EXTENSION
RISK MANAGEMENT
EDUCATION

Pre-Proposal Tutorial

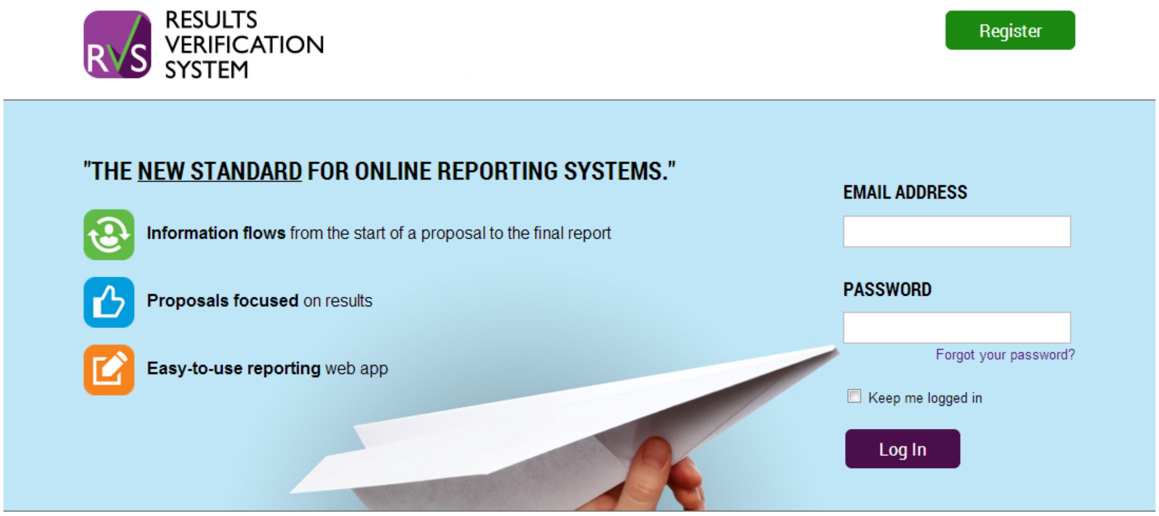


Table of Contents

Create Your Account /Login

- If you have not yet created your account in the Results Verification System click **Register** in the upper right corner of your screen.
- Enter your email address. Your email address will be used to login to the system and access all of your projects.
- You may create more than one account, but projects will not be automatically linked between accounts.
- Enter your name and the rest of your contact information.
- Enter a password. Passwords must be a minimum of 6 characters in length.
- Click the **Continue** button at the bottom of the form.
- You will be sent a confirmation email that contains a link back into the system. To complete your registration, visit the enclosed link.
- When your registration has been verified you may login to begin your application.

Resending Your Password

If you have forgotten your password, click **Forgot Password** in the login box. You will be asked to enter your email address. An email containing a link to enable you to reset your password will be sent. This link will be valid for 24 hours, after which you will need to re-initiate this process.

CREATE A NEW ACCOUNT

Use the form below to create a new account.

Passwords must be a minimum of 6 characters in length.

ACCOUNT INFORMATION

Email Address

Confirm Email

First Name

Last Name

Professional Title

Department

Organization

Address

City

State Alabama

Zip Code

Phone

Fax

Password

Confirm Password

Continue

Note to Previous Verification System Users

The project-based access of the previous version of the Results Verification System has been replaced with user-based access. In the new system, upon login, all of your projects will be displayed on the "My Projects" page. Multiple users may be given access to your project by entering their email address. This is explained in detail later in the Project People section of this tutorial.

Start a New Application

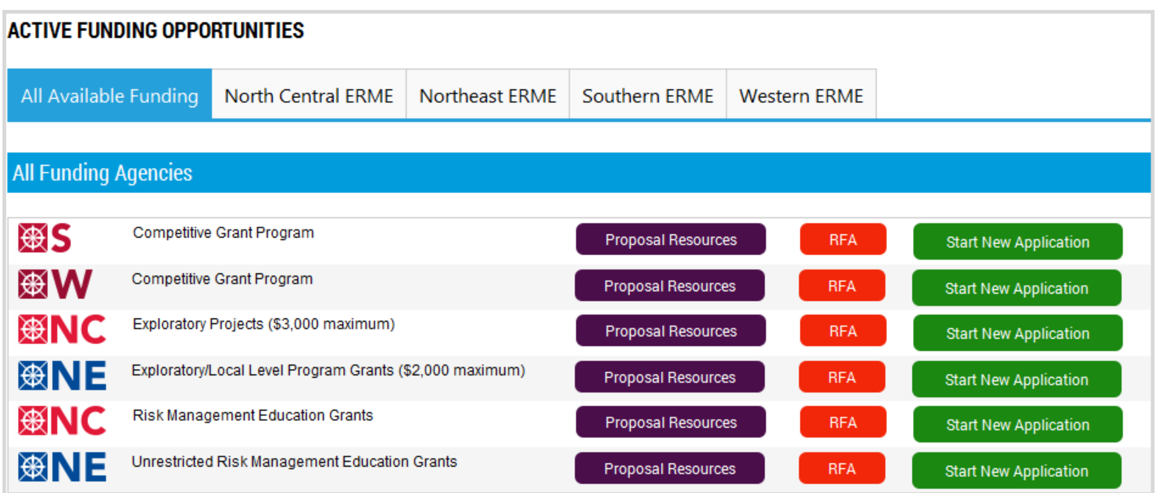
To register a new Pre-Proposal application:

- Login to the system.

