

Appendix B.17

North Central Integrated Pest Management Center State Contact Grants Program

2004 Request for Applications

LETTER OF INTENT DEADLINE: October 31, 2003

APPLICATION DEADLINE: November 14, 2003

**U.S. Department of Agriculture, Cooperative State Research, Education, and
Extension Service, Integrated Pest Management Centers**



DATES: A letter of intent to submit an application must be received by close of business (COB) on October 31, 2003 (5:00 p.m. Eastern Time) in order to submit an application for consideration. Applications must be received by COB on November 14, 2003 (5:00 p.m. Eastern Time). Any applications received after this deadline will not be considered for funding.

STAKEHOLDER INPUT: The Cooperative State Research, Education, and Extension Service (CSREES), USDA and Michigan State University are requesting comments regarding this RFA from any interested party. These comments will be considered in the development of the next RFA for the program. Such comments will be used to meet the requirements of section 103(c)(2) of the Agricultural Research, Extension, and Education Reform Act of 1998 (7 U.S.C. 7613(c)(2)). This section requires the Secretary to solicit and consider input on a current RFA from persons who conduct or use agricultural research, education and extension for use in formulating future RFAs for competitive programs. Comments should be submitted by the deadline noted in the **DATES** portions of this Notice.

Written stakeholder comments should be submitted by mail to: Dr. Larry Olsen, B18 Food Safety and Toxicology Building, Michigan State University, East Lansing, MI 48824 In your comments, please state that you are responding to the 2004 North Central Integrated Pest Management Center State Contact Grants Program.

EXECUTIVE SUMMARY: CSREES requests applications for the North Central Integrated Pest Management Center State Contact Grants Program for 2004 to support the continuum of research and extension efforts needed to increase the implementation of integrated pest management (IPM) methods. The North Central Integrated Pest Management Center State Contact Grants Program supports a state contact network system that encourages the coordination of regional efforts to develop individual pest control tactics, integrate individual tactics into an IPM system, and develop and implement extension education programs. The program is administered by the Integrated Pest Management Centers' four regions (North Central, Northeastern, Southern, Western) in partnership with CSREES. In 2004, it is anticipated that approximately \$300,000 will be available for support of the North Central Integrated Pest Management Center State Contact Grants Program.

This notice identifies the objectives for NC IPM State Contacts, the eligibility criteria for projects and applicants, and the application forms and associated instructions needed to apply for a NC IPM State Contact grant.

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PART I—FUNDING OPPORTUNITY DESCRIPTION

A. Legislative Authority and Background

The North Central Integrated Pest Management Center State Contact Grants Program is administered by the North Central IPM Center in cooperation with the Cooperative State Research, Education, and Extension Service (CSREES) of the U.S. Department of Agriculture (USDA). Section 406 of the Agricultural Research, Extension, and Education Reform Act of 1998 (AREERA) (7 U.S.C. 7626) authorized the Secretary of Agriculture to establish a competitive grants program that provides funding for integrated, multifunctional agricultural research, extension, and education activities. Subject to the availability of appropriations to carry out this program, the Secretary may award grants to colleges and universities (as defined by section 1404 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (NARETPA) (7 U.S.C. 3103)) on a competitive basis for projects that address priorities in United States agriculture and involve integrated research, education, and extension activities, as determined by the Secretary in consultation with the National Agricultural Research, Extension, Education, and Economics Advisory Board.

Section 7206 of the Farm Security and Rural Investment Act of 2002 amended section 406(b) of AREERA to add the 1994 Land-Grant Institutions as eligible to apply for grants under this authority.

