

Appendix B.19

# North Central Integrated Pest Management Center IPM Implementation Grant Program

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## 2005 Request for Applications

**PROPOSAL DEADLINE: January 28, 2005**

**DATES:** A proposal of no more than twelve pages in length must be received by January 28, 2005 in writing (original and two hard copies to the address below) and by electronic submission to <http://www.ncipmc.org/extrfa>. Any proposal received after this deadline will not be considered for funding. Hard copies should be submitted to:

**Dr. Larry Olsen  
North Central Integrated Pest Management Center  
B-18 Food Safety and Toxicology Bldg.  
Michigan State University  
East Lansing, MI 48824**

[olsenL@msu.edu](mailto:olsenL@msu.edu)

## **North Central Integrated Pest Management Center IPM Implementation Grant Program**

**SUMMARY: The North Central Integrated Pest Management Center (NC-IPM Center) requests proposals for the IPM Implementation Grant Program for 2005. Projects will support the continuum of extension efforts needed to increase the implementation of integrated pest management (IPM).**

The NC-IPM Center will provide funds in a competitive grants program to enhance Center programs. These funds are available to State Contacts, Working Groups, IPM Coordinators, Land Grant University scientists and others (see Part III for eligibility). Approximately \$350,000 will be available this year to meet the needs of regional IPM programs that address Extension IPM issues. These projects will enhance outreach efforts that support the wide-scale implementation of IPM methods and maximize opportunities to build strategic alliances with industry and user groups to expand their active participation in increasing the adoption of IPM methods. Projects may be proposed to develop educational materials and information delivery systems, conduct demonstrations, or deliver IPM education and training. A research component is not a required element of extension applications, but the research base should be documented. The total budget for a project shall not exceed \$85,000. The NC-IPM Center will consider on a competitive basis funding proposals that meet address one or more of the following:

- Economics/Risk Assessment for IPM Systems
- Alternatives to Pesticides in Pest Management Systems
- Alternative Production Systems
- Decision and Diagnostic Tools
- Pest Detection, Identification, and/or Monitoring
- Measurement of IPM Adoption.

The proposal must include the development of IPM programmatic materials, and how the project outcomes will be measured and evaluated. An annual progress report will be required. This information will be used to prepare regional reports regarding IPM priorities, program implementation, and the impact of IPM adoption. Successes will be highlighted through electronic and print media.

A fully developed proposal, the original and two (2) hard copies must be received by the North Central IPM Center by **5:00 p.m. on January 28, 2005** at the address stated on the front of the RFA. An electronic submission must also be made through the North Central IPM Center web site at: <http://www.ncipmc.org/extrfa> by the same date. Questions on submission should be directed to Larry Olsen at ([olsenL@msu.edu](mailto:olsenL@msu.edu)) or by phone at (517) 355-3459.

## **PART I—FUNDING OPPORTUNITY DESCRIPTION**

### **A. Legislative Authority and Background**

The NC-IPM Center is a cooperative program with the Cooperative State Research, Education, and Extension Service (CSREES) of the U.S. Department of Agriculture (USDA). Funding is provided through Section 406 of the Agricultural Research, Extension, and Education Reform Act of 1998 (AREERA) (7 U.S.C. 7626) which authorized the Secretary of Agriculture to establish a competitive grants program that provides funding for integrated, multifunctional agricultural research, extension, and education activities.

### **B. Purpose and Priorities**

The NC-IPM Center provides support for the continuum of IPM demonstration and implementation projects or measurement of adoption of new IPM tactics and systems. Applications must involve one or more of the following topics. All of the following areas of emphasis have equal priority. Applicants should include how the project will be evaluated to determine if it is helping advance IPM and implementation of the IPM Roadmap.

#### **1. Economics/Risk Assessment for IPM Systems**

Key decisions about using IPM involve questions of economical, biological, and ecological benefits, time requirements, and production risks. Extension and demonstration projects should quantify their contribution to improved economic viability of the production system and/or to the reduction of risk to users, consumers, farm operations, or the environment.

