part of SARE grants. They are one way to share the results of your project with other interested farmers and ranchers so they can benefit from your research and education efforts.

To access the reporting website, go to: <https://projects.sare.org/>

For reporting instructions, go to: <https://projects.sare.org/sare-reporting-system-instructions/>

In this webinar, I'll walk you through the reporting process.

<https://projects.sare.org/>

**SARE Grant Management System**

This site is where the results and activities from [SARE](#) funded projects

- Search projects** to find information from all [SARE](#) funded projects.
- Log in** to submit a grant proposal or a report for a SARE funded grant.
- Reset your password** if you forgot your password.
- Create an account** if you would like to submit a grant proposal and do not have an account.

**SARE's mission** is to advance - to the whole of American agriculture - the quality of life by investing in groundbreaking research and education.

[Create or reset password](#)  
[Find lost username](#)

Go to SARE Grant Management System

To begin the report for your NCR-SARE Farmer Rancher grant, go to <https://projects.sare.org/> and click on “Log in.”

Enter the same username and password you used when you created your grant proposal. Your “Username” is typically your email (the one you use for SARE correspondence).

Enter your “password.”

If you have forgotten either of these, click on “Create or reset password” or “Find lost username.”

If you have trouble logging in, contact [projects@sare.org](mailto:projects@sare.org) for help.



**SARE** Sustainable Agriculture  
Research and Education  
Projects

Dana Hilfinger News About SARE Q

Projects Home Search Projects Search Project Coordinators Help

## SARE Grant Management System

### Project Coordinator Links

- [Manage Media Files](#)

To view or edit a project, click on the project number

[FNC21-1277](#) The Costs and Benefits of Winter High Tunnel Supplemental Heat and Row Covering

### Proposal Applicant Links

- [Manage my grant proposals](#)
- [Start a new grant proposal](#)

Dana Hilfinger  
[View/Edit your profile](#)

Owner/Farmer  
Roots, Fruits and Shoots, LLC  
[rootsfruitsshoots@gmail.com](mailto:rootsfruitsshoots@gmail.com)  
843 Kenwick Rd. Apt B  
Columbus, OH 43209  
(w) (734) 276-1895  
(m) (734) 276-1895  
<https://www.rootsfruitsshoots.com>

When you log into the system, you'll see a screen like this.

### Project Coordinator Links

You'll see a list of all SARE grant projects you've been associated with on the left. Click on the project you want to report on. If this is your first grant, you will only see one project listed.

The reporting system uses progressive reporting rather than separate annual and final reports. Start by completing a Progress Report. You will add to it over time to create the final report. When a Progress Report is approved by an administrator, that version is saved, and a new version of the report is created called the "Working Version."

If you have a one-year project and your project is finished at the end of the first year, you can complete the final report instead of a progress report, by answering all questions in all report sections.

### Your Profile

If you have **address, phone, or email changes**, click on "View/Edit your profile" on the right side of the page. On the page that opens, click on the "Edit" button in the upper right corner and make any changes needed. When done, scroll to the bottom of the page and click on "Update" to save your changes.

## The Costs and Benefits of Winter High Tunnel Supplemental Heat and Row Covering

**Project Overview** ([Reporting Instructions](#))

[Proposal](#)

**Report Versions** 

[Working version](#) Last updated: 02/11/2021 3:02pm EST by Joan Benjamin

**Information Products**

If you produced standalone books, bulletins, or other educational products, add them here. Products should contain acknowledgement of SARE's support. Graphs, illustrations and tables should be uploaded to the related section of the report.

[Add a product](#)

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**Benefits and Impacts** [Edit](#) 

- **Economic Sustainability:** Improved income or profitability
- **Production and Production Efficiency:** Improved crop production and/or production efficiency
- **Social Sustainability:** Improved quality of life

**Commodities** [Edit](#)

- **Vegetables:** greens (leafy)

FNC21-1277  
**Project Type:** Farmer/Rancher  
**Funds awarded in 2021:** \$8,931.00  
**Projected End Date:** 01/31/2023  
**Grant Recipient:** Roots, Fruits and Shoots, LLC  
**Region:** North Central  
**State:** Ohio  
**Project Coordinator:**  
[Dana Hilfinger](#)  
[Email](#)  
 Roots, Fruits and Shoots, LLC

After you click on your report link, you will see the Project Overview page.