B. Purpose and Priorities

The NC-IPM Center will solicit proposals from individuals to serve as the NC-IPM Center State Contact. Every state will have one contact, either a state-based individual or an individual who will serve as a multi State Contact. Applications should describe how the state contact will create collaborative relationships to identify and address critical pest management needs and to improve economic benefits related to the adoption of integrated pest management practices, and to reduce potential human health and adverse environmental risks. This will include evidence of strong collaborative relationships with the state's existing programs including, but not limited to: Integrated Pest Management (IPM), Pesticide Safety Education Programs (PSEP), Land-Grant Extension Programs, Environmental Protection Agency (EPA), Inter-Regional 4 (IR-4), and other state pest management programs. Multi State Contacts must show evidence of collaborative relationships with these programs for each state included in the proposal. The State Contact will serve on one or more Working Groups, as appropriate, based on state programming and priorities. Individuals submitting proposals to become a State Contact will need to identify specific synergistic activities that will be implemented for both state and regional IPM programming. These may include, but are not limited to the development of: a list of state or regional IPM experts; state IPM materials and programs; whole system IPM production guidelines; regional IPM commodity guidelines; on-line discussion groups; regional IPM publications, including newsletters; regional IPM educational programs; regional web development collaboration; commodity production systems management guidelines; crop profiles; and pest management strategic plans (PMSP). Each State Contact should establish an advisory committee or document other methods of stakeholder involvement to determine state-wide priority IPM needs.

PART II—AWARD INFORMATION

A. Available Funding

Each State Contact may receive up to \$25,000 annually to link with other state-based programs (IPM, Pesticide Safety Education Program, IR-4, SARE, NRCS) to address state-based IPM priorities and respond to informational requests from USDA and EPA. Within the NC IPM Center budget \$300,000 has been allocated to maintain this multi-state network of individuals

B. Types of Applications

In 2004, applications may be submitted to the North Central IPM Center State Contact grants program as a New Application.

New application. This is a project application that has not been previously submitted to North Central IPM Center State Contact grants program. All new applications will be reviewed competitively using the selection process and evaluation criteria described in Part IV--Review Process.

PART III—ELIGIBILITY INFORMATION

A. Eligible Applicants

Applications may be submitted by State agricultural experiment stations or Extension Services, colleges and universities, other research institutions and organizations, Federal agencies, private organizations or corporations, and individuals. While their collaboration is encouraged, scientists affiliated with non-United States organizations and scientists who are directly or indirectly engaged in the development of pest management tactics for profit are not eligible to serve as Project Directors (PDs) for North Central IPM Center State Contact funded projects. Award recipients may subcontract to organizations not eligible to apply provided such organizations are necessary for the conduct of the project.

B. Cost Sharing or Matching

There are no matching requirements for North Central IPM Center State Contact grants awarded under this authority and matching resources will not be factored into the review process as evaluation criteria.

PART IV—APPLICATION AND SUBMISSION INFORMATION

A. Address to Request Application Package

Program application materials are available at the following NC IPM Center web site: <http://www.ncpmc.org>. If you do not have access to the web page or have trouble downloading

material and you would like hard copies of the forms, you may contact Dr. Larry Olsen at (517) 355-3459.

B. Content and Form of Application Submission

Applications should be prepared following the guidelines and the instructions below. Each application must contain the following elements in the order indicated:

NOTE: No application will be considered for funding if 1) the application violates stated page limits or other specified format parameters; 2) the proposed budget exceeds budget maximums; 3) the application does not include the required authorizing signatures; or 4) the complete application is not received by the application deadline.

1. General

Use the following guidelines to prepare an application. Proper preparation of applications will assist reviewers in evaluating the merits of each application in a systematic, consistent fashion.

(a) Prepare the application on only one side of the page using standard size (8 1/2" x 11") white paper with one-inch margins, type or word process using no type smaller than 12-point font, and double-space the document. Use an easily readable font face (e.g., Geneva, Helvetica, Times Roman), and number each page sequentially. Avoid printing the application on a dot-matrix printer.

(b) Staple the application in the upper left-hand corner. Do not bind. The original and 10 copies of the application (11 total) must be submitted in one package.

