

# Fellows Grant Program 2026 Call for Proposals

**Submission Deadline, September 19<sup>th</sup>, 2025, 5:00 p.m. Mountain Time**

Submit by email at [wrdc@uidaho.edu](mailto:wrdc@uidaho.edu)

**Project funding limit:** \$15,000

**Project time limit:** one (1) year

**Funding decisions announced:** End of October 2025

**Grant Program Manager:** Dr. Nadeeka Weerasekara, [nadeeka@uidaho.edu](mailto:nadeeka@uidaho.edu)

## ***Fellows Grant Program***

The Western Rural Development Center (WRDC) funds proposals that present innovative research and educational outreach to advance rural development in the Western United States. Only faculty from Land Grant Institutions in the Western Region are eligible for the Fellows Program. The fellow is a solo applicant but not a team.

Fellows' grant proposals can focus on research, extension, or combining both. Proposals must address local research and educational outreach needs in the **West**, with a special emphasis on underserved communities, understudied geographic locations, or unexplored topics. This grant program aims to build local capacity to address critical emerging issues affecting Western rural communities.

WRDC Fellows collaborate closely with the WRDC to pursue impactful research or outreach education that directly benefits rural communities in the Western Region. During their project term, Fellows are expected to engage with local stakeholders, community leaders, and other relevant parties to ensure that their projects align with the specific needs and priorities of the communities or issues they serve. This collaborative approach helps to foster a sense of partnership and shared purpose, enhancing the effectiveness and sustainability of the initiatives undertaken.

The standard appointment period for a WRDC Fellow is one year, during which time they will have access to various WRDC resources and support services. This may include assistance with project planning and implementation, opportunities for professional development, and access to a network of experts and practitioners in rural development. Fellows are encouraged to disseminate their findings and share best practices through WRDC's communication channels, such as newsletters, website articles, webinars, and conferences, to amplify the impact of their work.

Each WRDC Fellow is awarded \$15,000, which can be used to cover various project-related expenses. These may include salary support, fringe benefits, travel costs for fieldwork or conferences, and other project-related expenses.

### **About the WRDC**

The Western Rural Development Center (WRDC) is one of four rural development centers established by Congress's Rural Development Act of 1972. It is a collaborative effort between the United States Department of Agriculture and the University of Idaho. The core of its funding comes from the National Institute of Food and Agriculture (NIFA). The WRDC works with public universities in the Western region to conduct research-based studies and educational outreach programs. It also partners with local communities, decision-makers, entrepreneurs, families, farmers, and ranchers to address various rural development issues. The center's objective is to enhance the research and extension capacity of the region's land-grant universities to help rural communities thrive in today's world. The WRDC works with the other three Regional Rural Development Centers in the country to achieve their shared mission.



### **Western Land-Grant Institutions:**

American Samoa Community College, College of Micronesia, Colorado State University, Montana State University, New Mexico State University, Northern Marianas College, Oregon State University, University of Alaska, University of Arizona, University of California, University of Guam, University of Hawaii, University of Idaho, University of Nevada, University of Wyoming, Utah State University, Washington State University, Blackfoot Community College, Chief Dull Knife College, Dine College, Fort Belknap College, Fort Peck Community College, Institute of American Indian Arts, Little Big Horn College, Navajo Technical College, Northwest Indian College, Salish Kootenai College, Southwestern Indian Polytechnic Institute, Stone Child College, and Tohono O'odham Community College.

### **Proposal Instructions**

Proposals must be submitted via email to [wrdc@uidaho.edu](mailto:wrdc@uidaho.edu). Before submitting, please refer to the submission checklist found on **page 4** of this Call for Proposals to ensure all required materials are included. All checklist items should be compiled into a **single email**—either as one document or as separate files. Accepted file types include **.doc**, **.docx**, or **.pdf**.