#### **2. Alternatives to Pesticides in Pest Management Systems**

Many pest management systems remain dependent on pesticides. It is important to identify how the alternative strategies could fit into systems. A multi-tactic and/or multi-disciplinary approach should be considered to enhance the development of comprehensive pest management systems. An objective is to reduce reliance on pesticides. Applications that focus solely on the development and/or evaluation of chemical pesticides will not be considered for funding.

#### **3. Alternative Production Systems**

Projects should emphasize implications of alternatives to conventional production systems. There is a need to demonstrate and implement IPM systems where alternative approaches are important to the overall profitability, risk reduction, and environmental impacts.

#### **4. Decision and Diagnostic Tools**

Innovative decision and diagnostic tools are urgently needed that are easily used, yet generate reliable pest management decisions.

#### **5. Pest Detection, Identification, and/or Monitoring**

Innovative approaches for pest detection, identification, and monitoring are needed for better site-specific management programs. The ultimate goal is implementation of assessment and monitoring techniques that are both practical at the field level and cost effective.

## **6. Measurement of IPM Adoption**

Evaluating IPM implementation and adoption has not kept pace with development of IPM tactics and strategies. Measurement on IPM implementation and adoption must include measurement of economic and social constraints in IPM adoption. A relevant question is, “What can be done to enhance adoption?” There is a need to identify points in users’ decisions where education, social dynamics, incentives, and regulation could encourage IPM adoption.

## **PART II—AWARD INFORMATION**

### **A. Available Funding**

Approximately \$350,000 is available in FY 2005 from NC IPM Center funds to assist in meeting the IPM needs of clientele throughout the NC region.

### **B. Types of Applications**

In 2005, applications may be submitted to the NC-IPM Center IPM Implementation Grant Program as a **New Application**. In future years it is anticipated that with continued funding these awards may become renewal awards if suitable progress has been made on the existing grant as determined by the NC-IPM Center Steering Committee. Applications should not be submitted for more than two years.

## **PART III—ELIGIBILITY INFORMATION**

Applications may be submitted by employees of 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 NC-IPM Center IPM Implementation funded projects. Award recipients may subcontract to organizations not eligible to apply provided such organizations are necessary for the conduct of the project.

## **PART IV—APPLICATION AND SUBMISSION INFORMATION**

### **A. Proposal**

Proposals must be submitted in the following format. Each proposal shall not exceed twelve pages for project description (a-g on pages 6-7). It must be written in English, typed on 8.5" x 11" white paper; all pages must be numbered; text must be double-spaced on one side of the page with one-inch margins using a font no smaller than 12 point. Staple the proposal in the upper left-hand corner. One original and two copies are to be submitted to Larry Olsen by January 28, 2005 at the address on the cover page. An electronic version will be submitted via the NCIPM Center web site at: <http://www.ncipmc.org/extrfa>.

## **B. Address to Request Application Package**

Program application materials are available at the following web site:

<http://www.reeusda.gov/forms/WordForms.doc>. If you do not have access to the web page or have trouble downloading material and would like hard copies of the forms, you may contact Dr. Larry Olsen at (517) 355-3459 or at [olsenl@msu.edu](mailto:olsenl@msu.edu) or on the NC IPM web site.

## **C. Content and Form of Application Submission**

Proposals should be prepared following the guidelines and the instructions below. Each proposal must contain the following elements in the order indicated.

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

### **1. General**

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

(a) Prepare the proposal 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 type no 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.

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

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

(d) The contents of the proposal should be assembled in the following order (the application kit is available at the following link: <http://csrees.usda.gov/funding/forms.html>)

- (1) Proposal Cover Page (Form CSREES-2002)
- (2) Project Summary (Form CSREES-2003)
- (3) Table of Contents
- (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)
- (10) Budget Narrative
- (11) Current and Pending Support (Form CSREES-2005)
- (12) Assurance Statement(s)
- (13) Page B, Proposal Cover Page (Form CSREES-2002), Personal Data on Project Director

## **2. Proposal Cover Page (Form CSREES-2002 - Page A)**

Each copy of each grant application must contain a Proposal Cover Page, Form CSREES-2002. One copy of the application 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. 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 should be avoided where possible. In addition, introductory phrases such as "investigation of," "research on," "education for," or "outreach that" need 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.

