

FY2024 Regional Integrated Pest Management Centers Diversity, Equity, Inclusion, and Accessibility (DEIA) Grant Request for Applications

Release Date: October 4, 2023

Due date: Submissions accepted on an ongoing basis through January 31, 2024, or until funds are consumed. Reviews will be processed as submissions are received.

Period of Performance: End date no later than 9/17/24

Final Report Due: 60 days post end date

Funding Available: \$120,000 with awards of up to \$20,000 each. We anticipate awarding 1-2 grants per [region](#).

DEIA Grant Description

The Regional IPM Centers champion the development and adoption of integrated pest management, the science of managing pests while protecting people, the environment and economy. Each Center engages broadly with stakeholders to identify and address regional pest priorities in agriculture, communities, and natural areas.

The goal of the Regional IPM Centers DEIA Grant is to make diversity, equity, inclusion, and accessibility (DEIA) both essential and commonplace within the IPM community. We seek proposals that address issues in IPM research and outreach, while centering DEIA topics and goals.

The DEIA Grant program supports DEIA efforts by providing support for institutions, organizations, and communities led by or supporting Black, Indigenous, people of color, LGBTQ+, immigrant, migrant, neurodiverse, Veteran, beginning and women farmers, and/or disability community members, faculty/staff, and students. We will also consider DEIA training and learning and other partners, programs, and opportunities promoting equity and inclusion.

Diversity: to achieve inclusive, healthy, resilient, thriving communities, all people in our region must have equitable access to the resources they need to reach their full potential.

Equity: to promote justice, impartiality and fairness within the procedures, processes, and distribution of resources by institutions or systems.

Inclusion: the degree to which diverse individuals can participate fully in the decision-making processes within an organization or group.

Accessibility: The design, construction, development, and maintenance of facilities, information and communication technology, programs, and services so that all people, including people with disabilities, can fully and independently use them. Accessibility includes the provision of accommodations and modifications to ensure equal access to employment and participation in activities for people with disabilities, the reduction or elimination of physical and attitudinal barriers to equitable opportunities, a commitment to ensuring that people with disabilities can independently access every outward-facing and internal activity or electronic space, and the pursuit of best practices such as universal design.

Eligibility

Eligible applicants include private individuals and institutions, faculty, and qualified staff of two- or four-year universities, businesses, commodity organizations, and governmental and non-governmental organizations. Applications originating from or including small, mid-sized and minority-serving institutions or organizations are particularly encouraged.

Expectations

Proposals must include:

Focus on IPM research and/or outreach.

Include goals related to DEIA, which may include:

- Provide benefits to minoritized stakeholders.
- Increase cultural competency of staff.
- Identify gaps in DEIA effort and ways to improve.
- Needs assessment for communities served.

Funding

Up to \$20,000. No cost-share/match is allowed. Indirect costs are restricted to 10% total direct costs.

Application Preparation

Elements and checklist – templates are available for download. Documents will be uploaded to the online system as one compiled PDF. Click each element for details.

Element Checklist	Notes	Done
Application Submission Questions	Online questions	<input type="checkbox"/>
Cover and Assurances	Download template	<input type="checkbox"/>
Project Narrative Cover page (does not count toward page limit) Problem & justification Objectives, outputs, outcomes Measure of impact plan	6-page max, 1” margins, 12 pt. font. Any table or figure font size should be readable.	<input type="checkbox"/>
Letter(s) of Support	Required from any collaborators	<input type="checkbox"/>
Budget Form	Download template	<input type="checkbox"/>
Budget Narrative	Download template	<input type="checkbox"/>
Conflict of Interest Form	Download template	<input type="checkbox"/>
CVs of Key Personnel	2-page max per CV	<input type="checkbox"/>

Submission

Applications must be submitted through the online grant system. Emailed or hard copies will not be accepted. Prior to submission, complete these steps:

1. You must have or create an account in the [Grants Management System](https://grants.ipmcenters.org/) (<https://grants.ipmcenters.org/>).
2. Select the Regional IPM Centers Diversity, Equity, Inclusion, and Accessibility RFA listed under the North Central region.
3. Click *Begin a new proposal*.
4. **Download** the following: Cover and Assurances, Budget, Budget Narrative, Conflict of Interest.
5. Edit your project title. Applications can be saved as drafts at this point prior to final submission.