In the “Project Overview” you can click on “Reporting Instructions” or “Proposal” to view your original proposal.

If you want to add an “Information Product,” you can also do that from the Project Overview page. Click on “Add a product” to add items such as standalone books, bulletins, and fact sheets produced as part of your project. (Items such as photos, graphs, and charts are not considered Information Products and should be added to your narrative report.)

If your Benefits and Impacts, Commodities, or Practices information is not filled in, complete these checklists by clicking on “Edit” beside each of the headings. The information you provide is used to help people search for projects on topics they are interested in. (Your information may already have been entered using the answers from your proposal.)

- “Benefits and Impacts.” Select the benefits and impacts you expect your project will lead to or influence over the long term.
- “Commodities.” Select the agricultural products that are a primary focus of your project. Select “None” if your project doesn’t involve commodities.

- “Practices.” Select the practices that are a primary focus of your project.

Before leaving a checklist, scroll all the way to the bottom and click on the “Update” button to save your choices.

When you are ready to start your report, Click on the “Working Version.”

### Report for FNC21-1277 (working version)

[Saving a page to PDF](#)

Working version last updated on 02/11/2021 3:02pm EST by Joan Benjamin

[Go to Submit Report](#) ← clicking here takes you to the page to submit the report

Some fields in this report have been populated from your proposal or previously approved reports. Please edit them to make them complete and current.

Expand All
  Collapse All

**Project Information** [Edit](#)

**Summary:**

Growing cold-tolerant crops in high tunnels during the winter is a low-input strategy to provide farmers additional revenue and improve farm cash flow, but there is limited information available about the cost/benefit of different management approaches to moderating the sub-freezing temperatures common during this season. We are interested in understanding whether the investment in supplemental heat to minimally heat a winter tunnel is economically viable. This project will evaluate the use of two different management practices - supplemental heat and row covers - in high tunnels on spinach and kale grown during the fall-winter at a farm located in Johnstown, Ohio. Crops will be planted across three dates in each planting cycle, enabling us to determine whether supplemental heat could allow for later fall plantings of winter harvested crops. Results from the trials will be presented through a local conference and on-farm tours, which we will publicize in collaboration with local service providers. A report of the results will also be posted on the farm's website. These results will provide high tunnel farmers with information necessary to make informed decisions about infrastructure investments for winter high tunnel growing which can improve farmer quality of life and the farm's bottom line.

**Project Objectives:**

- Evaluate the effect on yield and revenue when providing supplemental heat versus row cover to fall/winter high tunnel crops seeded throughout fall/winter.

[FNC21-1277 \(project overview\)](#)

**Project Type:** Farmer/Rancher

**Funds awarded in 2021:** \$8,931.00

**Projected End Date:** 01/31/2023

**Grant Recipient:** Roots, Fruits and Shoots, LLC

**Region:** North Central

**State:** Ohio

**Project Coordinator:**  
[Dana Hilfinger](#)  
Email  
 Roots, Fruits and Shoots, LLC

When you click on “Working Version” you will see the headings and entries that make up your report. Scroll down to see all of the headings.

Click “Edit” next to each section heading to enter report data. A text box will open where you can enter text and add photos, tables, and other items. You will see that some information from your proposal was automatically filled in.

As you can see in this example, the Project Information, including the Summary and Project Objectives has already been filled in from information in the proposal. Your Approved Budget (from your contract), and the Materials and methods information listed under the Research heading are also automatically entered as part of your report.

If you have changes to make in any of these areas, click on “Edit,” make your changes, then click on “SAVE.”

Click the project number in the box at the top right of the main report page to exit the report and return to the “Project Overview” page.