(c) Include original illustrations (photographs, color prints, etc.) in all copies of the application to prevent loss of meaning through poor quality reproduction.

(d) The contents of the application should be assembled in the following order:

- (1) Proposal Cover Page (Form CSREES-2002)
- (2) Table of Contents
- (3) Project Summary (Form CSREES-2003)
- (4) Project Description
- (5) References
- (6) Appendices to Project Description
- (7) Key Personnel
- (8) Collaborative Arrangements (including letters of support)
- (9) Budget (Form CSREES-2004 or CSREES-55 as appropriate)
- (10) Budget Narrative
- (11) Current and Pending Support (Form CSREES-2005)
- (12) Assurance Statement(s) (Form CSREES-2008)
- (13) Page B, Proposal Cover Page (Form CSREES-2002), Personal Data on Project Director

2. Proposal Cover Page (Form CSREES-2002)

(a) Page A

Each copy of each grant application must contain a Proposal Cover Page, Form CSREES-2002. One copy of the application, preferably the original, must contain the pen-and-ink signature(s) of the proposing PDs and the authorized organizational representative (AOR), the individual who

possesses the necessary authority to commit the organization's time and other relevant resources to the project. If there are more than three co-PDs for an application, please list additional co-PDs on a separate sheet of paper (with appropriate information and signatures) and attach to the Proposal Cover Page (Form CSREES-2002). Complete both signature blocks located at the bottom of the Proposal Cover Page form. Please note that Form CSREES-2002 is comprised of two parts - Page A, which is the Proposal Cover Page and Page B, which is the Personal Data on Project Director.

Form CSREES-2002 serves as a source document for the CSREES grant database; it is therefore important that it be accurately completed in its entirety, especially the e-mail addresses requested in Blocks 4.c. and 18.c. However, the following items are highlighted as having a high potential for errors or misinterpretations:

- (1) Type of Performing Organization (Block 6.a. and 6.b.) For Block 6.a., a check should be placed in the appropriate box to identify the type of organization that is the legal recipient named in Block 1. Only one box should be checked. For Block 6.b., please check as many boxes that apply to the affiliation of the PD listed in Block 16.
- (2) Title of Proposed Project (Block 7.) The title of the project must be brief (140 character maximum, including spaces), yet represent the major thrust of the effort being proposed. Project titles are read by a variety of nonscientific people; therefore, highly technical words or phraseology should be avoided where possible. In addition, introductory phrases such as "investigation of," "research on," "education for," or "outreach that" should not be used.
- (3) Type of Request (Block 14.) Check the block for New.
- (4) Total Funds Requested (Block 15.) Accurately include the amount requested.
- (5) Project Director (PD) (Blocks 16-19) Blocks 16-18 are used to identify the PD and Block 19 to identify co-PDs. If needed, additional co-PDs may be listed on a separate sheet of paper and attached to Form CSREES-2002, the Proposal Cover Page, with the applicable co-PD information and signatures. Listing multiple co-PDs, beyond those required for genuine collaboration, is discouraged.

(b) Page B

Page B should be submitted only with the original signature copy of the application and should be placed as the last page of the original copy of the application. This page contains personal data on the PD(s). The NC IPM Center requests this information in order to monitor the operation of its review and awards processes. This page will not be duplicated or used during the review process. Please note that failure to submit this information will in no way affect consideration of your application.

3. Table of Contents

For consistency and ease in locating information, each application must contain a detailed Table of Contents immediately following the Proposal Cover Page. The Table of Contents should contain page numbers for each component of the application. Page numbering should begin with the first page of the Project Description.

4. Project Summary (Form CSREES-2003)

The application must contain a "Project Summary," Form CSREES-2003. The summary should be approximately 250 words, contained within the box, placed immediately after the Table of Contents, and not numbered. The Project Summary should include the title of the project and no other identifiers such as PD(s) names or institutions. The summary should be a self-contained, specific description of the activity to be undertaken and should focus on: overall project goal(s) and supporting objectives; plans to accomplish project goal(s); and relevance of the project to the goals of NC-IPM. The importance of a concise, informative Project Summary cannot be overemphasized.