## **3. Project Summary (Form CSREES-2003)**

The proposal must contain a "Project Summary" Form CSREES-2003. The summary should be approximately 250 words, contained within the box, 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 brief description of the activities to be undertaken and in simple terms that can be understood by a diverse audience. It 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 Center. The importance of a concise, informative Project Summary cannot be overemphasized. Place this form immediately following the Proposal Cover Page and do not number.

## **4. Table of Contents**

For ease in locating information, each proposal must contain a detailed Table of Contents. The Table of Contents should be placed after the Proposal Summary Form and contain page number references for each component of the proposal.

## **5. Project Description**

Subsections (a) through (c) of the Project Description should not exceed six pages of written text in total. Subsection (d) through (g) 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**

How the proposed approach will improve the integrated pest management system. Identify the importance of the pest challenges in economic, stakeholder, user, or environmental terms.

### **(b) Objectives**

Provide a clear, complete and logically arranged numbered set of project objectives and specific planned accomplishments. The objectives of the project must each be clearly defined and measurable. The proposal will be rated higher if there is a strong connection with the National IPM Roadmap objectives which can be found at: <http://www.ipmcenters.org/Policy/index.cfm>.

### **(c) Approach and Methodology**

Identify the design, methods, analytical approach and how the outcomes will be measured for the project. Describe how the project will be managed, particularly how coordination between the components of the project will be achieved. A numbered procedure statement should correspond with each numbered objective. These statements should outline the essential work plans and methods that will be employed in attaining each objective. The procedure statement should show that the proposed work has the potential of providing data and information that will permit accomplishing the objectives.

### **(d) Cooperation and Institutional Units Involved**

When appropriate, projects should be coordinated with the efforts of other state and national personnel and programs. Proposals should clearly define the role and responsibility of each person. 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.

### **(e) Probable Duration**

The planned duration of proposed projects should be consistent with the duration described in the time-line. It should not be longer than two years.

### **(f) Relevancy Statement**

Discuss the feasibility of improving IPM implementation and integration into a pest management system. Describe why this project is necessary. Please answer the “*So what?*” question. 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.

### **(g) Evaluation Plans**

A brief discussion of plans to evaluate progress must be included. A time-line showing expected progress and expected outcomes on how the project will contribute to achieving the goals of the IPM Roadmap is needed and could be used as a part of the progress report to demonstrate

satisfactory progress. Note that outputs are workshops held or publications produced and these are not what the NC IPM Center is seeking. Rather we need outcomes reported which are changes in IPM practices that can result in measurable differences in economics, human health, or environmental protection.

## **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:

- (a) The roles and responsibilities of the PD and each collaborator should be clearly described;
- (b) Current curriculum vitae of the PD and each co-PD, senior associate, and other professional personnel who are expected to work on the project should be included, whether or not IPM funds are sought for their support. The vitae should be limited to two pages in length.

## **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 will be required to provide information on the consultants and collaborators in the budget and budget narrative portion of the application.

## **10. Budget Form (Form CSREES-2004)**

Each proposal must include a detailed Budget Form CSREES –2004 for each year of requested support and a budget form that summarizes total costs. 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; and the applicable statutes, regulations, and Federal cost principles can be justified as necessary for the successful conduct of the proposed project. Graduate assistantships are not allowed. An Excel version of this form is available at the following link:

<http://csrees.usda.gov/funding/forms.html>. Please be sure to save this form to your computer's local drive before entering data.

### **(a) 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 20 percent of the total Federal funds. 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 20 percent of total Federal funds awarded. Another method of calculating the maximum allowable is 25 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.

### **(b) Cost Sharing or Matching**

There are no matching requirements for the NC-IPM Center IPM Implementation grants awarded under this authority and matching resources will not be factored into the review process as evaluation criteria.

### **11. Budget Narrative**

A detailed budget narrative must be included with each proposal. 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. 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.