Cooperators [Edit](#)  
 No cooperators

Budget [Edit](#) 

Contract Budget has been approved

Category	Description	Approved Budget	Amount Spent Year 1	Amount Spent Year 2	Amount Spent Years 3 and 4	Total Grant Funds Spent	Remaining Balance (+/-)	Notes - explain changes
Personnel	Labor planting experimental plots, 15 hours at \$20/hour	300	250	0	0	250	50	
Travel	Coordinator travels to conferences to present findings	3,000	1,230	0	0	1,230	2999	
Materials and supplies	Netting to cover 6 rows of berries	700	800	0	0	800	-100	Cost of netting increased \$100.
Equipment, permanent fencing, perennial seeds and plants, or	240 Raspberry plants at \$4.50 each = \$1080 + \$55 shipping = \$1135 x 50% = \$567.50, rounded to \$568	568	568	0	0	568	0	

\*Contact Joan Benjamin at: [benjaminj@lincolnu.edu](mailto:benjaminj@lincolnu.edu) for pre-approval of new items and changes of \$1,500 or more.

Scroll down to the sections labeled Cooperators and Budget.

Open “Cooperators” by clicking on the “Edit” link if there are people helping you with your project who play a major role in conducting project research or educational activities. Do NOT include project coordinators or leaders in this section. Add Cooperators, if there are any, and click on “SAVE.” If you have no cooperators, go on to the “Budget.”

Review the “Budget” section. The initial information is already filled in and is a copy of the budget that was approved for your contract. It shows the budget categories, descriptions of items, and the budget amount approved for each item.

Click on “Edit” to open the budget so you can add information.

\*The budget is only visible to administrators. The public cannot view your budget.

\*\*If there is budget information that you want to share with other farmers and ranchers, be sure to add the information in the reporting area.

Edit Budget

**Contract Budget Approval Status**

Contract Budget has been approved

For changes under \$1,500, enter the amount spent under the correct year, and include a note explaining the change. Put each budget change on a separate line. An administrator will approve each change separately. Changes of \$1,500 or more need to be approved before entering them in the budget.

**Project budget**

<b>Budget category *</b>	Personnel
<b>Budget description *</b>	Labor planting experimental plots, 15 hours at \$20/hour
<b>Approved Budget amount</b>	\$ 300
<b>Grant funds spent year 1</b>	\$ 250
<b>Grant funds spent year 2</b>	\$

When you click on “Edit,” the budget will open with boxes so you can fill in amounts spent, notes, etc.

Show what you spent in the first year of your project by filling in the “Grant funds spent year 1” box for each item you spent grant funds on. Use whole numbers. Click on “SAVE” when you are done.

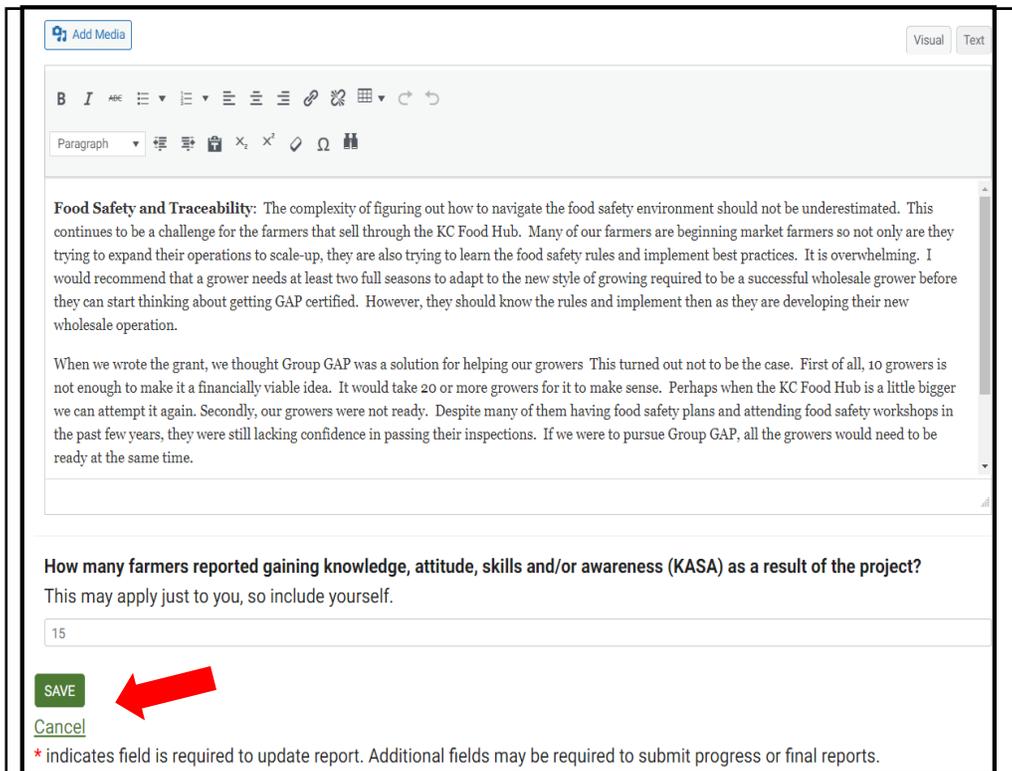
The screenshot shows a budget management interface with the following fields and content:

