

## REQUEST FOR APPLICATIONS & APPLICATION GUIDE

### ADVANCING DISASTER EDUCATION IN AMERICA

Updated Summer, 2025

**ELIGIBILITY:** Applications must be submitted by Extension professionals employed by land-grant or sea-grant institutions that are members of the Extension Disaster Education Network (EDEN). At least one individual on any proposed project must be an EDEN delegate or an EDEN Point of Contact.

**AWARD AMOUNT:** For (2025-2026), up to three \$25,000 grants are available. Funding is contingent upon availability of FADI-EDEN FY 26 funds.

#### **TIMELINE:**

- Application Open: Summer 2025
- Application Deadline: noon Pacific Time on Monday, September 29, 2025
- Award Notification: October 2025
- Award Period: November 2025 - August 31, 2026

#### **PURPOSE:**

The purpose of the Extension Disaster Education Network (EDEN) Development Grants Program is to invest in the development of innovative educational resources and Extension initiatives that can advance the work of EDEN and support the broader land-grant and sea-grant systems across the nation in addressing the preparation for, response to, and recovery from hazards and disasters. Four focus areas were developed during EDEN's strategic planning process, led by the EDEN Executive Committee. This document outlines the 1) focus areas, 2) process(es) for applying, and 3) review, award, and monitoring processes.

**FOCUS AREAS:** The EDEN Development Grant process is designed to generate activities and work products that contribute directly to the success of EDEN as an organization. Proposals must address one of the following broad focus areas below:

1. The production of publicly available EDEN resources and scholarship. Deliverables must increase the scope, variety, and number of disaster-related materials available on the EDEN website.
2. Professional Development for EDEN POCs and Delegates. Deliverables must include training and related projects to enhance the personal and professional capacity of EDEN Delegates.
3. The enhancement of membership and participation. Deliverables must include efforts and activities aimed at generating new institution memberships, increasing delegate numbers, and enhancing participation.
4. Enhancement of partnerships, relationships, and networks on behalf of EDEN. Deliverables would include outreach and engagement activities intended to build new funding relationships with agencies and organizations, including, but not limited to, USDA.

Up to three competitive \$25,000 grants will be awarded. Deliverables must include activities, outputs, outcomes, impacts, and materials specific to the topic area of focus. Successful applicants are expected to submit products, processes, and other deliverables that will be made available via the various EDEN platforms.

## WHERE TO APPLY

Applications should be completed and submitted through the FADI-EDEN Application Portal, provided by the Extension Foundation, available [HERE](#). For additional information, questions, or clarifications. Email [brennakotar@extension.org](mailto:brennakotar@extension.org).

If you have questions about any of the EDEN Development Grants Programs, please contact Fred Schlutt at [fredschlutt@extension.org](mailto:fredschlutt@extension.org).

## BUDGET AND BUDGET CONSIDERATIONS

The budget should address each of the major cost categories outlined in the Federal SF-424 Research and Related Budget form (see brief outline below). No matching funds from institutions are required. NIFA Federal Assistance Policy Guide (<https://nifa.usda.gov/resource/nifa-federal-assistance-policy-guide>). If you have questions or are unsure how to calculate your budget amount, please contact your institution's sponsored programs pre-award office.

- Personnel Costs (R&R Sections A&B)
  - Compensation in the form of Salaries and Wages for faculty, technicians, research associates and assistants, postdoctoral associates, and other technical personnel necessary to meet the project's goals, computed as either a percentage of effort or hourly wages.
  - Fringe Benefits typically encompass employer contributions for social security, employee life insurance, health insurance, unemployment insurance, workers' compensation insurance, and pension plan costs related to personnel charged to the project. Costs must be expressed as a percentage of salaries and wages in the proposal budget based on negotiated Federal rates applicable to each person or role.
- Equipment Costs: Capital equipment (R&R Section C) is defined as tangible personal property (including information technology systems) with a useful life of more than one year and an acquisition cost of \$10,000 or more per unit. The total unit cost per item includes the cost of the item, sales tax, and shipping. Requests must include the item description, justification for the use of equipment on the project, a quote to substantiate the equipment cost, and a plan for the disposal of equipment at the end of the performance period. Agency approval must be obtained before the awarded funds may be released. Equipment is considered non-capital if neither the cost nor the useful life criteria are met (see Other Direct Costs below).
- Travel Costs (R&R Section D): Employee transportation, lodging, and subsistence costs directly supporting the project's aims, including presenting at the Annual EDEN Conference. In the budget justification, include the destination, number of people traveling, and dates or duration of each stay for all anticipated travel. Include the rates used to calculate travel, i.e., mileage, per diem, lodging, airfare, ground transportation, etc. You may use this [Travel Calculator](#) to estimate your travel costs.
- Participant Support Costs (R&R Section E): Direct costs for items such as stipends or honoraria, subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences or training projects. NIFA considers payments to non-participants, such as organizers, recruiters, influencers, trainers, and coaches, who encourage or assist participants as Participant Support. Payments made to defray the cost of participation, such as for travel and meals, are also permitted, provided they are made in accordance with the institution's policies and documentation requirements.
- Other Direct Costs (R&R Section F):