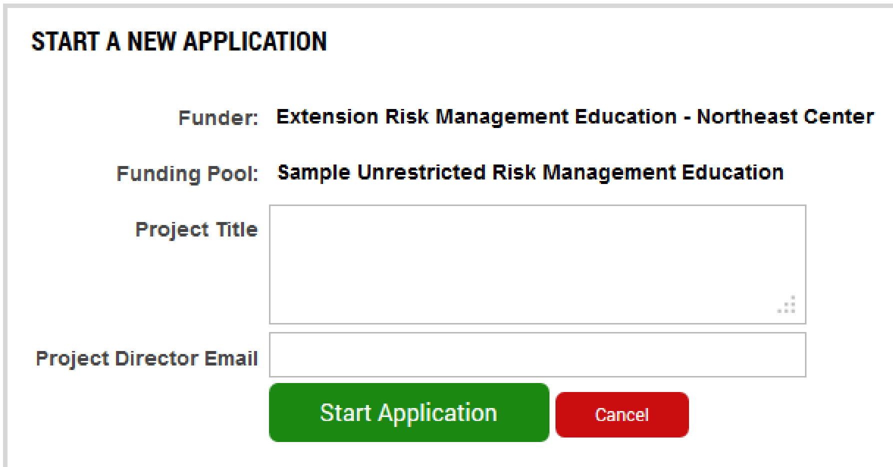
- You may need to click "Start New Application" to see the list of funding opportunities.

- The next screen shows all available funding. Be sure to read the **RFA** and review the **Proposal Resources** before beginning a new application.

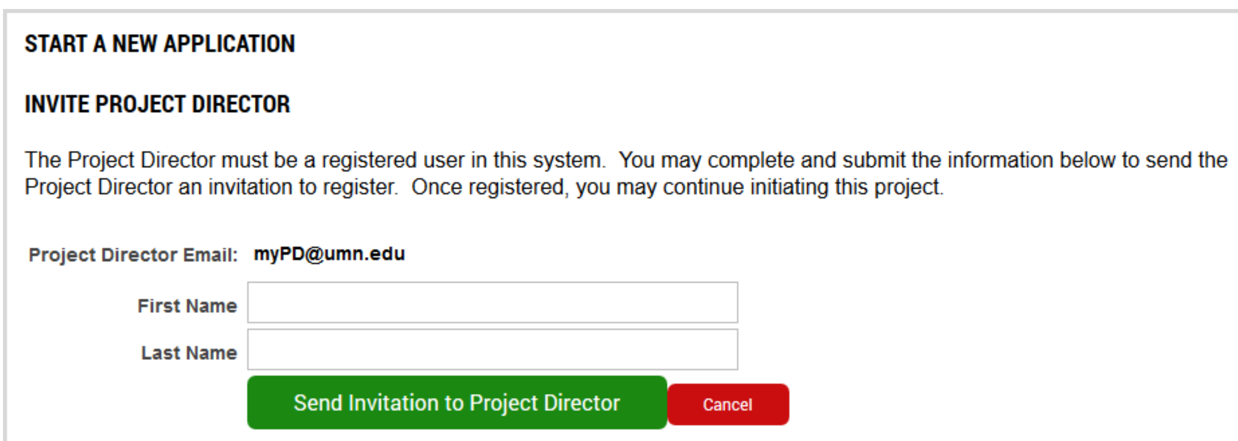
- Make sure you choose the correct funding opportunity. Click **Start a New Application**.



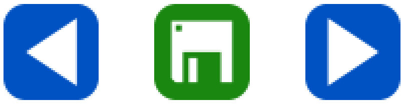
- Enter a brief and descriptive title for the proposed project. (Word Limit: 15)
- Enter the email address of your project director.



- If you are not the project director, he/she must have an account in the system before you are able to continue your application. If the project director does not have an account, enter the name of your project director and click **Send Invitation to Project Director** to email an invitation to create an account.



Navigation



The Navigation bar at the top of the screen allows you to perform the following functions:

Previous/Next: To navigate through the online Pre-Proposal submission process, you can click "Next Screen" or "Previous Screen" on the navigation bar or you can select the input section you want to go to from the left menu bar.

Save My Work: Whenever you move to the next or previous screen, your input is automatically saved. If you want to manually save your input while working on an individual section, just click "Save My Work" on the navigation bar.

Resources: A number of informative resources have been developed to help you use the Extension Risk Management Education (ERME) Results Verification System, and to understand the concepts of developing results based proposals and projects. A link to "Resources" is always available on the left menu bar when you working on your Pre-Proposal.