### **12. 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 identified in the proposal 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. Please note that the project being proposed should be included in the Pending section of the form.

### **13. Assurance Statements**

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 proposal 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.

### **14. Proposal Cover Page (Form CSREES-2002 - Page B) Personal Data on Project Director**

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 proposal. 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.

#### **D. Submission Date**

The full proposal must be received by **January 28, 2005**. Applications received after this deadline will not be considered for funding.

#### **E. 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. 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. The applicable terms and conditions for awards made under this program (CSREES General Terms & Conditions – A) can be obtained from the following link:

<http://www.ree.usda.gov/crgam/oep/termsa.doc>. Any additional requirements will be included in subaward agreements for funded projects.

#### **F. Other Submission Requirements**

##### **1. What to Submit**

The full proposal must not exceed twelve pages. The original and two (2) copies of the proposal must be submitted. Facsimile copies are not acceptable. Applicants must also submit electronic copy via the web site at <http://www.ncipmc.org/extrfa>.

##### **2. Where to Submit**

Hard copies of the proposals should be sent by the U.S. Postal Service, express mail, or overnight courier service to Dr. Larry Olsen. The receipt of all proposals 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, the NC-IPM Center will acknowledge receipt of the proposal by letter. If the applicant does not receive an acknowledgment within 14 days of the submission deadline, please contact Dr. Larry Olsen. Once the proposal has been assigned an application number, please cite that number on all future correspondence. The hard copies should be sent to:

Dr. Larry Olsen  
North Central Integrated Pest Management Center  
Michigan State University  
B-18 Food Safety and Toxicology Bldg.  
East Lansing, MI 48824

Applicants must also submit an electronic copy of the proposal and appropriate forms to the NC IPM Center web site at <http://www.ncipmc.org/extrfa>.

## **PART V—APPLICATION REVIEW INFORMATION**

### **A. General**

Peer review is an evaluation of a proposed project's merit and relevance. The NC IPM Center Steering Committee and Co-Directors will review the proposals and make final funding decisions.

### **B. Evaluation Criteria**

The Steering Committee and Directors will review, evaluate, score and rank the applications based on the following criteria:

1. Evidence of stakeholder justification of the need for the project to develop and/or demonstrate the IPM practices to improve economic benefits and to reduce potential human health and adverse environmental risks as stated in the IPM Roadmap. (Weight: 20%);
2. Evidence of collaborative relationships of relevant disciplines, agencies, and organizations including research, extension, consultants, private sector, and producers to address the identified IPM needs. (Weight: 10%);
3. Appropriateness and scientific and/or educational merit of the objectives (objectives clearly state who will accomplish what and when, objectives are measurable). (Weight: 20%);
4. Feasibility of attaining objectives during the project, appropriateness of budget, potential of success and for increasing IPM implementation and adoption. (Weight: 20%);
5. The project's potential impact on increasing IPM implementation by clientele in the North Central region. (Weight: 20%)
6. Design and methodology (design appropriate, methods are referenced). (Weight: 5%).
7. Education and experience of the PDs. (Weight: 5%).

### **C. Conflicts of Interest and Confidentiality**

During the evaluation process, extreme care will be taken to prevent any actual or perceived conflicts of interest that may affect review or evaluation. 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.

## **PART VI—AWARD ADMINISTRATION AND REPORTING**

Successful applicants will be required to submit a brief (2 page) annual progress report for multiple year projects. These will be evaluated by the Steering Committee to determine if continued funding will be allowed. A detailed final report must be submitted within 60 days after the termination date of the subcontract. They are to be submitted to Dr. Larry Olsen and Dr. Susan Ratcliffe, NC IPM Facilitator, University of Illinois, Department of Crop Science, S-316 Turner Hall, 1102 S. Goodwin Avenue, Urbana, IL 61801. Final reports should be no longer than

10 pages (12-point type or larger, one-inch margins). In the report, the PD(s) 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 prevent eligibility for other grants. The NC IPM Center Director will contact the PD(s) approximately two months prior to the end date to remind them the final report is due 60 days after the project termination date.

PD(s) are required to acknowledge USDA-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.