5. Project Description

Subsections (a) through (c) of the Project Description should not exceed six pages of written text in total. Subsection (d) shall not exceed two pages of written text in total. These restrictions have been established to ensure fair and equitable competition. The Project Description must include all of the following:

(a) Background

Describe why current technologies and practices are inadequate and how the proposed approach will improve the pest management system. Identify the importance of the pest situations in economic, stakeholder, user or environmental terms.

(b) Objectives

Provide a clear, complete and logically arranged set of project objectives and specific planned accomplishments. The research and/or extension objectives of the project must each be clearly defined and measurable.

(c) Approach and Methodology

Identify the design, methods and analytical approach of the project including a timetable. Describe how the project will be managed, particularly how coordination between the research and extension components of the project will be achieved. Discuss plans to involve the private sector in the project and promote commercialization, where appropriate.

(d) Cooperation and Institutional Units Involved

When appropriate, projects should be coordinated with the efforts of other state and national programs. Identify the role and responsibility of each institutional unit and/or state in a multiple-state application and designate the lead state. Indicate the involvement of relevant disciplines, agencies, and organizations, including research, extension, consultants, private sector, and producers. Collaboration with private-sector groups and organizations is encouraged (this section is not to exceed two pages).

(e) Relevancy Statement

Discuss the feasibility of improving IPM implementation and integration of tactics into a pest management system. Describe why this project is necessary. Please answer the "So what?" question. Providing evidence of stakeholder involvement in the application development is strongly encouraged. The procedures used to generate stakeholder involvement may be described

in the relevancy statement. Letters of support also can be added as attachments to the overall application.

6. References

All references to works cited should be complete, including titles and all co-authors, and conform to an acceptable journal format.

7. Appendices to Project Description

Appendices to the Project Description are allowed if they are directly germane to the proposed project. The addition of appendices should not be used to circumvent page limitations.

8. Key Personnel

The following should be included, as applicable:

- (a) The roles and responsibilities of each PD and/or collaborator should be clearly described; and
- (b) A current curriculum vitae of the PD and each co-PD, senior associate, and other professional personnel. This section must include vitae of all key persons who are expected to work on the project, whether or not IPM funds are sought for their support. The vitae should be limited to two pages each in length, excluding a listing of the most relevant publications. It should include a presentation of academic and research credentials, as applicable, e.g., earned degrees, teaching experience, employment history, professional activities, honors and awards, and grants received. A chronological list of all publications in refereed journals during the past four years, including those in press, must be provided for each project member for whom a curriculum vitae is provided. Also, list only those non-refereed technical publications that have relevance to the proposed project. All authors should be listed in the same order as they appear on each paper cited, along with the title and complete reference as these usually appear in journals.

9. Collaborative Arrangements

If it will be necessary to enter into formal consulting, collaborative, or subcontractual arrangements with others, such arrangements should be fully explained and justified. If the consultant(s) or collaborator(s) are known at the time of application, vitae or resume should be provided. In addition, evidence (e.g., letter of support) should be provided that the collaborators involved have agreed to render these services. The applicant also will be required to provide additional information on consultants and collaborators in the budget portion of the application.

10. Budget

(a) Budget Form (Form CSREES-2004 or CSREES-55)

Each application must include a detailed Budget Form CSREES - The budget instructions included in the CSREES Application Forms Package is applicable. The budget form may be reproduced as needed. Funds may be requested under any of the categories listed on the form, provided that the item or service for which support is requested is allowable under the authorizing legislation, the applicable statutes, regulations, and Federal cost principles, and these program guidelines, and can be justified as necessary for the successful conduct of the proposed project. Applicants must include a budget narrative to justify their budget requests (see (b), below, for details).