Resources for the Results Verification System

Tutorials

Pre-Proposal Tutorial

Online Budget & Budget Narrative Instructions

Extension RME Cover Sheet (SF424)

Cover Sheet

Cover Sheet Instructions

PDF Creator

Windows PDF Creator

Apple PDF Creator

Definitions

RFA Definitions

Extension Risk Management Education Overview

In the current environment of dramatically increasing risk, the Extension Risk Management Education program provides training to help producers learn new strategies to manage complex and growing agricultural risks.

The program's goal is simple – improve the risk management capabilities of U.S. farmers and ranchers.
Learn more at http://www.extensionrme.org/Opportunities.aspx

Examples of Successful Results-Oriented Projects

These videos describe producer results from successful Extension RME funded projects.

Save & Exit: "Save & Exit" lets you save your Pre-Proposal and continue working on it later. This will return you to the "My Projects" page. "Save & Exit" will not submit your application.

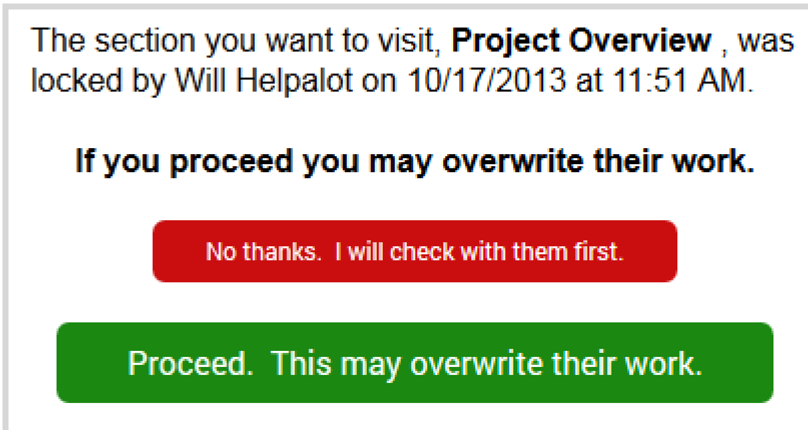
View PDF: "View PDF" will create a PDF version of your Pre-Proposal. Use this option to view how the printed version of your Pre-Proposal will display for the reviewers and to keep a copy for your records.

Submit: When you have finished your Pre-Proposal click "Submit" to finish the application process. Once your Pre-Proposal has been submitted you will no longer be able to make changes to it.

Instructions: Instructions for each section of the application may be accessed by clicking on the tab labeled "Instructions" located in the upper right portion of the screen. When you click on "Instructions", a separate smaller window will open that contains the instructions for the page you are working on, along with a table of contents for every section of the application.

Multiple Users

Multiple people may be logged into your Pre-Proposal and working on it simultaneously. However, only one person may be working in a particular section at a time. If you see a dialog box that indicates someone else is using the section, be sure they are finished before you proceed. You may continue to work in other sections of your Pre-Proposal until they are finished.



Important Information

Information contained on this page can save you time and frustration as you enter your Pre-Proposal input:

- Remember; do not use your browser's forward and back buttons. If you do, your Proposal input will not be saved or posted to the online application system's database.
- This page also lists the contact information for your funding source.

IMPORTANT INFORMATION

Do not use the "forward" or "back" buttons of your browser. Your data will not be saved unless you use the system navigation.

You may enter your input sequentially, or click on any section on the left menu bar to input your information in the order you choose.

Instructions are available for each section of input by clicking on the Instructions button located in the upper right portion of the screen.

Until you submit, you can return and edit it as frequently as you wish.

Extension Risk Management Education - Northeast Center
112 Townsend Hall
University of Delaware
Newark, DE 19716-2130
Phone: 302-831-6540
Email: sbolson@udel.edu
Website: http://www.necrme.org

Project Information

This section allows you to change the Project Title you entered when you began your Pre-Proposal. As you develop your Pre-Proposal and assemble your project team you may need to edit the information you originally submitted. (This information cannot be changed at the Full Proposal stage without first contacting your regional ERME Center, who will make the changes for you, if you can justify a need to do so.)

In addition, input your project mailing address and the mailing address for the Authorized Representative or Fiscal Agent who is authorized to sign contracts and commit financial resources for your organization.

PROJECT INFORMATION

Funder:	**Extension Risk Management Education - Northeast Center**
Funding Pool:	**Sample Unrestricted Risk Management Education**
Project Title	New Enterprise Development and Managing Legal Liability on an Inland Northwest Small to Mid-size Farm or Ranch

PROJECT MAILING ADDRESS

Institution	Makesadifference Ltd.
Address	222 N Havana
City	Spokane
State	Alabama
Zip Code	99202
Fax Number	

FISCAL AGENT

Name	
Organization	Makesadifference Ltd.
Department	
Address	222 N Havana
City	Spokane
State	Alabama
Zip Code	99202
Phone Number	
Email	whp@makesadifference.edu

Project People

Project Director

The designated Project Director must be actively involved at all stages of the proposal process, from the Pre-Proposal through to the Full Proposal (if invited to submit a Full Proposal Application), and is responsible for completing the project. This includes project management, subcontracting, funds oversight, meeting project time schedules, reporting progress and submitting the final report.