Please use the following subject line format for your email:

**Fellow\_[PI's Last Name]\_[University Acronym]\_[State]**

#### **Example:**

Subject: Fellow\_Brown\_UI\_ID

**WRDC will reject incomplete proposals and those that do not follow the instructions. Ensure all sections are submitted by the deadline.**

While applicants can submit multiple proposals, only one application per individual is eligible for funding in each WRDC competitive program during a grant-funding cycle. Winning a fellow grant does not prevent the PI from receiving awards in other WRDC grant programs within the same cycle.

### Cover Page

The cover page must include:

- Project title
- A list of cooperating institutions if any

- A project summary (300 words max). A clear and concise summary is crucial in the review process. It should outline the problem and propose an innovative solution. The summary will be available to the public if the proposal is funded. The summary must include:
  - Identified problem or research question(s)
  - Describe the research components and explain how your project will creatively address the identified problem or research questions.
  - Identify the potential significance of the project and expected outcomes
  - Explain how your project will disseminate results.
  - Identify potential funding sources to expand the project (be precise).

### Project Narrative

The project narrative section may not exceed 4 pages using 12-point Times New Roman font with single-line spacing (i.e., no more than six lines per vertical inch), including all figures and tables and 1-inch margins.

The project narrative must include, but is not limited to, the following sections:

- **Introduction:** Include a clear statement of the proposed project's long-term goal(s) and supporting objectives. Summarize the body of knowledge or past activities, if any, that substantiate the need for the proposed project. Include preliminary data/information pertinent to the proposed project. For example, estimates of issues' magnitude and relevance to Western stakeholders. Explain why it is important to the Western Region.
- **Approach:** For each research and extension objective, describe what will be done, including **methods** and **materials**. Describe the activities and expected results. How extension and education activities, if applicable, will be evaluated. How data will be analyzed or interpreted- generalizability of results is important. Your plans to communicate results to appropriate audiences, including relevant scientific peers, stakeholders, and the public, as appropriate.
- **Benefits:** Briefly explain the project's benefits for you and the Western region.

### Bibliography & References Cited

There is no page limit. All work cited in the text should be referenced in this application section. All references must be complete, including titles and all co-authors, conform to an acceptable journal format, and be listed in alphabetical order using the first author's last name or listed by number in the order of citation.

### Project Team Members and Roles

Provide a Biographical Sketch (3 pages max) describing your background and expertise to demonstrate that you have the appropriate skills to complete the proposed project. We recommend you follow the NSF-approved format found here: <https://www.nsf.gov/bfa/dias/policy/biosketch.jsp>.

Describe your roles at all stages of the project. If you engage student researchers, describe their roles in the project as well.

### Letters of Stakeholder Support

Attach letter(s) of support from stakeholder individuals and/or organizations that support the proposed research and education activities. These letters are optional but will strengthen the proposal.

### Budget and Budget Justification

The WRDC does not allow indirect costs. Funding is for up to \$15,000 per project. The budget justification detail should follow the same order as the budget. While you should provide information for each item of the budget, you must justify the following budget categories, where applicable: salaries, fringe, equipment, supplies, travel, contractual, and other direct cost categories.

Program Income: If an applicant wishes to generate program income through activities proposed in their project, this must be included in the proposal. Specifically, an applicant must address the following questions:

- How will the program income be generated?
- How much program income is anticipated?
- How will generating program income benefit the project?
- How will the program income be utilized?
- When will the program income be generated during the project period, and will there be sufficient time to expend it?

Please include these details in the **budget justification** section of the proposal so that reviewers and the WRDC staff can objectively evaluate the budget in relation to the proposed activities.

If a current WRDC subrecipient **DID NOT** include program income in their grant proposal, the PI, Authorized Official, or fiscal officer must request **prior approval** from WRDC to generate program income at least 30 days before program income is generated. Full details about program income can be found in the [USDA-NIFA Policy Guide](#). See section V. Post award Federal Requirements, E. Program Income.

### Timeline

Provide a timeline, such as a Gantt chart or other detailed breakdown for accomplishing each project objective. Identify the major milestones and activities that will be completed, and when each of those milestones or activities will occur and how they relate back to the objective(s).

