

**UNITED STATES DEPARTMENT OF AGRICULTURE  
RISK MANAGEMENT AGENCY**

OMB Approved 0563-0067  
Expires 01/31/2009

**RISK MANAGEMENT EDUCATION (RME) PROGRAM NARRATIVE**

**Part I:**

Short Project Title (maximum 15 words): \_\_\_\_\_

RME Program Name: \_\_\_\_\_ Funding Requested: \_\_\_\_\_

Administrative Contact: \_\_\_\_\_ Organization: \_\_\_\_\_

Title: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Project Director: \_\_\_\_\_ Organization: \_\_\_\_\_

Title: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

**Project Summary (maximum 250 words):**

*According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0563-0067. The time required to complete this information collection is estimated to average 10 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and, and completing and reviewing the collection of information.*

**Part II (Attachment of no more than 10 single-sided pages):**

For each of the evaluation criteria listed in the Request for Applications (RFA), provide a written narrative describing the project in detail. The narrative should provide reviewers with sufficient information to effectively evaluate the merits of the application according to each evaluation criterion. Applicants should carefully review and understand the specific features and authorities governing the specific program for which funds are being requested, as described in the RFA.

**Part III (Attach Budget Narrative):**

Applicants should provide a budget narrative that describes how the categorical costs listed on SF-424A are derived. Only the direct costs requested in this application need to be justified. Do not include any items that are treated by applicant organizations as indirect costs according to a Federal rate negotiation agreement except for those indirect costs included in consortium/contractual costs.

**Part IV (Statement of Non-financial Benefits, if required):**

If applying under the Commodity Partnership program, applicants should attach a brief Statement of Non-financial Benefits. Applicants must be able to demonstrate that they will receive a non-financial benefit as a result of a partnership agreement. Non-financial benefits must accrue to the applicant and must include more than the ability to provide employment income to the applicant or for the applicant's employees or the community. The applicant must demonstrate that performance under the partnership agreement will further the specific mission of the applicant (such as providing research or activities necessary for graduate or other students to complete their educational programs).