The Project Director will be pre-populated based on information provided at the Project Information step. You can change the Project Director while the Pre-Proposal is still open. However, once it is submitted, you will not be able to make this change without contacting the appropriate regional ERME Center. To change the Project Director, click on "Change" and submit the appropriate email address. The individual must first create an account in the Results Verification System.

Co-Project Director

You have the option of entering one or more Co-Project Directors. To do so click on "Add New" and enter the appropriate email address. The individual must first create an account in the Results Verification System.

Project Contact

You have the option of entering a Project Contact. The Project Contact is usually the person entering the proposal, if he/she is someone other than the Project Director. The individual must first create an account in the Results Verification System.

Project Access User

You may give additional people access to your Pre-Proposal. Before you give them access, the individual must first create an account in the Results Verification System. They will then have full access to your Pre-Proposal.

If you wish to allow someone to review your Pre-Proposal without giving them the option to edit, you may click "View PDF", save a copy of the Pre-Proposal and email it to them.

PROJECT PEOPLE

PROJECT DIRECTOR

Change

Chris Mikesell
Center for Farm Financial Management
1994 Buford Ave
Suite 130
St. Paul, MN 55108
mikes002@umn.edu

CO-PROJECT DIRECTOR

Add New

PROJECT CONTACT

Add New

PROJECT ACCESS USER

Add New

Project Overview

Your project overview describes: **1**) the risk management education topic(s) you will cover; **2**) the methods you will use to deliver your project; **3**) your target audience, including the geographical location; **4**) the number of workshops or educational activities; **5**) the risk management results you expect participants to achieve from participating in the project; and **6**) how many participants you expect to achieve these measurable results. Specifically, it is critical that there is a logical connection between your project overview and the proposed results section of your application. (Word Limit: 150)

If funded, your project overview will be used in public announcements describing your project.

PROJECT OVERVIEW

Instructions

This project addresses the legal liabilities and financial risks small farms and ranches undertake as they increase their direct market sales and develop new food and farm enterprises (i.e. processed food products or on-farm events like farm tours and hands-on workshops) due to their limited experience with and understanding of product and property liability; employee and apprentice labor; and market assessment and business planning. The 50 project participants are Inland Northwest farmers and ranchers with gross earnings of less than $100,000. Participants will attend workshops on Managing Legal Liability, Market Assessment and Business Planning. Upon workshop completion, participants will receive assistance in using tools to manage their legal liabilities and engaging in market assessment and business planning. Three months after the workshop series, 35 participants will have taken steps to manage their legal liabilities and 15 participants will have begun a market assessment or business plan.

Words: 146

Word Limit: 150

Producer Demand

The Producer Demand statement must document formal and informal interactions with farmers and ranchers your project intends to serve that effectively demonstrate their willingness to participate. The applicant must provide specific indicators that demonstrate participants will be attracted to the program, including but not limited to: benchmark information on participants' knowledge level and attitude that support the proposed risk management education; survey results; follow-up evaluations from prior workshops that document interest in topics for future workshops; and farmer or rancher contributions to the proposed program content that demonstrate their interest in the risk management topics being offered. Secondary census data from USDA does not demonstrate producer demand, but may be of value in supporting the demand statement. (Word Limit: 200)

PRODUCER DEMAND

Instructions

Our target audience primarily consists of small and mid-sized farmers and ranchers who are producing mixed vegetables, flowers, herbs, small fruits and/or livestock (generally custom) for sale through local direct markets. As these farms and ranches increase their production and sales, and engage in new enterprises, they often do so with limited business planning while unknowingly taking on new legal liabilities.

The project team and collaborators have been meeting and working with Idaho small and mid-sized farmers and ranchers for the past 8-11 years. Over the past three years, data collected from surveys and follow up conversations with our target audience, has shown an increase in the number of producers interested in understanding and managing their legal liabilities; and especially for finding economical means for addressing them. Many producers we come in contact with have never considered the liabilities their operations entail and are unsure of what action they should take.

For instance as producers convert from wholesale to direct marketing and engage in agritourism activities they have relayed the need to investigate the rules and regulations associated with

Words: 200

Word Limit: 200

Proposed Results

This section will lead you through a series of steps and questions that will help you identify the anticipated risk management improvement for the producers. For each proposed risk management result, you will be asked to identify the risk area, risk management topic, the producer action, and the number of producers you anticipate will achieve that action. You will also be asked to identify verification/performance measures for each of the proposed results.

If you are uncertain about what defines agricultural risk, *Introduction to Risk Management* is an excellent source document that will help you understand the five risk categories associated with farm and ranch businesses (production, marketing, financial, legal, and human).