(b) Budget Narrative

A detailed budget narrative must be included for each application. All budget categories, with the exception of Indirect Costs, for which support is requested, must be individually listed (with costs) in the same order as the budget and justified on a separate sheet of paper and placed immediately behind the Budget Form. If consulting, collaborative arrangements, or subcontractual arrangements are included in the application, these arrangements should be fully explained and justified. The rate of pay for any consultant must be included, if known at the time of application. Letters of intent or other evidence should be provided to show that collaborators have agreed to participate. A proposed statement of work, vita, and a budget for each arrangement involving the transfer of substantive programmatic work or the provision of financial assistance to a third party must be supplied. In multi-state applications, a budget and budget narrative must be included for each state involved. The lead state and each participating state must be identified.

(c) Indirect Costs

Pursuant to Section 1462 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (NARETPA), as amended (7 U.S.C. 3310), indirect costs for this program are limited to 19 percent of the total Federal funds provided under each award. Therefore, the recovery of indirect costs under this program may not exceed the lesser of the institution's official negotiated indirect cost rate or the equivalent of 19 percent of total Federal funds awarded. Another method of calculating the maximum allowable is 23.456 percent of the total direct costs. (This limitation also applies to the recovery of indirect costs by any subawardee or subcontractor, and should be reflected in the subrecipients' budgets.) If no rate has been negotiated, a reasonable dollar amount (equivalent to or less than 19 percent of total Federal funds requested) in lieu of indirect costs may be requested, subject to approval by USDA. This same indirect cost limitation applies to subcontracts.

11. Current and Pending Support (Form CSREES-2005)

All applications must contain Form CSREES-2005 listing other current public or private support (including in-house support) to which personnel (i.e., individuals submitting vitae in response to 9.(b) of this part) identified in the application have committed portions of their time, whether or not salary support for person(s) involved is included in the budget. Please follow the instructions provided on this form. Concurrent submission of identical or similar applications to the possible sponsors will not prejudice application review or evaluation by the CSREES. However, an application that duplicates or overlaps substantially with an application already reviewed and funded (or to be funded) by another organization or agency will not be funded under this program. Please note that the project being proposed should be included in the Pending section of the form.

12. Assurance Statement(s) (Form CSREES-2008)

A number of situations encountered in the conduct of projects require special assurances, supporting documentation, etc., before funding can be approved for the project. In addition to any other situation that may exist with regard to a particular project, applications involving any of the following elements must comply with the additional requirement, as applicable.

(a) Recombinant DNA or RNA Research

As stated in 7 CFR Part 3015.205 (b)(3), all key personnel identified in the application and all endorsing officials of the proposing organization are required to comply with the guidelines established by the National Institutes of Health entitled, "Guidelines for Research Involving Recombinant DNA Molecules," as revised. If your project proposes to use recombinant DNA or RNA techniques, you must so indicate by checking the "yes" box in Block 20 of Form CSREES-2002 (the Proposal Cover Page) and by completing Section A of Form CSREES-2008. For applicable applications recommended for funding, Institutional Biosafety Committee approval is required before CSREES funds will be released. Please refer to the application forms for further instructions.

(b) Animal Care

Responsibility for the humane care and treatment of live vertebrate animals used in any grant project supported with funds provided by CSREES rests with the performing organization. Where a project involves the use of living vertebrate animals for experimental purposes, all key personnel identified in an application and all endorsing officials of the proposing organization are required to comply with the applicable provisions of the Animal Welfare Act of 1966, as amended (7 U.S.C. 2131 et seq.), and the regulations promulgated there under by the Secretary in 9 CFR Parts 1, 2, 3, and 4 pertaining to the care, handling, and treatment of these animals. If your project will involve these animals, you should check "yes" in Block 20 of Form CSREES-2002 and complete Section B of Form CSREES-2008. In the event a project involving the use of live vertebrate animals results in a grant award, funds will be released only after the Institutional Animal Care and Use Committee has approved the project. Please refer to the application forms for further instructions.