### Data Management Plan

The data management plan should outline how data that you collect will be handled throughout the project and after its completion. You should describe how the data will be acquired, managed, analyzed and stored. It should address how data storage will be compliant with regulations and address how the awardee plans to address sharing and reuse.

**The proposal submission will have two steps. In the first step (pre-proposals) you will only need to submit the documents in the submission checklist below:**

### **Submission Checklist**

- ✓ Cover page
- ✓ Project Narrative
- ✓ Bibliography & References Cited
- ✓ Project Team Members and Roles
- ✓ Biographical Sketches of all team members
- ✓ Letters of Stakeholder Support (optional)
- ✓ Budget and Budget Justification
- ✓ Timeline
- ✓ Data Management Plan

Accepted projects will have to provide the following documents later on:

- ✓ Sub-recipient form
- ✓ Signature page
- ✓ Statement of responsibility
- ✓ Statement of Work (This is the project narrative you submitted)
- ✓ Budget and budget justification
- ✓ Headshot of the faculty fellow
- ✓ IRB if you are collecting primary data

# Graduate Student Grant Program 2026 Call for Proposals

**Submission Deadline, September 19<sup>th</sup>, 2025, 5:00 p.m. Mountain Time**

Submit by email at [wrdc@uidaho.edu](mailto:wrdc@uidaho.edu)

**Project funding limit:** \$18,000 per year

**Project time limit:** 1 year, renewable for another (conditional)

**Funding decisions announced:** End of October 2025

**Grant Program Manager:** Dr. Nadeeka Weerasekara, [nadeeka@uidaho.edu](mailto:nadeeka@uidaho.edu)

## ***Graduate Student Grant Program***

The Western Rural Development Center (WRDC) funds proposals that present innovative research and educational outreach to advance rural development in the Western U.S. Only full-time graduate students enrolled at accredited land grant universities in the Western region are eligible to apply. At the time of proposal submission, the student must be considered full-time and must have passed their qualifying or preliminary exam.

This grant program aims to obtain results that address critical issues in Western rural development and enhance the quality of life of rural communities. It emphasizes research issues affecting underserved communities, understudied geographic locations, or unexplored topics.

Graduate students will work with their advisor and the WRDC staff to pursue impactful research and outreach education that directly benefits rural communities in the Western Region. Students will have access to various WRDC resources and support services during their contract. This may include assistance with project planning and implementation, opportunities for professional development, and access to a network of experts and practitioners in rural development. Additionally, the WRDC might provide additional funding for graduate students to present their research at national conferences. Students are encouraged to disseminate their findings and share best practices through WRDC's communication channels, such as newsletters, webinars, website articles, and conferences, to amplify the impact of their work. The center will support the students in their work to construct research and policy briefs based on their research studies.

Each Ph.D. student is awarded \$18,000, which can be used to cover various project-related expenses. These may include salary support, fringe benefits, travel costs for fieldwork or conferences, and other project-related expenses. The funds cannot be used to cover student fee payments or tuition costs. The projects can be extended for another year based on their performance, student status, and funds availability. This program does not allow a carryforward balance from year 1 to year 2. Thus, students must spend the \$18,000 budget before the anniversary day each year.

## ***About the WRDC***

The Western Rural Development Center (WRDC) is one of four rural development centers established by Congress's Rural Development Act of 1972. It is a collaborative effort between the United States Department and the University of Idaho. The core of its funding comes from the National Institute of Food and Agriculture. The WRDC works with public universities in the Western region to conduct research-based studies and educational outreach programs. It also partners with local communities, decision-makers, entrepreneurs, families, farmers, and ranchers to address various rural development issues. The center's objective is to enhance the research and extension capacity of the region's land-

grant universities to help rural communities thrive in today's world. The WRDC works in conjunction with the other three Regional Rural Development Centers in the country to achieve their shared mission.