PROPOSED RESULTS

Instructions

WHAT PRODUCERS WILL LEARN, ACHIEVE, APPLY

Add New Item

	Proposed result	Topic	Producer action	When measured	Est. number	How will you verify?
1	Participants will have begun a market assessment or business plan.	Marketing plans and strategies	Develop	March - April	15	Phone Interview
2	Participants will have utilized one or more tools to manage their farm or ranch-related legal liabilities.	Personal and business liability	Implement	March - April	35	Phone Interview
3	Participants will indicate that they have an improved understanding of tools available to manage these farm legal liabilities.	Personal and business liability	Understand	End of first workshop	30	Written Evaluation
4	Participants will commit to taking at least two actions to manage the legal liabilities related to the farm or ranch.	Personal and business liability	Decide	End of first workshop	25	Written Action Plan
5	Participants will gain an improved understanding of how market assessment, feasibility studies and business planning can be used to decrease farm financial risk.	Analysis of market fundamentals	Understand	End of second workshop	30	Written Evaluation

<u>Proposed Result</u>

Identify what you anticipate farmers and ranchers will learn, achieve, or apply as a result of participating in your project. At the end of your program delivery, the proposed risk management results should put producers in a better position to manage risk in order to improve their farm or ranch economic viability. This will be the single most important criteria the panel considers when deciding whether a project is funded. (Word Limit per result: 25)

Risk Area and Topic

The verification system organizes topics by risk area. For each proposed result first select a risk area, and then choose a corresponding topic from the list provided (see list at end of this section).

Producer Action

Producer actions describe what program participants will do relative to the specific proposed result. There are five levels of producer actions which are listed in order of increasing producer engagement.

- Understand - learn, increase awareness, identify
- Analyze - evaluate, investigate, assess, review, consider, explore
- Develop - write, conduct, obtain, create
- Decide - commit to, indicate, choose
- Implement - adopt, establish, incorporate, initiate, use

You may have several producer actions for a component of your program. For example, a proposed result may be that producers will understand how to write a marketing plan with the producer action being "Understand". You may have a second proposed result that producers will write a marketing plan with the producer action being "Develop". Finally, you may have a third result that producers will implement their marketing plan with the producer result being "Implement".

When Measured

Enter when you expect to evaluate how many producers accomplished each proposed result. This may be entered as a specific date or it may be entered as a time during the project implementation, such as 6 months or 10 months after project start date.

Estimated Number

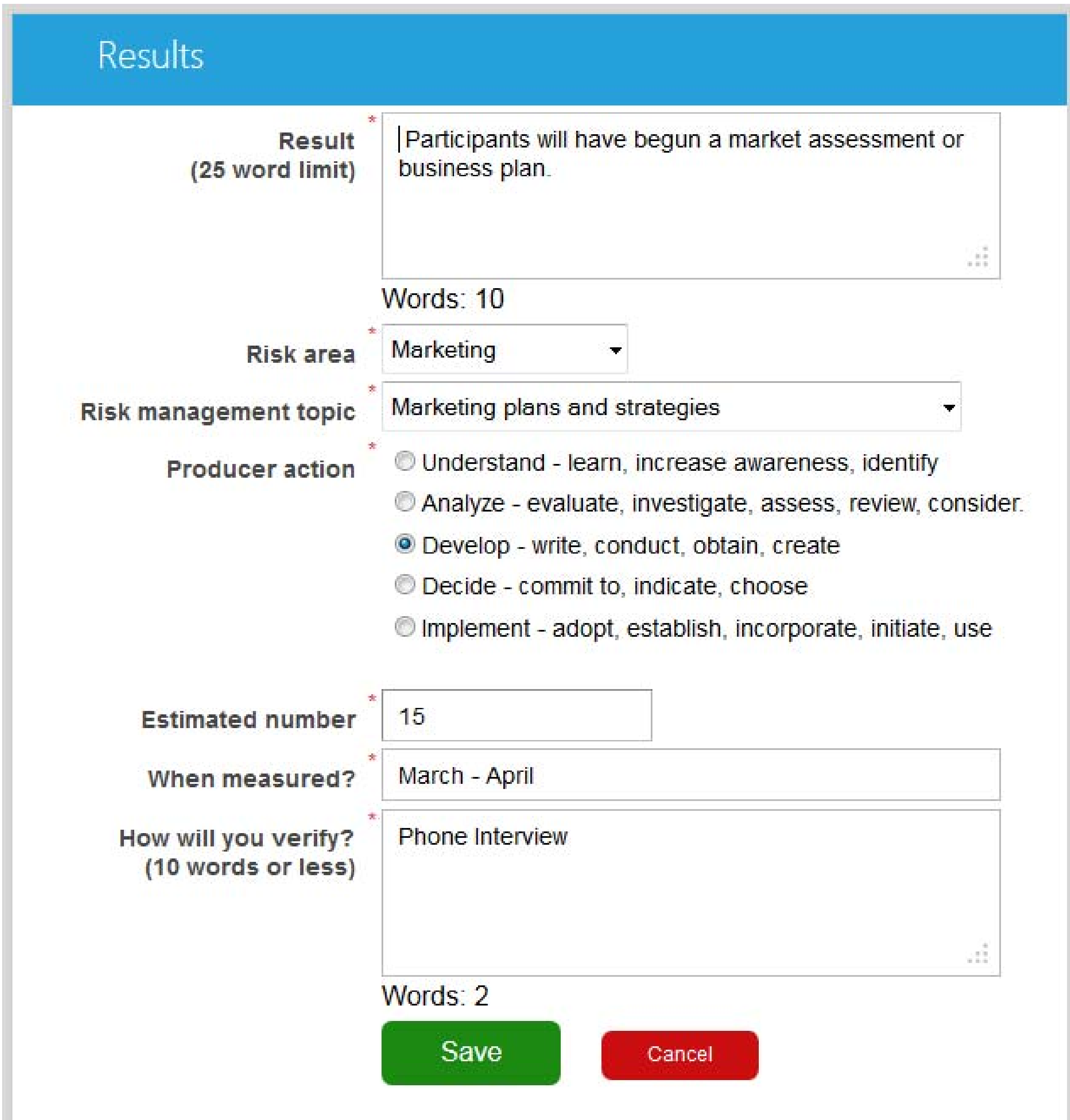
Enter the estimated number of producers you expect to achieve the proposed result. This estimated number may vary based upon the level of producer engagement required.