- **Materials and Supplies:** Consumables to be used in the performance of the proposed project, e.g., laboratory items and data processing supplies.
- **Non-Capital Equipment:** Equipment that does not meet both capitalization criteria above. Note that such items are indistinguishable from other supplies. Include in Materials and Supplies.
- **Consultants/Independent Contractors:** Consultants who provide expertise or service to a particular project consistent with their normal course of business.
- **Subawards:** A contract specifically creating a Federal assistance relationship with a subrecipient to carry out part of a Federal award received by the project applicant. A subrecipient is typically assigned responsibility for programmatic decision-making, and subsequent performance is measured in terms of whether assigned project objectives were met.
- **Tuition Remission:** Mandatory benefit for Graduate Research Assistants/Associates (GRAs) students that is separate and distinct from other employee fringe benefits.
- **Other Costs:** Include vendor contracts for ancillary goods and services, publication costs, and meeting expenses. It may also include items that are normally indirect, e.g., long-distance telephone costs and photocopy costs, which are directly related and assignable with a high degree of accuracy.
- Indirect costs (R&R Section H): Whereas Direct Costs (R&R Sections A-F) can be explicitly identified with the performance of a project, Indirect (aka Facilities and Administrative or overhead) Costs are incurred for common or joint objectives and, therefore, cannot be identified readily and specifically with any project. Indirect Costs are quantified as a percentage of a predefined Direct Cost base: Total Direct Costs (TDC), Modified Total Direct Costs (MTDC), or Salaries and Wages (S&W) that may or may not include Fringe Benefits. Note that Indirect Cost rates remain unchanged throughout the project's life. **Applicants are limited to indirect costs at 10 percent of the total direct costs (TDC).**

## REPORTING

Each project will be required to submit a progress report mid-funding cycle (April 1, 2025) and a final programmatic report within 30 days of the award period's end date (August 31, 2026). The report will outline the project, describing its outcomes and impact. It will be submitted through the FADI-EDEN Application Portal. Questions that must be addressed in each of these required project reports include:

### Mid-funding programmatic report:

- How are you progressing on your project work? What have you accomplished so far with your project? As described in your application, how would you describe your timeline using the indicators below?:
  - Ahead of Schedule
  - On Schedule
  - Slightly Delayed
  - Significantly Delayed
  - Please briefly explain your progress to date toward the **overall goal** and the rating you gave.
- How would you rate your overall progress toward the **Expected Outcomes** you aim to achieve by the end of the project?
  - Will Definitely Achieve Expected Outcomes
  - Will Possibly Achieve Expected Outcomes
  - May Not Achieve All Expected Outcomes
  - Will Not Achieve All Expected Outcomes
  - Please provide a short explanation for the rating you provided.

- Please indicate if your team or project has encountered any of the following impediments since receiving your award notice. Select all that apply.
  - Delay in Project Implementation
  - Lack of Participation from External Participants
  - Personnel Issues
  - Other (Explain)
- Please describe any impediments encountered that impacted your project and any adaptations you adopted as a result.
- Considering your goals and progress to date, do you need to adjust your project scope? If so, please provide a short explanation.
- How have you engaged with the Extension Foundation staff in the process of receiving the award and getting started on your project? Please share your experience and let us know if it was helpful or not.

## **Final Programmatic Report**

- How would you rate your overall progress toward the Expected Outcomes described in your application?
  - Fully Achieved Expected Outcomes
  - Partially Achieved Expected Outcomes
  - Did Not Achieve All Expected Outcomes
  - Please provide a short explanation for the rating you provided.
- Please describe any impediments encountered, their impact on your project, and any adaptations adopted because of them.
- What impact are/did you realize with your project?
- Describe all the outcomes (deliverables) from your project.
- How will you share/distribute the results and deliverables of your project to your partners, clients, or those you serve?
- How have you engaged with the Extension Foundation? Please share your experience and indicate whether it was helpful or not.
- Based on your experience with this Development Grant, would you recommend this grant opportunity to others? Why or why not?

You are required to share the deliverables, results, and outputs with the EDEN network. If pertinent, submit a new or updated resource through the Resource Dashboard.

The Extension Foundation can help publicize your deliverables to EDEN. For example, here are a few ways: news items on the EDEN Website, a blog update on Connect Extension (which gets pulled into a weekly digest and distributed via email), EDEN Facebook, EDEN LinkedIn, EDEN Twitter, to Extension communication directors at your institution to distribute to media partners, internally, etc.