- Budget category \***: Materials and supplies
- Budget description \***: Seeds - spinach and kale seeds for 2 seasons in 2 high tunnels
- Approved Budget amount**: \$ 100
- Grant funds spent year 1**: \$ 113 (indicated by a red arrow)
- Grant funds spent year 2**: \$
- Grant funds spent years 3 and 4 for extensions only**: \$
- Notes**: 4.28.23 Seed costs went up due to increased demand and increased postage. 80,000 organic spinach seeds = \$70 (increased to \$75). 5,000 organic lacinato kale seeds = \$15 (increased to \$18). Shipping = \$15 (increased to \$20). Total = \$100 (increase to \$113). (indicated by a red arrow)
- Buttons**: SAVE, Cancel, Add a row to the budget

If you want to make minor changes to your budget, fill in the amount spent in the correct year. Explain the change in the “Notes” area at the bottom of each budget item. Click on “SAVE” when you are done. Show changes on separate budget lines, so an administrator can approve each change. Do not combine changes.

If you increase funds for one item, you will need to decrease funds for another item(s). NCR-SARE cannot add additional funds to your budget, but you can move funds from one line item to another.

For major changes of \$1,500 or more, contact me first to make sure the change is OK. I will let you know if we have questions about your budget changes.



**Food Safety and Traceability:** The complexity of figuring out how to navigate the food safety environment should not be underestimated. This continues to be a challenge for the farmers that sell through the KC Food Hub. Many of our farmers are beginning market farmers so not only are they trying to expand their operations to scale-up, they are also trying to learn the food safety rules and implement best practices. It is overwhelming. I would recommend that a grower needs at least two full seasons to adapt to the new style of growing required to be a successful wholesale grower before they can start thinking about getting GAP certified. However, they should know the rules and implement them as they are developing their new wholesale operation.

When we wrote the grant, we thought Group GAP was a solution for helping our growers. This turned out not to be the case. First of all, 10 growers is not enough to make it a financially viable idea. It would take 20 or more growers for it to make sense. Perhaps when the KC Food Hub is a little bigger we can attempt it again. Secondly, our growers were not ready. Despite many of them having food safety plans and attending food safety workshops in the past few years, they were still lacking confidence in passing their inspections. If we were to pursue Group GAP, all the growers would need to be ready at the same time.

**How many farmers reported gaining knowledge, attitude, skills and/or awareness (KASA) as a result of the project?**  
This may apply just to you, so include yourself.

15

**SAVE** 

[Cancel](#)

\* indicates field is required to update report. Additional fields may be required to submit progress or final reports.

When you are done with the budget, click on “SAVE.” You will be returned to the main report page where you can choose which section to work on next.