How Will You Verify

Enter the method and/or tool that you will use to verify (measure) how many participants were able to accomplish the proposed risk management results you listed in this section. Give careful consideration to the type of verification tool(s) that can most effectively measure the risk management accomplishments of the producers.
(Word Limit: 10)

Add New Result

To enter a new Proposed Result, click on "Add New Item". The screen below will open, allowing you to enter or edit proposed results.



Re-Order Results

The order in which the Proposed Results are presented can be changed by clicking the icon on the left side and dragging a given result to its desired location.

Edit Result

Click on the pencil icon to edit a proposed result.

Delete Result

Click on the red 'X' to delete a proposed result.

Risk Management Areas and Topics

This section of the application asks you to identify a Risk Area and a Risk Management Topic for each Proposed Result from the following list:

- Production
  - Agri-tourism
  - Economic risks of new technologies
  - Insurance products
  - Product and enterprise diversification
  - Transition to new production systems
  - Water use decisions
- Marketing
  - Analysis of market fundamentals
  - Cash and futures pricing tools
  - Marketing plans and strategies
  - Branded, certified or identity preserved marketing
  - Direct marketing
  - Contract Production
- Financial
  - Alternative energy investments
  - Asset management including leasing and renting
  - Business and strategic planning
  - Cost of production and benchmarking
  - Economics of input decisions
  - Financial records and analysis
  - Returns to alternative energy investments
  - Value-added enterprises
- Legal
  - Federal and state farm programs
  - Contracts and leases
  - Environmental regulations
  - Food safety liability
  - Labor regulations
  - Personal and business liability
- Human
  - Employee management and communication
  - Health, stress, and well being
  - Interpersonal, family and business relationships
  - Labor supply, recruitment, and retention
  - Transition and estate planning

Audience Emphasis

Check only the producer audiences your project will intentionally target. If your project will place particular emphasis on risk management strategies, education, and outreach specifically targeted toward one of these audience groups, then check the primary audience to whom you will be delivering. You may check up to 3 primary audience groups. It is not the number (volume) of audiences that we are interested in, rather we want to know the primary audiences that will participate in your program. For instance, if your project focuses on beginning farmers who are primarily organic, specialty crop producers you would then check 3 boxes: “Beginning producers”, “Organic producers”, and “Specialty Crop producers”.

AUDIENCE EMPHASIS

Instructions

You may indicate up to three specific audiences that your project will target.

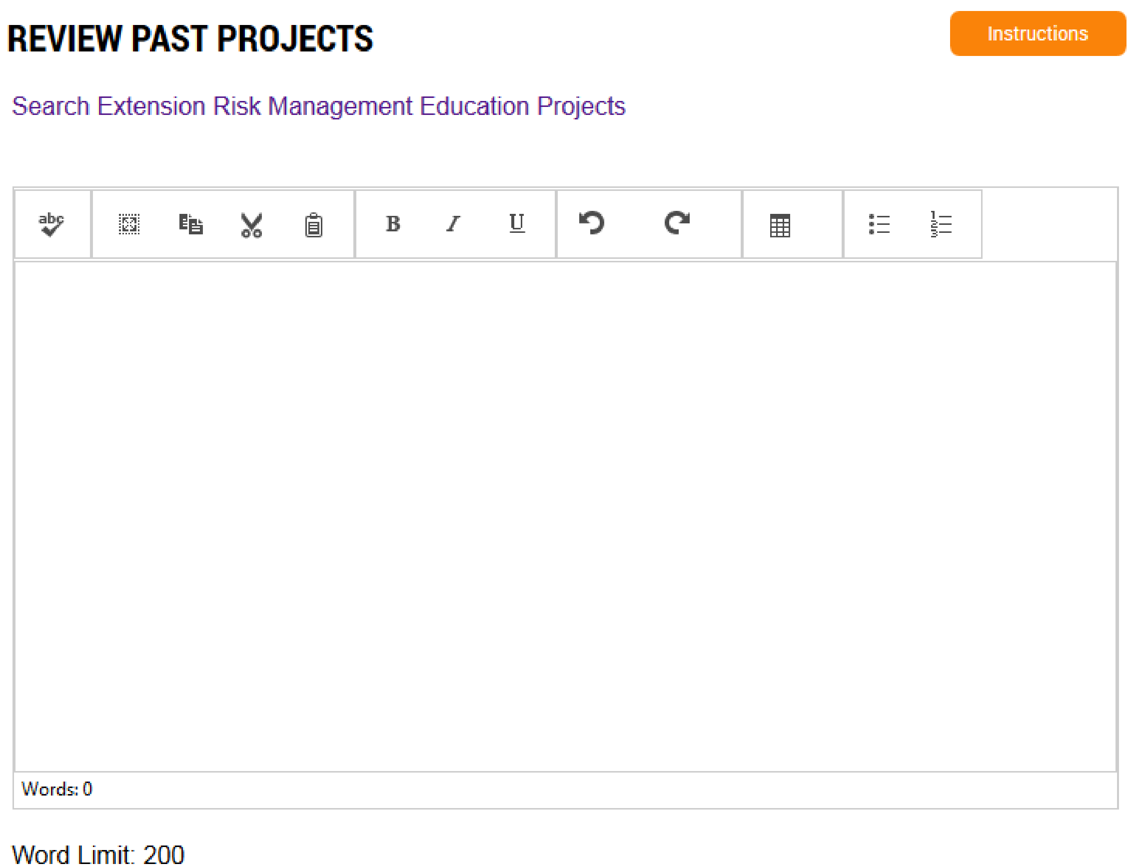
- [x] Small farms or ranches
- [ ] Women producers
- [ ] Beginning producers
- [ ] Retiring/transitioning producers
- [ ] Socially disadvantaged producers
- [ ] Limited resource producers
- [ ] Immigrant producers
- [ ] Organic producers
- [ ] Specialty crop producers
- [x] Sustainable producers
- [x] Value-added producers
- [ ] Traditional commercial producers
- [ ] Producers converting production and marketing systems to pursue new markets