### **Western Land-Grant Institutions:**

American Samoa Community College, College of Micronesia, Colorado State University, Montana State University, New Mexico State University, Northern Marianas College, Oregon State University, University of Alaska, University of Arizona, University of California, University of Guam, University of Hawaii, University of Idaho, University of Nevada, University of Wyoming, Utah State University, Washington State University, Blackfoot Community College, Chief Dull Knife College, Dine College, Fort Belknap College, Fort Peck Community College, Institute of American Indian Arts, Little Big Horn College, Navajo Technical College, Northwest Indian College, Salish Kootenai College, Southwestern Indian Polytechnic Institute, Stone Child College, and Tohono O'odham Community College.

### ***Proposal Instructions***

Proposals must be submitted via email to [wrdc@uidaho.edu](mailto:wrdc@uidaho.edu). Before submitting, please refer to the submission checklist found on **page 4** of this Call for Proposals to ensure all required materials are included. All checklist items should be compiled into a **single email**—either as one document or as separate files. Accepted file types include **.doc**, **.docx**, or **.pdf**.

Please use the following subject line format for your email:

**Grad\_[PI's Last Name]\_[University Acronym]\_[State]**

#### **Example:**

Subject: Grad\_Brown\_UI\_ID

**WRDC will reject incomplete proposals and those that do not follow the instructions. Therefore, please ensure that all sections are submitted by the deadline.**

Graduate Student projects require a team of at least two (2) people, including a Graduate Student (Applicant), and a Researcher (Principal Investigator, typically the applicant's major advisor).

- Graduate Student: Students must be enrolled full-time in a graduate degree program in an accredited land-grant university or college in the Western U.S. at the project's starting time and must have passed their qualifying or preliminary exam. Students may receive only one WRDC Graduate Student Grant award during their graduate studies.
- Principal Investigator (PI): A researcher who usually serves as the graduate student's major advisor. The PI is responsible for carrying out contractual provisions and all project expenditures and achieving the stated research and education objectives.

**Note:** While applicants can submit multiple proposals, only one application per individual is eligible for funding in each WRDC competitive program during a grant-funding cycle. However, an exception applies to the Graduate Student program, where a PI can receive multiple project awards as the main advisor of graduate student(s). Winning Graduate Student awards does not prevent the PI from receiving awards in other WRDC grant programs within the same cycle.

#### Cover Page

The cover page must include:



- Project title
- A project summary (300 words max). A clear and concise summary is crucial in the review process. It should outline the problem and propose an innovative solution. The summary will be available to the public if the proposal is funded. The summary must include:
  - Identified problem or research question(s)
  - Describe the research components and explain how your project will creatively address the identified problem or research questions.
  - Identify the potential significance of the project and expected outcomes
  - Explain how your project will disseminate results.
  - Identify potential funding sources to expand the project (be precise).

### Project Narrative

The project narrative section may not exceed 4 pages using 12-point Times New Roman font with single-line spacing (i.e., no more than six lines per vertical inch), including all figures and tables and 1-inch margins.

The project narrative must include, but is not limited to, the following sections:

- **Introduction:** Include a clear statement of the proposed project's long-term goal(s) and supporting objectives. Summarize the body of knowledge or past activities, if any, that substantiate the need for the proposed project. Include preliminary data/information pertinent to the proposed project. For example, estimates of issues' magnitude and relevance to Western stakeholders. Explain why it is important to the Western Region.
- **Approach:** For each research and extension objective, describe what will be done, including **methods** and **materials**. Describe the activities and expected results. How extension and education activities, if applicable, will be evaluated. How data will be analyzed or interpreted- generalizability of results is important. Your plans to communicate results to appropriate audiences, including relevant scientific peers, stakeholders, and the public, as appropriate.
- **Benefits:** Briefly explain the project's benefits for you and the Western region.

### Bibliography & References Cited

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### Project Team Members and Roles

For each team member, provide a Biographical Sketch (3 pages max) describing their background and expertise to demonstrate that they have the appropriate skills to complete the proposed project. We recommend you follow the NSF-approved format found here:

<https://www.nsf.gov/bfa/dias/policy/biosketch.jsp>.

Describe all team members' roles at all stages of the project. For each project objective, indicate who will be responsible and which team member(s) will be involved in the research and dissemination activities.