When you are ready to submit:

6. Answer the questions in the *Application Submission Questions* link.
7. In the next section, you will upload one complete PDF document in the order indicated in the table above. Click the *Upload/select* button.
8. When ready to submit, go back to *Proposal Overview*, and click *Submit Proposal*.

Details of proposal sections and templates

Application Submission Questions: These questions are online in the Grants Management System, with information entered directly. Fields marked by asterisk (*) are required, and include:

- Contracting State
- Contracting Organization: In many cases this will be the name of the PD's university.
- Cooperating States (if any, select all that correspond to Co-PDs)
- Funding Requested: Use only numerals (no commas nor \$)
- Application Summary: Limit 500 words. Briefly explain a) the problem or opportunity; b) your approach, in simple terms that can be understood by the public, university personnel, private organizations, and budget staff; c) project objectives; and d) anticipated impact.
- Objectives

Cover & Assurances forms (click to download template or copy and paste link.)

<https://grants.ipmcenters.org/wp-content/uploads/DEIA-Cover-Assurances-Form-ISU.docx>

Must be completed for Iowa State University (host institution) sub-award to be processed.

Project Narrative: Include the following (6-page max):

Project Information (Cover page, not included in page count)

Proposal Title
Name and Institution of primary Project Director
Name(s) and Institution(s) of Co-PDs
Total Amount Requested: \$

Problem & Justification

Provide a summary discussing the anticipated project, potential impacts, how it fits within the IPM priorities, and how the proposed project will incorporate the regional IPM centers' desired outcomes for the DEIA. After reading this section, reviewers should have a clear understanding of why this proposed work is important, and why the regional centers should invest in it.

Diversity, Equity, Inclusion, and Accessibility projects should describe how this work directly or indirectly serves the interests of diverse participants or stakeholders, including persons or communities typically underserved, as well as women in agriculture. The project should include an explanation of goals to create a diverse, equitable, and inclusive project environment, or how your project helps to improve or benefit typically underrepresented communities or individuals. NIFA recognizes research, education, and extension efforts will have the greatest impacts when equity is grounded in the programs. The regional IPM centers encourage applications that engage diverse communities and have broad impacts through research, education, extension, and integrated activities to address current and future IPM challenges.

Objectives, Outputs, and Outcomes

For each objective, list outputs and anticipated outcomes with particular emphasis on your DEIA goals, and the methods in which these will be accomplished. This can be done in table or paragraph form. (See example of table below.)

Objectives: List and describe your proposed objectives. Describe how each objective will address the problem(s) you outlined.

Outputs are *activities, services, events, or products that you develop*, such as field days, presentations, training materials, websites, services, data, meetings held, reports, papers, and services.

Outcomes are the *changes among individuals, groups, communities, systems, or society* that your outputs contribute to. *Outcomes are often divided into Short-, Medium- and Long-term:*

- Short-term Outcomes are often related to **Learning**: Changes in awareness, knowledge, attitude, skills, opinions, aspirations, and motivations of the target audience.
- Medium-term Outcomes are often related to **Actions**: Behaviors, practices, decisions made, policies affected, or social actions taken by members of the target audience.
- Long-term Outcomes, also called **Impacts**, are often related to **Conditions**: Social, economic, or environmental conditions “in the world” that may ultimately change as a result of actions taken by end-users in the medium-term. For IPM, changes in economic, social, or environmental conditions would be long-term outcomes.

Objectives, Outputs and Outcomes can be presented in tabular format. Example of table:

Objective	Indicator(s) of success/completion:			
	Outputs: activities, services, events, or products that you develop	Short-term Outcomes: learning/changes in awareness, knowledge, etc.	Medium-term Outcomes: actions, behaviors, practices, etc. taken by target audience	Long-term Outcomes: impacts - changes in economic, social, environmental conditions
Increase communication and collaboration between faculty and staff in the North Central region working with (specific audience) on plant health issues.	5 meetings with WG members	WG member are aware of each others skills and interests	Increased collaborations among diverse scientific and extension communities on IPM challenges/priorities	Long-term relationships increase our ability to respond new and emerging IPM problems
	2 webinars	WG members identify key stakeholders		
	1 publication			

Measure of Impact

Your project should include a plan to measure its impact based on its scope and goals. Data should include proof of *change in learning, action, or condition* during the proposed project.