There are two options for entering report data:

- Recommended: Enter and format report data directly in the report. *This approach is least likely to result in formatting errors.* You can type in text and can also add tables and images.
- Copy and Paste Option: Create your report using a word processor and then copy and paste the information into the report sections. *This approach is likely to result in formatting errors when saving formatted content, tables or images.*

When you are finished with a section, click one of two buttons at the bottom of the screen:

- “SAVE” saves the current edits and returns you to the main report page.
- “Cancel” does not save the current edits and returns you to the main report page. **If you do not click the SAVE button, your work will not be saved.**



**Participation Summary**  
0 farmers participating in research

▣ **Educational & Outreach Activities** [Edit](#)

PARTICIPATION SUMMARY:  
No participation

▣ **Learning Outcomes** [Edit](#) 

No learning outcomes

▣ **Project Outcomes** [Edit](#)

No project outcomes

▣ **Participants (optional)** [Edit](#)

No participants

▣ **Information Products**

If you produced standalone books, bulletins, or other educational products, add them here. Products should contain acknowledgement of SARE's support. Graphs, illustrations and tables should be uploaded to the related section of the report.

[Add a product](#)

[Go to Submit Report](#) ← clicking here takes you to the page to submit the report

[Return to Project Overview](#)

As you scroll down the page, you will see the rest of the sections that need to be filled in. Continue to click on **Edit** next to each section to open it. Complete information in each section by typing in your information (or cut and paste from a Word document).

For the Progress Report, add the information you have available at the Progress Report stage (typically at the end of the first year). If you don't have information for a section yet, you can fill it in later as part of the Final Report.

For a final report, fill out all sections.

Be sure to click on **SAVE** when you are done with each section to save your information. You can click on **Edit** again if you want to make changes or add more information later.

**Results and discussion**

What results did you achieve and how were they measured? For production projects, in data. How do these compare with conventional systems used previously?

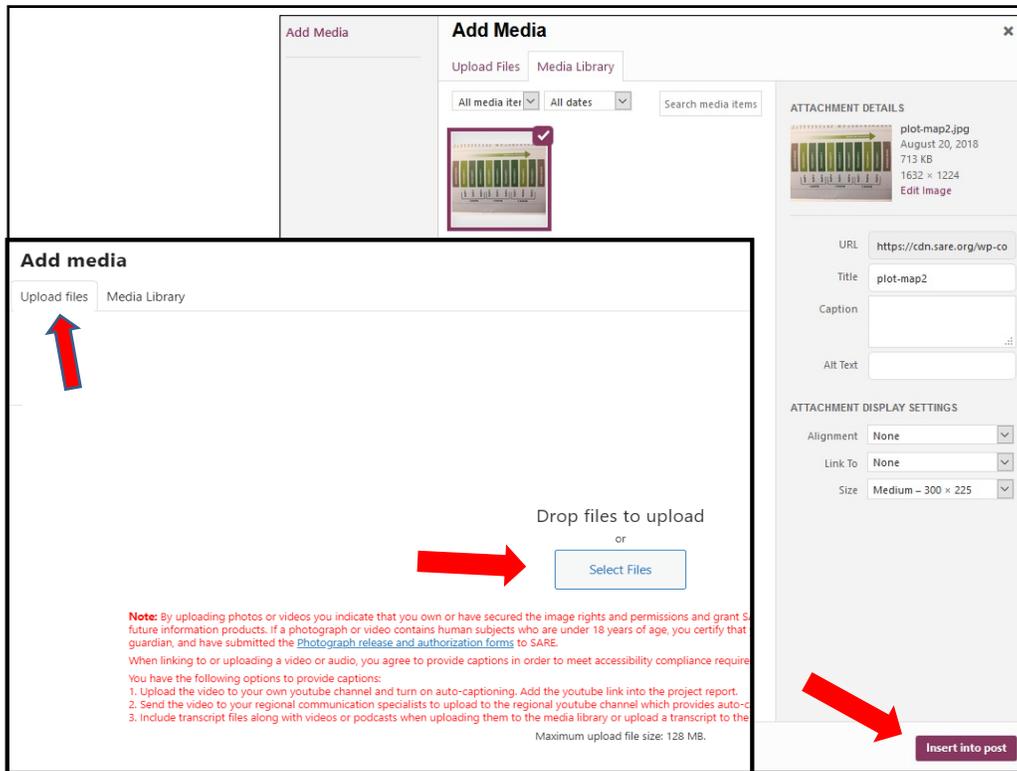
 

**B** *I* ABC           

Paragraph     $x_2$   $x^2$     

In sections that have an **Add media** button, you can embed images or tables.