### Letters of Stakeholder Support

Attach letter(s) of support from stakeholder individuals and/or organizations that support the proposed research and education activities. These letters are optional

### Budget and Budget Justification

The WRDC does not allow indirect costs. Funding is for up to \$18,000 per project. The budget justification detail should follow the same order as the budget. While you should provide information for each item of the budget, you must justify the following budget categories, where applicable: salaries,

fringe, equipment, supplies, travel, contractual, and other direct cost categories. The funding cannot be used to pay tuition.

Program Income: If an applicant wishes to generate program income through activities proposed in their project, this must be included in the proposal. Specifically, an applicant must address the following questions:

- How will the program income be generated?
- How much program income is anticipated?
- How will generating program income benefit the project?
- How will the program income be utilized?
- When will the program income be generated during the project period, and will there be sufficient time to expend it?

Please include these details in the **budget justification** section of the proposal so that reviewers and the WRDC staff can objectively evaluate the budget in relation to the proposed activities.

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#### Timeline

Provide a timeline, such as a Gantt chart or other detailed breakdown for accomplishing each project objective. Identify the major milestones and activities that will be completed, when each of those milestones or activities will occur, and how they relate back to the objective(s). The timeline should cover one year. However, if you anticipate a potential extension for an additional year, please include a rough plan for the extended period. Extension is conditional.

#### Data Management Plan

The data management plan should outline how the data that you collect will be handled throughout the project and after its completion. You should describe how the data will be acquired, managed, analyzed, and stored. It should address how data storage will comply with regulations and how the awardee plans to address sharing and reuse.

**The proposal submission will have two steps. In the first step (pre-proposals) you will only need to submit the documents in the submission checklist below:**

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- ✓ Timeline
- ✓ Data Management Plan

Accepted projects will have to provide the following documents later on:



- Sub-recipient form
- Signature page
- Statement of responsibility
- Statement of Work (This is the project narrative you submitted)
- Budget and budget justification
- Letter from the department head or graduate chair confirming the completion of the preliminary examination
- Headshot of the graduate student
- IRB if you are collecting primary data



## Leadership Skill Development Mini-Grant 2025 Call for Proposals

**Submission Deadline:** Grants will be offered quarterly, depending on the availability of funds. Please refer to the timeline below (page 3) for details on each funding round. The deadline for the first funding round is September 12<sup>th</sup>, 2025 by 5.00 p.m. MST.

Submit by email to: [wrdc@uidaho.edu](mailto:wrdc@uidaho.edu)

Project Funding Range: Up to \$2,000 per year per applicant

Project Duration: 1 year

Funding Decisions Announced: Grants will be announced quarterly. Please refer to the timeline below (page 3) for details on each funding round. Funding decisions for the first round will be announced in the first week of October, 2025.

**Grant Program Manager:** Dr. Nadeeka Weerasekara, Email: [nadeeka@uidaho.edu](mailto:nadeeka@uidaho.edu)

### Overview of Leadership Skill Development Mini-Grants

The Western Rural Development Center (WRDC) offers funding for proposals that present innovative research and educational outreach aimed at advancing rural development in the Western United States. Faculty and staff from Land Grant Institutions in the Western Region are eligible to apply for the Leadership Skill Development Mini-Grant Program.

These mini-grants provide a unique opportunity for personal and professional growth, with proposals focusing on either research, extension, or a combination of both. Proposals must target the development of leadership skills within Extension or research communities, emphasizing the growth of leadership capabilities in faculty, staff, community members, and partners in the Western Region. The goal of this grant program is to enhance leadership capacity among staff, faculty, and/or community groups.

### ***About the WRDC***

The Western Rural Development Center (WRDC) is one of four rural development centers established by Congress's Rural Development Act of 1972. It is a collaborative effort between the United States Department and the University of Idaho. The core of its funding comes from the National Institute of Food and Agriculture. The WRDC works with public universities in the Western region to conduct research-based studies and educational outreach programs. It also partners with local communities, decision-makers, entrepreneurs, families, farmers, and ranchers to address various rural development issues. The center's objective is to enhance the

research and extension capacity of the region's land-grant universities to help rural communities thrive in today's world. The WRDC works in conjunction with the other three Regional Rural Development Centers in the country to achieve their shared mission.