(c) Protection of Human Subjects

Responsibility for safeguarding the rights and welfare of human subjects used in any grant project supported with funds provided by CSREES rests with the performing organization. Guidance on this issue is contained in the National Research Act, Pub. L. No. 93-348, as amended, and implementing regulations promulgated by the Department under 7 CFR Part 1c. If you propose to use human subjects in your project, you should check the "yes" box in Block 20 of Form CSREES-2002 and complete Section C of Form CSREES-2008. In the event a project involving human subjects at risk is recommended for award, funds will be released only after the Institutional Review Board (IRB) has approved the research plan and CSREES has accepted documentation of the IRB approval. Please refer to the application forms for additional instructions.

13. Certifications

Note that by signing Form CSREES-2002 the applicant is providing the certifications required by 7 CFR Part 3017, regarding Debarment and Suspension and Drug-Free Workplace, and 7 CFR Part 3018, regarding Lobbying. The certification forms are included in the application package for informational purposes only. These forms should not be submitted with the application since by signing Form CSREES-2002 your organization is providing the required certifications. If the project will involve a subcontractor or consultant, the subcontractor/consultant should submit a Form AD-1048, Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions, to the

grantee organization for retention in their records. This form should not be submitted with the application to USDA.

C. Submission Dates and Times

Letters of intent must be received by close of business (COB) on October 31, 2003 (5:00 p.m. Eastern Time). Applications must be received by COB on November 14, 2003 (5:00 p.m. Eastern Time). Applications received after this deadline will not be considered for funding.

D. Funding Restrictions

CSREES has determined that grant funds awarded under this authority may not be used for the renovation or refurbishment of research, education, or extension space; the purchase or installation of fixed equipment in such space; or the planning, repair, rehabilitation, acquisition, or construction of buildings or facilities.

Pursuant to Section 1473 of the National Agricultural Research, Extension, and Teaching Policy Act of 1997 (91 Stat. 981), indirect costs are unallowable costs under Section 2(c)(1)(B) projects and Section 3 (d) of the Smith-Lever funded projects, and no funds will be approved for this purpose. Costs that are a part of the institution's indirect cost pool may not be reclassified as direct costs for the purpose of making them allowable.

E. Other Submission Requirements

1. What to Submit

The letter of intent to submit an application must not exceed one page. It must include the project title, PD(s) name(s), state(s) and participating institution(s), and a brief abstract of the proposed project. Do not submit a budget with the letter of intent. The purpose of this letter is to assist in peer panel identification and recruiting. It is not used in the application evaluation. It is expected that all people submitting a letter of intent will submit a full application.

The original and ten (10) copies of the application must be submitted. All copies of the application must be submitted in one package.

2. Where to Submit

Letters of intent may be submitted via facsimile to: (517) 353-4995, or e-mailed to: olsenl@msu.edu. Applications transmitted by facsimile or e-mail will not be accepted. The address for letters of intent and applications submitted via the U.S. Postal Service, express mail, or overnight courier service is:

Dr. Larry Olsen, Director
North Central Region Integrated Pest Management Center
B-18 Food Safety and Toxicology Building
Michigan State University
East Lansing, MI 48824
For questions: (517) 355-3459
olsenl@msu.edu

The receipt of all applications will be acknowledged by e-mail. Therefore, applicants are strongly encouraged to provide accurate e-mail addresses, where designated, on Form CSREES-2002. If the applicant's e-mail address is not indicated, NC-IPM will acknowledge receipt of the

application by letter. If the applicant does not receive an acknowledgment within 14 days of the submission deadline, please contact Dr. Larry Olsen. Once the application has been assigned an application number, please cite that number on all future correspondence.

