

North Central Integrated Pest Management Center State Contacts Grant Program

2004 Request for Applications

LETTER OF INTENT DEADLINE: October 31, 2003

APPLICATION DEADLINE: November 14, 2003

DATES: A letter of intent to submit an application must be received by October 31, 2003 in writing or at the e-mail address below. Full applications must be received by November 14, 2003. Any applications received after this deadline will not be considered for funding. Materials should be submitted to:

**Dr. Larry Olsen
B18 Food Safety and Toxicology Building
Michigan State University
East Lansing, MI 48824
olsenl@msu.edu**

SUMMARY: The North Central Integrated Pest Management Center (NC-IPM Center) requests applications for State Contacts Grant Program for 2004 to support the continuum of research and extension efforts needed to increase the implementation of integrated pest management (IPM). The goals of the NC IPM Center are to: coordinate regional and state IPM identification and prioritization process through IPM Working Groups and others means; develop team responses to expand the availability of these IPM practices; provide information and knowledge needed to increase IPM adoption; and ensure accountability and leadership to effectively manage the Center.

This RFA encourages the coordination of state and regional efforts to: develop crop profiles and pest management strategic plans, tactics and tools to measure IPM adoption, individual pest management tactics to integrate into an IPM system, 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 NC-IPM Center State Contacts Grant Program. Each State Contact may receive up to \$25,000 from this grant program.

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

PART I—FUNDING OPPORTUNITY DESCRIPTION

A. Legislative Authority and Background

The NC-IPMC 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.

B. Purpose and Priorities

The NC-IPM Center is soliciting 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 the 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: development/revision of crop profiles; facilitate/participate in pest management strategic plans; develop a list of state and regional IPM experts and IPM materials and programs; develop whole system IPM production guidelines; develop tools and conduct surveys to measure IPM adoption; and develop new state IPM materials and programs. Each State Contact should state how they will respond to information requests from EPA and USDA, and 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 external stakeholders and other state-based programs (IPM, Pesticide Safety Education Program, IR-4, SARE, NRCS) to address 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 12 state network of individuals.

B. Types of Applications

In 2004, applications may be submitted to the NC-IPM Center State Contacts 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 made on the existing grant as determined by the NC-IPM Center Steering Committee.

PART III—ELIGIBILITY INFORMATION

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 NC-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.

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, please use other links referenced late in the RFA. If you would like hard copies of the forms, you may contact Dr. Larry Olsen at (517) 355-3459 or at olsenl@msu.edu.

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.

(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 (the application kit is available at the following link: <http://www.reeusda.gov/forms/WordForms.doc>):

- (1) Proposal Cover Page (Form CSREES-2002)
- (2) Project Summary (Form CSREES-2003)
- (3) Project Description
- (4) References
- (5) Appendices to Project Description
- (6) Key Personnel
- (7) Collaborative Arrangements (including letters of support)
- (8) Budget (Form CSREES-2004)
- (9) Budget Narrative
- (10) Current and Pending Support (Form CSREES-2005)
- (11) Assurance Statement(s)
- (12) 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, 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. 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 application 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 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 Center. The importance of a concise, informative Project Summary cannot be overemphasized.

4. 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

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 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

components of the project will be achieved. Discuss plans to involve the private sector in the project.

(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. 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 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.

5. References

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

6. 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.

7. Key Personnel

The following should be included:

- (a) The roles and responsibilities of the PD and each collaborator should be clearly described;
- (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 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, could 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.

8. 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 information on the consultants and collaborators in the budget and budget narrative portion of the application.

9. Budget Form (Form CSREES-2004)

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. An Excel version of this form is available at the following link: <http://www.cga.msu.edu/new/usda/USDACSREES-2004BudgetForm.xls>. Please be sure to save this form to your computers' 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 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.) This same indirect cost limitation applies to subcontracts.

(b) Cost Sharing or Matching

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

10. Budget Narrative

A detailed budget narrative must be included with 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. 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.

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 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. Please note that the project being proposed should be included in the Pending section of the form.

12. 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 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.

13. 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 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.

C. Submission Dates and Times

Letters of intent must be received by October 31, 2003 (5:00 p.m. Eastern Time). Full applications must be received by 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. 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.reeusda.gov/crgam/oep/termsa.doc>. Any additional requirements will be included in subaward agreements for funded projects.

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 Review 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. An electronic copy of the application must also be sent to Dr. Larry Olsen at: olsenl@msu.edu.

2. Where to Submit

Letters of intent may be submitted via facsimile to: (517) 353-4995, or e-mailed to: olsenl@msu.edu. Full 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, the NC-IPM Center 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	Steering Committee approves projects & budgets
December 15, 2003	Notification of grant recommendations
January 5, 2004	Contracts prepared for State Contacts

PART V—APPLICATION REVIEW INFORMATION

A. General

Scientific peer review is an evaluation of a proposed project's merit and relevance. An external Peer Review Panel consisting of representatives from outside the North Central Region will evaluate each proposal and the results will be provided to the NC IPM Steering Committee for final funding decisions.

B. Evaluation Criteria

The Peer Review Panel 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. (Weight: 30%);
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: 25%);
3. Appropriateness of objectives (objectives state who will accomplish what and when, objectives are measurable) (Weight: 20%);
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. 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. 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

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(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 reduce or terminate funding, and prevent eligibility for a renewal grant. The NC IPM Center Director will contact the PD(s) approximately one year after the grant starting date to remind them the final report is due 90 days after the project termination date.

PD(s) 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.