### **Western Land-Grant Institutions:**

American Samoa Community College, College of Micronesia, Colorado State University, Montana State University, New Mexico State University, Northern Marianas College, Oregon State University, University of Alaska, University of Arizona, University of California, University of Guam, University of Hawaii, University of Idaho, University of Nevada, University of Wyoming, Utah State University, Washington State University, Blackfoot Community College, Chief Dull Knife College, Dine College, Fort Belknap College, Fort Peck Community College, Institute of American Indian Arts, Little Big Horn College, Navajo Technical College, Northwest Indian College, Salish Kootenai College, Southwestern Indian Polytechnic Institute, Stone Child College, and Tohono O'odham Community College.

## **Evaluation Criteria**

Proposals will be evaluated based on how the proposed activity will assist in building leadership skills for the applicant or the community they serve.

During the project term, grantees are expected to engage personally or collaboratively to develop their leadership skills or those of their constituents. The choice of methodology is at the discretion of the applicants. Methods may include enrolling in or teaching leadership training (e.g., workshops, classes, courses, or webinars), studying leadership publications, or engaging in specific leadership activities such as leading a community project, organizing a seminar, or mentoring junior staff. Working in cohorts or small groups to design and implement leadership enhancement plans is encouraged.

Mini-grants must be completed within one year of receiving funding. Recipients are required to submit a report to the WRDC and their direct supervisors, detailing their accomplishments and learnings from the funded activities or program evaluations. This report ensures that recipients document their progress and the impact of their work on leadership skill development for themselves or within their communities.

## **Submission Guidelines**

Proposals should be formatted with one-inch margins, in 12-point font, and 1.5 line spacing, and must include the following items in the specified order:

### **Proposal:**

1. Applicant's Name, university affiliation, and position
2. Summary of the request, including the activity to be funded, goals, and objectives. Explain how the activity is designed to build leadership skills, how goals and objectives will be

accomplished, and provide an evaluation of the proposal. This section is limited to **500 words**.

3. List of item(s) to be purchased with WRDC funds to support leadership skill development, including any relevant information or web links to access the leadership skill-building activity.

## Funding

The WRDC will not send funds directly to applicants but will cover the costs associated with the proposed activities. The funding amount can be up to \$2,000 annually, depending on available funds. The WRDC will pay for expenses such as registrations for training, curriculum materials, periodicals, or books. Please note that funds will not be provided upfront. Approved expenses will be reimbursed upon submission of valid invoices.

## Timeline

Leadership Skill-Development Mini Grant			
Funding decisions will be announced <b>three</b> times per year (quarterly).			
	<b>Proposals are due</b>	<b>Review by the panel</b>	<b>Funding decisions will be announced</b>
<b>Round 1</b>	September 12 <sup>th</sup> , 2025 by 5.00 p.m. MST	September each year	October 1 <sup>st</sup> week each year
<b>Round 2</b>	January 12 <sup>th</sup> , 2026 by 5.00 p.m. MST	January each year	February 1 <sup>st</sup> week each year
<b>Round 3</b>	May 12 <sup>th</sup> , 2026 by 5.00 p.m. MST	May each year	June 1 <sup>st</sup> week each year



# Multi-State Projects 2026 Call for Proposals

**Submission Deadline, September 19<sup>th</sup>, 2025, 5:00 p.m. Mountain Time**

Submit by email at [wrdc@uidaho.edu](mailto:wrdc@uidaho.edu)

**Project funding limit:** \$30,000 per project

**Project time limit:** one year

**Funding decisions announced:** End of October 2025

**Grant Program Manager:** Dr. Nadeeka Weerasekara, [nadeeka@uidaho.edu](mailto:nadeeka@uidaho.edu)

## ***WRDC Multistate Integrated Research and Extension Seed Grants***

To foster multistate collaboration and good integration between research and extension activities, the WRDC invests in supporting Multistate Integrated Research and Extension Projects addressing critical priorities in the Western U.S. Up to \$30,000 will be awarded for each project.