3. Application Processing Dates

The following application processing dates are approximate:

December 1, 2003	Peer Review Panel completes project evaluation
December 8, 2003	Notification of grant recommendations
January 5, 2004	Funds available to State Contacts

PART V—APPLICATION REVIEW INFORMATION

A. General

Scientific peer review is an evaluation of a proposed project for technical quality and relevance to regional or national goals performed by experts with the scientific knowledge and technical skills to conduct the proposed research work. Peer reviewers may be selected from an applicant organization or from outside the organization, but shall not include principals, collaborators or others involved in the preparation of the application under review.

The Peer Review proposal committee recommendations will be provided to the NC IPM Steering Committee for final funding decisions.

B. Evaluation Criteria

A peer review panel will handle the application review process at the regional level. The panel will consist of representatives from outside the North Central Region who will be selected to review, evaluate, score and rank the applications based on the following criteria:

1. Evidence of collaborative relationships to identify and address critical pest management needs and to improve economic benefits related to the adoption of integrated pest management practices, and to reduce potential human health and adverse environmental risks. (Weight: 20%);
2. Appropriateness of objectives and education merit (objectives state who will accomplish what and when, objectives are measurable) (Weight: 20%);
3. Evidence of strong collaborative relationships with the state’s existing programs related to IPM and pesticide education (Weight: 25%);
4. Feasibility of attaining objectives during the project, appropriateness of budget, probability of success, and potential for increasing IPM implementation and practice (Weight: 20%);
5. Involvement of relevant disciplines, agencies, and organizations including research, extension, consultants, private sector, and producers, as appropriate (Weight: 10%); and
6. Education and experience of the PDs. (Weight: 5%).

C. Conflicts of Interest and Confidentiality

During the peer evaluation process, extreme care will be taken to prevent any actual or perceived conflicts of interest that may impact review or evaluation. For the purpose of determining conflicts of interest, the academic and administrative autonomy of an institution shall be determined by reference to the current Higher Education Directory, published by Higher Education Publications, Inc., 6400 Arlington Boulevard, Suite 648, Falls Church, Virginia 22042. Phone: (703) 532-2300. Web site: <http://www.hepinc.com>.

Names of submitting institutions and individuals, as well as application content and peer evaluations, will be kept confidential, except to those involved in the review process, to the extent permitted by law. In addition, the identities of peer reviewers will remain confidential throughout the entire review process. Therefore, the names of the reviewers will not be released to applicants.

PART VI—AWARD ADMINISTRATION

A. General

Within the limit of funds available for such purpose, the awarding official of CSREES shall make grants to those responsible, eligible applicants whose applications are judged most meritorious under the procedures set forth in this RFA. The date specified by the awarding official of CSREES as the effective date of the grant shall be no later than September 30 of the Federal fiscal year in which the project is approved for support and funds are appropriated for such purpose, unless otherwise permitted by law. It should be noted that the project need not be initiated on the grant effective date, but as soon thereafter as practical so project goals may be attained within the funded project period. All funds granted by CSREES under this RFA shall be expended solely for the purpose for which the funds are granted in accordance with the approved application and budget, the regulations, the terms and conditions of the award, the applicable Federal cost principles, and the Department's assistance regulations (parts 3015 and 3019 of 7 CFR). Organizational Management Information

Specific management information relating to an applicant shall be submitted on a one-time basis as part of the responsibility determination prior to the award of a grant identified under this RFA, if such information has not been provided previously under this or another CSREES program. CSREES will provide copies of forms recommended for use in fulfilling these requirements as part of the pre-award process. Although an applicant may be eligible based on its status as one of these entities, there are factors that may exclude an applicant from receiving Federal financial and non-financial assistance and benefits under this program (e.g., debarment or suspension of an individual involved or a determination that an applicant is not responsible based on submitted organizational management information).