Review Past Projects

One of the goals of Extension Risk Management Education's integrated online proposal and reporting system is to help projects continually improve by building upon good programs that have been delivered and by facilitating collaboration. We also seek to prevent unnecessary duplication or "reinventing of the wheel".

In this section, identify and review <u>two</u> past projects that your proposed project may build upon or collaborate with. You can review all previously funded ERME projects at the following website: http://www.ExtensionRME.org/projectsearch. Search *Completed Projects Only*.

If there are no completed projects similar to what your proposal plans to accomplish, describe how your project is uniquely innovative. (Word Limit: 200)



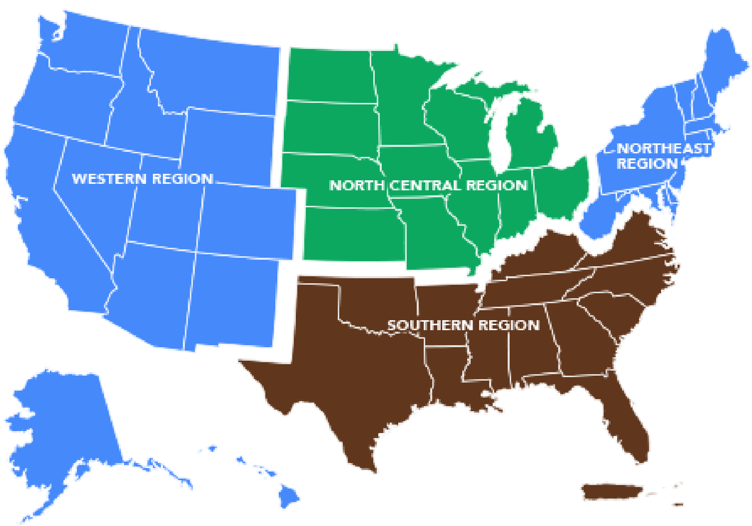
Additional Regions

If funding is being sought from more than one region, a <u>*separate*</u> *application must be submitted to each regional ERME Center.*

Select the additional regional ERME Center(s) to which you will be applying. The region you are currently applying to will already be checked automatically.

Please note that if you are applying to more than one region, you should only include information in the application that is pertinent to the region in which you are currently applying (particularly in the Proposed Results and Budget sections). Proposals must demonstrate a strong level of commitment and collaboration for the successful execution of a multi-regional project. Collaborators from within the region to which you are applying are encouraged. Each Review Panel will only make the funding decision for the application submitted to their region.

ADDITIONAL REGIONS



- [ ] Extension Risk Management Education - North Central Center
- [x] Extension Risk Management Education - Southern Center
- [ ] Extension Risk Management Education - Western Center

If you are applying for funding for this project from additional regional center(s) please complete this page.

If you are applying to other regions, in the Proposed Results and Budget sections, only include the information that is pertinent to the region to which you are currently applying.

Amount Requested

Enter the total amount of funds requested from the regional ERME Center for this project. Include your indirect costs in this total, if applicable.

You may download an *ERME Budget Form* and a copy of the *Budget and Budget Narrative Instructions* (http://www.ExtensionRME.org/verification/media.htm*)* for use as a resource in building a preliminary budget for the amount being requested. However, a budget is not required at the Pre-Proposal stage.