Multistate integrated projects must have active involvement from two or more Western's land-grant institutions (both 1994 or 1862 institutions) or territories from start to finish and include research and extension activities that supplement and reinforce each other. These projects must have a high potential for obtaining external funding through federal competitive grants to sustain and enable the projects' ability to meet their objectives. The project's duration will be one year, with the possibility of being renewed for a second year, subject to funding. The budget allocation to either component (research or Extension) cannot exceed 66%, ensuring a balanced effort in both areas. HATCH and Cooperative Extension multistate project teams will be eligible to apply for this funding. Proposals submitted for review will be evaluated based on their relevance to the priorities of the WRDC program and their overall merit.

## ***About the WRDC***

The Western Rural Development Center (WRDC) is one of four rural development centers established by Congress's Rural Development Act of 1972. It is a collaborative effort between the United States Department of Agriculture and the University of Idaho. The core of its funding comes from the National Institute of Food and Agriculture. The WRDC works with public universities in the Western region to conduct research-based studies and educational outreach programs. It also partners with local communities, decision-makers, entrepreneurs, families, farmers, and ranchers to address various rural development issues. The center's objective is to enhance the research and extension capacity of the region's land-grant universities to help rural communities thrive in today's world. The WRDC works in conjunction with the other three Regional Rural Development Centers in the country to achieve their shared mission.



### Western Land-Grant Institutions:

American Samoa Community College, College of Micronesia, Colorado State University, Montana State University, New Mexico State University, Northern Marianas College, Oregon State University, University of Alaska, University of Arizona, University of California, University of Guam, University of Hawaii, University of Idaho, University of Nevada, University of Wyoming, Utah State University, Washington State University, Blackfoot Community College, Chief Dull Knife College, Dine College, Fort Belknap College, Fort Peck Community College, Institute of American Indian Arts, Little Big Horn College, Navajo Technical College, Northwest Indian College, Salish Kootenai College, Southwestern Indian Polytechnic Institute, Stone Child College, and Tohono O'odham Community College.

### Proposal Instructions

Proposals must be submitted via email to [wrdc@uidaho.edu](mailto:wrdc@uidaho.edu). Before submitting, please refer to the submission checklist found on **page 4** of this Call for Proposals to ensure all required materials are included. All checklist items should be compiled into a **single email**—either as one document or as separate files.

Accepted file types include **.doc**, **.docx**, or **.pdf**.

Please use the following subject line format for your email:

**Multistate\_[PI's Last Name]\_[University Acronym]\_[State]**

**Example:**

Subject: Multistate\_Brown\_UI\_ID

**WRDC will reject incomplete proposals and those that do not follow the instructions. Ensure all sections are submitted by the deadline.**

### Project Team

Multistate integrated projects must have active involvement from two or more Western's land-grant institutions (1994 or 1862 institutions) from **start to finish**. Projects must incorporate research and extension, and bring together a team of researchers, students, and professionals from identified priority areas.

### Project Funding Limit

Total funds requested may not exceed \$30,000 over the entire budget period.

### Project Time Limit

Projects may be one year in length with the possibility of being renewed for a second year, subject to funding.

### Cover Page

The cover page must include:

- Project title
- A list of cooperating institutions (at least 2 Western land-grant institutions must be listed)
- A project summary (300 words max). A clear and concise summary is crucial in the review process. It should outline the problem and propose an innovative solution. The summary will be available to the public if the proposal is funded. The summary must include:
  - Identified problem or research question(s)
  - Describe the research components and explain how your project will creatively address the identified problem or research questions.
  - Identify the potential significance of the project and expected outcomes
  - Explain how your project will disseminate results.
  - Identify potential funding sources to expand the project (be precise).



### Project Narrative

The project narrative section may not exceed 4 pages using 12-point Times New Roman font with single-line spacing (i.e., no more than six lines per vertical inch), including all figures and tables and 1-inch margins.

