

Appendix B.21

North Central IPM Center Working Group Review Process

To: NC IPM Center Steering Committee members

From : Larry Olsen, Co-Director, NC IPM Center

As you may recall at our last meeting, we decided that the Steering Committee would review the preproposals for the Working Groups and help us decide which ones are suitable to develop into full proposals. Below I have included pertinent paragraphs from the RFA that announced the formation of Working Groups. If you would like to see the full proposal, I have attached it. One error that I discovered is that in the RFA we told the PIs two different dates when they would hear if their preproposal was selected to be written as a full proposal. The first date was July 14 and the second was July 23. We will use July 23rd to allow additional time to review and rank the preproposals.

Please use the criteria listed in the RFA for the full proposals to evaluate the merit of the preproposals. Information from the RFA is included at the end of this document. After reviewing each preproposal, please rank them from top to bottom. Hopefully, you will be able to determine a cut off point where the preproposals do not merit submission of a full proposal. I would hope we would approve 10-12 preproposals to be written as full proposals.

I would like to schedule a conference call on either July 22 or 23 to discuss your rankings. Please return this message and indicate when on those dates you would be available for a 1 hour call. If those dates do not work for you, please forward your rankings to me prior to July 22, so they may be included in the discussion with the other Steering Committee members to determine which of the preproposals warrant an invitation to submit a full proposal.

Thank you very much for your assistance in this process. If you have questions regarding this process, please contact me by return e-mail or at 517-355-3459. I will get back with you as soon as possible.

Thanks for your assistance.

RFA instructions:

The following are direct quotes from the RFA for your use in ranking the preproposals:

"SUMMARY: The North Central Integrated Pest Management Center (NC-IPM Center) requests proposals for the Working Groups Grant Program for 2004. Working Groups will support the continuum of research and extension efforts needed to increase the implementation of integrated pest management (IPM). This RFA encourages the coordination of state and regional efforts to develop up to six Working Groups. In 2004, approximately \$150,000 will be available for support of the program. Each Working Group may receive up to \$30,000 from this grant program each year for a maximum of three years (awarded annually based on attainment of goals as established in the plan of work). This notice identifies the objectives for NC-IPM Working

Groups, the eligibility criteria for applicants, the application forms and associated instructions needed to apply for a NC-IPM Center Working Group grant.

"Working Groups will be funded in a competitive process and serve as the basis for many of the Centers core functions. Commodity or issue-based Working Groups will be established to address human health, environmental health, and water quality impacts as well as IPM needs. They will also address the issue of economic benefit of IPM adoption. They will be multi-state, multi-discipline and self selected with 10-25 members that are comprised of stakeholders, researchers, extension specialists, and government agency representatives. The roles of the Working Group are to identify and prioritize regional IPM issues, build partnerships with key stakeholders, and address the goals of the National Roadmap for IPM (found at: <http://www.ipmcenters/IPMRoadMap.pdf>) and the NC-IPM Center mission and goals (found at: http://www.ncipmc.org/about/pm_desc.html). Initially there may be up to six Working Groups. Members who have shared vision will be given the responsibility, authority and resources to meet their self determined goals. They will begin by developing a mission statement, goals, programs and a Plan of Work to meet that mission.

"All Working Groups will address the following criteria:

- identify and prioritize regional IPM issues for commodities or specific issues. These issues can be used as funding priorities for other NC IPM Center and USDA grant programs.
- address the goals of the National IPM Roadmap including evaluation of IPM successes.

"In addition, we expect Working Groups will meet several of these criteria:

- conduct outreach programs and develop IPM related educational materials.
- develop IPM Practice lists for use in NRCS programs.
- compile or update a set of IPM definitions for program areas associated with their mission.
- conduct surveys to determine level of IPM adoption.
- incorporate economic benefits into their implementation programs and establish an economic index to allow stakeholders to evaluate the economic impact of alternative management practices.
- develop or revise crop profiles or pest management strategic plans.
- have a strong outcome focus on program.

"Working Groups will meet to write a Plan of Work with objectives and milestones that will address how they will address the research, education and implementation needs as outlined in the National IPM Roadmap. The Working Group Chair will submit an annual budget request to assist in programmatic efforts as outlined in the Plan of Work. The Working Groups will interact with regional research/Extension committees and complement their efforts by dissemination of research data through Extension based programs. Annual accomplishments reports will be submitted to Dr. Susan Ratcliffe, NC IPM Facilitator.

"Expected outcomes include the development of IPM programmatic materials and annual progress reports. This information will be used to prepare regional reports regarding IPM priorities, program implementation, and the impact of IPM adoption. Working Group successes will be highlighted through electronic and print media. The chairs are expected to serve on the NC IPM Center Advisory committee and provide input regarding priorities for future RFAs.

Working Groups will be eligible to compete for additional NC IPM Center funding to meet their objectives.

"A preproposal, (one hard copy and an electronic version) not exceeding three pages double spaced, must be submitted to Dr. Larry Olsen by June 30, 2004 at the address on the cover page. Preproposals will be evaluated and ranked by the NC IPM Steering Committee and Directors, and applicants will be notified within three weeks if a fully developed proposal should be submitted.

"If an applicant is invited to prepare a fully developed proposal, the original and four (4) copies must be received by the North Central IPM Center by **5:00 p.m. on August 30**. An electronic copy (in Microsoft Word, Rich Text Format, or WordPerfect) of the narrative portions of the proposal must be submitted by an email attachment to Larry Olsen (olsenl@msu.edu) by the same date.

"A. Preproposal

Pre-proposals must be submitted in the following format. Each pre-proposal shall not exceed three pages for project description 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 copy and an electronic version are to be submitted to Larry Olsen by June 30 at the address on the cover page.

PART V APPLICATION REVIEW INFORMATION

A. General

Scientific peer review is an evaluation of a proposed projects merit and relevance. The NC IPM Steering Committee and Co-Directors will 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 involvement to identify critical pest management needs to improve economic benefits related to the adoption of integrated pest management practices, and to reduce potential human health and adverse environmental risks as stated in the IPM Roadmap. (Weight: 10%);
2. Evidence of strong collaborative relationships of relevant disciplines, agencies, and organizations including research, extension, consultants, private sector, and producers related to IPM and pesticide education to address the identified IPM needs. (Weight: 20%);
3. Appropriateness and relevance of objectives (objectives clearly state who will accomplish what and when, objectives are measurable), soundness of approach and Plan of Work. (Weight: 30%);

4. Feasibility of attaining objectives during the project, appropriateness of budget, potential of success and for increasing IPM implementation and practice. (Weight: 20%);
5. Potential impact on IPM of the project. (Weight: 20%)."