- Select relevant, measurable metrics and indicators.
- Establish targets and benchmarks for tracking progress.
- Develop a data collection and analysis plan using quantitative and qualitative methods (although other forms of feedback will be accepted).
- Communicate the process and results transparently to stakeholders and the DEIA Steering Committee.
- Plan for continuous improvement and inclusion in decision-making about future project goals.

Letters of Support

You may include letters of support to show the importance of the work to the review committee. Letters are required form any collaborators.

Budget Form (click to download template or copy and paste link below)

<https://grants.ipmcenters.org/wp-content/uploads/DEIA-Budget-Template.xlsx>

If the project entails multiple contracts, include separate budget forms and budget narratives for each institution. The Consolidated Appropriations Act of 2023, P.L. 117-328 limits negotiated indirect costs on cooperative agreements or similar arrangements between USDA and nonprofit institutions to **10% of the total direct cost** of the agreement when the purpose of the agreement is to carry out programs of mutual interest between the two parties.

Budget Narrative (click to download template or copy and paste link below)

<https://grants.ipmcenters.org/wp-content/uploads/DEIA-Budget-Narrative.docx>

A detailed budget narrative using the template provided must be included. Items detailed should correspond with titles and order of budget lines in the Budget form. Explicitly provide the computations that lead to the numbers presented on the budget form. Fully explain any consulting, collaborative, or sub-contractual arrangements included in the project. A proposed statement of work and a budget for each arrangement involving the transfer of substantive programmatic work or the providing of financial assistance to a third party must be provided.

Conflict of Interest Form (click to download template or copy and paste link below)

<https://grants.ipmcenters.org/wp-content/uploads/DEIA-Grant-Conflict-of-Interest.doc>

Submit a separate updated form for each PD/Co-PD.

CVs of Key Personnel

Project Directors (PDs), Co-Project Directors, and any collaborators who will receive a portion of the budget must provide current CV (2-page max) including a listing of the most relevant publications.

Selection Criteria

All complete applications received will be acknowledged. Applications will be reviewed by the DEIA Steering Committee for funding approval.

Application Preparation	10 points	Application is complete and follows the format specified in this RFA. Project Narrative does not exceed 6 pages. Information is presented clearly.
Problem and Justification	25 points	Project addresses relevant IPM research and/or outreach goals. Project fits the IPM Center priorities. Justification for the DEIA goals chosen, their link to IPM, and how the project will address the DEIA goals.
Likelihood of Success (Objectives, outputs, outcomes)	25 points	Clear link between the proposed activities and expected outcomes. Identified methods provide detail to demonstrate a well-thought-out plan. Timeline and scale of project are appropriate.
Measure of Impact	20 points	Plan identifies appropriate measures of impact and follows guidelines from the RFA.
Expertise (Cooperation & Institutional involvement)	10 points	CV(s) indicate the PD and team have the expertise needed to conduct the project. Collaborators have agreed to participate through a letter of support.
Budget	10 points	Budget is well-defined, reasonable for the proposed project and within the funding limits. Budget includes appropriate funds to carry out impact assessment efforts if needed. Budget follows guidelines, and narrative follows the order of the budget form and fully justifies budget items.

Post-Award

Programs represent the regional centers to relevant stakeholders and priority will be given to proposals that will share the knowledge gained with the communities involved.
Final Reports are due to DEIA Steering Committee for review sixty (60) days after the project end date.
Awards may be extended past the 9/17/24 end date if granted by USDA NIFA.

Award information

Recipients of Regional IPM Center grants are held to the [NIFA Agency Specific Terms and Conditions](https://nifa.usda.gov/terms-and-conditions) (nifa.usda.gov/terms-and-conditions).

Complimentary to the Code of Federal Regulations and the Agency Specific Terms and Conditions, the [NIFA Federal Assistance Policy Guide](https://nifa.usda.gov/policy-guide) also provides direction for recipients of NIFA-funded grants and is available at nifa.usda.gov/policy-guide

We will host a Zoom meeting on November 7, 2023, at 11 AM ET/10 AM CT to answer questions and provide more information. Sign up here: [DEIA RFA Q&A Registration](https://app.smartsheet.com/b/form/2544ea03110e4d1cb80074350929b654) (https://app.smartsheet.com/b/form/2544ea03110e4d1cb80074350929b654).

If you have any questions or would like to discuss your ideas for this grant prior to applying, please contact DEIA Director, Dr. Katie Hartmann: kh4@iastate.edu.