The project narrative must include, but is not limited to, the following sections:

- **Introduction:** Include a clear statement of the proposed project's long-term goal(s) and supporting objectives. Summarize the body of knowledge or past activities, if any, that substantiate the need for the proposed project. Include preliminary data/information pertinent to the proposed project. For example, estimates of issues' magnitude and relevance to Western stakeholders. Explain why it is important to the Western Region.
- **Approach:** For each research and extension objective, describe what will be done, including **methods** and **materials**. Describe the activities and expected results. How extension and education activities, if applicable, will be evaluated. How data will be analyzed or interpreted. Your plans to communicate results to appropriate audiences, including relevant scientific peers, stakeholders, and the public, as appropriate.
- **Benefits:** Briefly explain the project's benefits for you and the Western region.

### Bibliography & References Cited

There is no page limit. All work cited in the text should be referenced in this application section. All references must be complete, including titles and all co-authors, conform to an acceptable journal format, and be listed in alphabetical order using the first author's last name or listed by number in the order of citation.

### Project Team Members and Roles

For each team member, provide a Biographical Sketch (3 pages max) describing their background and expertise to demonstrate that they have the appropriate skills to complete the proposed project. We recommend you follow the NSF-approved format found here: <https://www.nsf.gov/bfa/dias/policy/biosketch.jsp>.

Describe all team members' roles at all stages of the project. For each project objective, indicate who will be responsible and which team member(s) will be involved in the research and dissemination activities.

### Letters of Stakeholder Support

Attach letter(s) of support from stakeholder individuals and/or organizations that support the proposed research and education activities. These letters are optional

### Budget and Budget Justification

The WRDC does not allow indirect costs. Funding is for up to \$30,000 per project. The budget justification detail should follow the same order as the budget. While you should provide information for each item of the budget, you must justify the following budget categories, where applicable: salaries, fringe, equipment, supplies, travel, contractual, and other direct cost categories.

Program Income: If an applicant wishes to generate program income through activities proposed in their project, this must be included in the proposal. Specifically, an applicant must address the following questions:

- How will the program income be generated?
- How much program income is anticipated?
- How will generating program income benefit the project?
- How will the program income be utilized?
- When will the program income be generated during the project period, and will there be sufficient time to expend it?

Please include these details in the **budget justification** section of the proposal so that reviewers and the WRDC staff can objectively evaluate the budget in relation to the proposed activities.

If a current WRDC subrecipient **DID NOT** include program income in their grant proposal, the PI, Authorized Official, or fiscal officer must request **prior approval** from WRDC to generate program income at least 30 days before program income is generated. Full details about program income can be found in the [USDA-NIFA Policy Guide](#). See section V. Post award Federal Requirements, E. Program Income.

#### Timeline

Provide a timeline, such as a Gantt chart or other detailed breakdown for accomplishing each project objective. Identify the major milestones and activities that will be completed, and when each of those milestones or activities will occur and how they relate back to the objective(s). The timeline should cover one year. However, if you anticipate a potential extension for an additional year, please include a rough plan for the extended period. Extension is conditional.

#### Data Management Plan

The data management plan should outline how data that you collect will be handled throughout the project and after its completion. You should describe how the data will be acquired, managed, analyzed and stored. It should address how data storage will be compliant with regulations and address how the awardee plans to address sharing and reuse.

**The proposal submission will have two steps. In the first step (pre-proposals) you will only need to submit the documents in the submission checklist below:**

#### **Submission Checklist**

- ✓ Cover page
- ✓ Project Narrative
- ✓ Bibliography & References Cited
- ✓ Project Team Members and Roles
- ✓ Biographical Sketches of all team members
- ✓ Letters of Stakeholder Support (optional)
- ✓ Budget and Budget Justification
- ✓ Timeline
- ✓ Data Management Plan

Accepted projects will have to provide the following documents later on:

- ✓ Statement of responsibility
- ✓ Subrecipient form
- ✓ Signature page
- ✓ Statement of Work (This is the project narrative you submitted)
- ✓ Budget and budget justification
- ✓ Headshot of each team member
- ✓ IRB if you are collecting primary data