If your project is selected to submit a Full Proposal, you will be asked to enter a budget and budget narrative as part of the full application.

AMOUNT REQUESTED

Instructions

$ 33,897

The complete budget instructions are available as a resource to provide direction on how funds may be expended.

Do not submit the budget form with the Pre-Proposal.

Download Budget and Budget Narrative Instructions (Right click to save)

Project Team

Enter the Project Director (Co-Project Directors) and all other team members, whether from your organization or not, who will actively participate in the development, delivery, and management of the project. For each team member provide: 1) name; 2) organization; 3) email address; 4) phone number; and 5) their role and responsibility in the project.

TEAM LEADER AND MEMBERS

Add New Item

Name	Organization	Email	Phone	Role
Will Helpalot	Project Director	whp@makesadifference.edu	651.867.5309	Project oversight and direction. Lead on workshop design & process. Development of workshop evaluations and mail survey. On-site facilitation of workshops. Follow-up with workshop participants.
Sara Finwell	Education & Direct Marketing Program Coordinator	sara@makesadifference.edu	651.867.5309	Workshop logistics including developing brochure and other advertising / media pieces; managing workshop registrations / inquiries; compiling workshop educational materials. Following-up with workshop participants. Implementing mail survey.
Greer Jackson	Owner, All Natural, Inc., Sandpoint, ID	gj@allnatural.com	651.867.5309	Assist with workshop design and educational resource identification. Presentor at managing legal liabilities workshops. Follow-up with workshop participants.
Cindy Jones	Sustainable Agriculture Program Coordinator, University of Idaho	cindy@uid.edu	651.867.5309	Input into workshop design. Identification/development of educational resources used in workshops. Presenter at workshops related to market assessment. Workshop facilitation. Follow-up with workshop participants.

Project Collaborators

Collaborators are outside people or organizations who will bring expertise or provide access to your target audience, but who are not involved in the day to day management of the project.

1. Technical expertise – This may include outside experts who can provide detailed technical information for your participants. For example, a lawyer might be a good collaborator for a workshop on estate planning, or an extension Farm Management Specialist might be a good addition to a program on enterprise analysis. Another example would be the use of an established producer who can provide "on the ground" experience.

2. Access to producers – Collaborators can add credibility to your project and help influence producer participation. For example, having a lending institution such as a bank and/or a commodity organization as a collaborator may increase the likelihood that producers will participate. Local individuals with expertise who are known and respected by participants may also be good collaborators.

The regional ERME Center may contact your collaborators, so it is important for them to be able to give a general description of your project and identify their role in it. For each collaborating individual or organization provide: 1) name; 2) organization; 3) email address; 4) phone number; and 5) their role and responsibility in the project. Identifying meaningful collaborators is a crucial element in submitting a successful proposal.

Note: If your project is chosen to submit a Full Proposal Application, **letters of commitment will be required from all team members and collaborators or their entities.** Each letter must contain a brief description of what he/she or the organization will bring to the project, and the specific <u>responsibility</u> that they will have within the project.

PROJECT COLLABORATORS

Add New Item

Name	Organization	Email	Phone	Role
Janice Allgood	Owner, Bluebird Farms, Nampa, ID	bluebird@comcast.net	651.867.5309	Assist with content development and marketing plans for workshops.
Rachel Lyons	Owner, Turtle Dove Farms, Boise, ID	tdf@boise.net	651.867.5309	Assist with identification of workshop speakers, including farmers, ranchers, agency personnel, legal advisers and insurance professionals.
Ernie Lane	Owner, Quiet Valley Farms, Post Falls, ID	quiet@yahoo.com	651.867.5309	Assist with advertising and getting producers to the workshops, securing workshop locations and providing workshop content ideas.

Add New Item

Final Checklist

The Final Checklist provides the date that the Pre-Proposal is due, and identifies any information that is missing in your application if it is not complete. You must complete and submit your Pre-Proposal by the submission deadline.

FINAL CHECKLIST

Instructions

PRE-PROPOSAL DUE DATE

Thursday, December 12, 2013 at 5:00 PM (Eastern)

SUBMISSION CHECKLIST

- **Save and Exit** lets you save your application and continue working on it later.
- Print and review your pre-proposal before you submit it. You can do this by clicking **View PDF** button on the left side of your screen.
- Click **Submit** to submit your pre-proposal to be reviewed.

MISSING INFORMATION

Proposed Results

- What Producers Will Learn, Achieve, Apply

Project Team

- Project Team

Printing Your Pre-Proposal

Click on the "View PDF" button on the navigation bar to print a PDF version of your Pre-Proposal. You should print a copy of the Pre-Proposal for your records before you submit it. This gives you an opportunity to review how it will display for reviewers and will also give you a paper trail if there are any questions regarding your submission.

Submit Your Pre-Proposal

Until you submit your Pre-Proposal, you can save it and return to work on it as often as necessary. Upon submission, you will no longer be able to return to edit it. Once you have completed your Pre-Proposal, click "Submit" to finish the application process.

When you submit your Pre-Proposal, you will receive an email confirmation. If you do not receive a confirmation email, contact your regional ERME Center (also check your spam folder).