B. Expected Program Outputs and Reporting Requirements

In addition to the reporting requirements identified in CSREES “Terms and Conditions” (which is part of the award package), successful applicants will be required to submit a detailed final report upon completion of the project to Dr. Larry Olsen.

Final reports should be no longer than 10 pages (12-point type or larger, one-inch margins). In the report, the PD will be expected to demonstrate what progress was made on the project and to highlight important findings and recommendations made as a result of the project. Failure to submit a final report will result in a recommendation to reduce or terminate funding. The NC IPM Center Director will contact the PD at the time the report is due; initial contact will be approximately one year after the grant starting date.

Final reports will be due 90 days after the project termination date. Final reports must be comprehensive and should include more data, figures, etc., than normally would occur in a typical refereed publication or extension publication.

PDs are required to acknowledge CSREES and the NC-IPM Center in all publications or other products that result from funds that are awarded. Reprints or copies of all publications would be appreciated.

PART VII—PROGRAM CONTACTS

Applicants and other interested parties are encouraged to contact Dr. Larry Olsen, Director; North Central Region Pest Management Center; B-18 Food Safety and Toxicology Building; Michigan State University, East Lansing; MI 48824; Telephone: (517) 355-3459; E-mail: olsenl@msu.edu for further information.

PART VIII—OTHER INFORMATION

A. Access to Review Information

Copies of reviews, not including the identity of reviewers, and a summary of the panel comments will be sent to the applicant PD after the review process has been completed.

B. Use of Funds; Changes

1. Delegation of Fiscal Responsibility

Unless the terms and conditions of the grant state otherwise, the grantee may not in whole or in part delegate or transfer to another person, institution, or organization the responsibility for use or expenditure of grant funds.

2. Changes in Project Plans

(a) The permissible changes by the grantee, PD(s), or other key project personnel in the approved project grant shall be limited to changes in methodology, techniques, or other similar aspects of the project to expedite achievement of the project's approved goals. If the grantee or the PD(s) is uncertain as to whether a change complies with this provision, the question must be referred to the Authorized Departmental Officer (ADO) for a final determination. The ADO is the signatory of the award document, not the program contact.

(b) Changes in approved goals or objectives shall be requested by the grantee and approved in writing by the ADO prior to effecting such changes. In no event shall requests for such changes be approved which are outside the scope of the original approved project.

(c) Changes in approved project leadership or the replacement or reassignment of other key project personnel shall be requested by the grantee and approved in writing by the ADO prior to effecting such changes.

(d) Transfers of actual performance of the substantive programmatic work in whole or in part and provisions for payment of funds, whether or not Federal funds are involved, shall be requested by the grantee and approved in writing by the ADO prior to effecting such transfers, unless prescribed otherwise in the terms and conditions of the grant.

(e) Changes in Project Period: The project period may be extended by CSREES without additional financial support, for such additional period(s) as the ADO determines may be necessary to complete or fulfill the purposes of an approved project, but in no case shall the total project period exceed five years. Any extension of time shall be conditioned upon prior request by the grantee and approval in writing by the ADO, unless prescribed otherwise in the terms and conditions of a grant.

(f) Changes in Approved Budget: Changes in an approved budget must be requested by the grantee and approved in writing by the ADO prior to instituting such changes if the revision will involve transfers or expenditures of amounts requiring prior approval as set forth in the applicable Federal cost principles, Departmental regulations, or grant award.

C. Confidential Aspects of Applications and Awards

When an application results in a grant, it becomes a part of the record of CSREES transactions, available to the public upon specific request. Information that the Secretary determines to be of a confidential, privileged, or proprietary nature will be held in confidence to the extent permitted by law. Therefore, any information that the applicant wishes to have considered as confidential, privileged or proprietary should be clearly marked within the application. The original copy of an application that does not result in a grant will be retained by the Agency for a period of one year. Other copies will be destroyed. Such an application will be released only with the consent of the applicant or to the extent required by law. An application may be withdrawn at any time prior to the final action thereon.