To add an attachment or embed images, place your cursor in the text box where you want the attachment or image to appear and click on the **Add Media** button.



You will be taken to your **Media page**. Click on “Upload files,” then “Select Files.” Open the file from your computer.

You’ll see the uploaded file listed in your media library. Add a caption to explain what the attachment is, then click on “Insert into post” in the lower right-hand corner to add the item to your report.

Please note that the maximum size of a photo, image, video, or other item that you add is 64 MB. If you have larger items, you may want to provide a link to the item.

For more information on adding figures, graphs, images, and videos, see:  
<https://projects.sare.org/inserting-figures-graphs-and-other-images/>

**Add Media** Visual Text

I plan to set up the experiment and will use the plot map as shown above. I will use these treatments as described and take these measurements.

After you insert an item, the image will be embedded as you see here.

■ **Project Outcomes** [Edit](#)  
 No project outcomes

■ **Participants (optional)** [Edit](#)  
 No participants

■ **Information P**

If you produce  
 acknowledge  
 report.

[Add a produc](#)

[Go to Submit Report](#)

**Report for FNC21-1277 (working version)**

Report is incomplete. Click the links below to provide the missing information or use your browser's back button to go back.

For the **progress report** the following fields are missing required data:

- [Describe your operation](#)
- [Outreach activities are missing](#)

For the **final report** the following fields are missing required data:

- [Research results and discussion](#)
- [Number of farmers/ranchers participating in research](#)
- [Number of farmers/ranchers participating in educational activities](#)

When you have completed the report, click on the “Go to Submit Report” button.

If the report is Incomplete, the report system will show you which areas need to be filled in to complete a Progress Report or Final Report. If you are working on the Progress Report, you can ignore the Final Report fields. Complete the Progress Report by clicking on the fields that still need entries. Then click on “Go to Submit Report” and click on “Submit Report.” There is a box where you can add comments for NCR-SARE if you want to.

**Report for FNC17-1093 (working version)**

Comments:

B I ABC [bullets] [numbered] [list] [list] [list] [list] [link] [unlink] [table] [undo] [redo]

Paragraph [align] [bullet] [list] [x<sub>2</sub>] [x<sup>2</sup>] [link] [Ω] [table]

This is the final report. (Check this box if this is a final report. For progress reports, do not check the box.)  
 If you included any audio or video, they have transcripts embedded or linked.

Note: After submitting, you will not be able to edit this report until action is taken by a regional administrator

When you click on **Submit Report**, the system sends an email message to NCR-SARE administrators, so we know your report is ready for review. If you are not ready to submit the report, click on **Cancel**.

If you are working on a final report, if any items are missing, the system will list items that you still need to complete. Click on each missing item, answer the questions, and click on **SAVE**. When all items are completed, click on **Go to Submit Report**, then click on **Submit Report**. When you submit a final report, check the box noting that this is the final report.

**You are welcome to add information after your project ends**

This is not required, but if you would like to add information after your project ends and the final report is approved, please do! It often takes more time than the 23 months of the grant project to get all of the results on your project. Farmers and ranchers who are interested in your work appreciate updates and so do SARE staff.

When you submit your final report, no Working Version is created. Once your report is approved, you can create a new Working Version by going to the **Approved** version and clicking on “Start a new draft report.” Edit, save, and submit as before.

**Feel free to ask questions anytime!**

Good luck with your  
report!

**If you have questions, contact  
Joan Benjamin:**

**by phone: 573-681-5545**

**by email:  
benjaminj@lincolnu.edu**

<https://northcentral.sare.org/>



The report will be reviewed by SARE staff. You will receive an email via the reporting system when your report is approved or if there are questions. The public cannot see your report until it is approved by an administrator.

If you have any questions, contact NCR-SARE.