## **Financial Reports**

Each project will be required to submit a quarterly financial report due within 30 days of the end of the quarter and a final financial report due within 60 days of the end of the award period.

As referenced above, any product, material, or process developed in this funded project must be provided to EDEN for dissemination on EDEN platforms.

## AWARD REVIEW PROCESS

The EDEN Development Grants Program takes seriously the need for a sound and impartial peer-review process for all proposals submitted. Review panels will evaluate each award type and convene to identify funding selections.

Proposals will be evaluated on the following criteria:

- The proposed project's relevance in addressing one or more of the Critical Focus Areas.
- The proposed project's merit and its intended impact.
- The soundness and clarity of the proposed methodology, data analysis, and timeline.
- The value of the project's proposed deliverables.
- The budget's alignment and support of the proposed activities.
- The qualifications of the individual or team that will provide leadership to the research effort.

## APPLICATION FORM FIELDS

The application form fields are designed to guide you in identifying the opportunity and the resources available to frame your proposal. **Although the individual questions are listed below, with space available to craft your responses, the proposal must be submitted using the FADI-EDEN Application Portal [HERE](#).**

1. Which of the following areas (s) of focus does this proposal most closely align with?
  - a. The production of publicly available EDEN resources and scholarship. This effort will increase the scope, variety, and number of disaster-related materials available on the EDEN website.
  - b. Professional Development of EDEN POCs and Delegates. This would include training, EDEN certificates, and related projects to enhance the personal and professional capacity of EDEN Delegates.
  - c. The enhanced membership and participation. These efforts would generate new institution memberships, increase delegate numbers, and increase participation.
  - d. Enhancement of partnerships, relationships, and networks on behalf of EDEN. Deliverables would include outreach and engagement activities intended to build new funding relationships with agencies and organizations, including, but not limited to, USDA.
2. Upload a Director/Administrator letter of support.

## CONTACT INFORMATION

3. Project Team Leader/Principal Investigator Name \_\_\_\_\_
4. Project Team Leader/Principal Investigator Email Address \_\_\_\_\_
5. Project Team Leader/Principal Investigator Phone Number \_\_\_\_\_
6. Office of Sponsored Programs Contact Information Name \_\_\_\_\_
7. Office of Sponsored Programs Contact Information Email Address \_\_\_\_\_
8. Office of Sponsored Programs Contact Information Phone Number \_\_\_\_\_
9. Briefly highlight the past activities that the Project Team Leader/Principal Investigator has been engaged in that are relevant to the proposed project. This could include listing relevant publications, reports, and contributed papers. (150-word maximum)
10. Upload the Project Team Leader/Principal Investigator Biographical Sketch (maximum of 3 pages). List the name and affiliated institution of each team member. See template here: [https://docs.google.com/document/d/1-8vZZTVpyDBAmbmIDogPHeLmtt1driOC/edit?usp=drive\\_link&oid=100620684433340686967&rtpof=true&sd=true](https://docs.google.com/document/d/1-8vZZTVpyDBAmbmIDogPHeLmtt1driOC/edit?usp=drive_link&oid=100620684433340686967&rtpof=true&sd=true)

## PROJECT INFORMATION

11. Title of your project (this title will be used to publicly acknowledge your award)
12. Funding Amount Requested
13. Project Summary (250-word summary of your proposal)
14. Introduction and Problem Statement (150-word maximum)
15. Methods (250-word maximum)
16. Data Analysis Procedures (250-word maximum)
17. What are the project's anticipated outputs and deliverables? (300-word maximum)
18. How will these deliverables be shared with EDEN? Include all content you plan to create and share with the network, along with the methods you will use to do so. Examples include submitting resources to the Resource Dashboard or presenting during a professional development webinar or to a committee. (250-word maximum)
19. Project Timeline: Provide a timeline specifying the activities to be completed over the grant period. Download the timeline template [HERE](#).
20. What are the project's anticipated outcomes/impacts, and how will they be measured? (250-word maximum)

## INSTITUTION INFORMATION

If your project is funded, [Attachment 3B](#) is needed to prepare your subaward agreement. Work with your Office of Sponsored Projects (OSP) if you need assistance. Many Institutions have this information available on their public website.

21. Upload Attachment 3B here.

## BUDGET & BUDGET JUSTIFICATION

22. Budgets will be completed alongside your application to the submission portal. For your convenience, a copy of the budget and budget justification form fields can be found [HERE](#).
  - To complete the budget template using Google Sheets, go to File > Make a Copy.
  - To complete the budget template using Microsoft Excel, go to File > Download > Microsoft Excel.

Upload the following documents in the submission portal:

23. The Institution's most recent audit report.
24. A Letter of Commitment (LOC) from your Authorized Organizational Representative (AOR) here. A sample letter may be found [HERE](#).