

## North Central IPM Center Request for Applications: FY2024

The 2024 North Central IPM Center annual grant program is now accepting applications for the **Critical Issue** and the **Working Group** grant programs.

<b>Due Date</b>	6 PM ET/5 PM CT, <b>November 17, 2023</b>
<b>Total Amount Available</b>	Approximately \$300,000
<b>Funding</b>	<b>Up to \$30,000 for a term of 12 months</b> Proposals may be submitted for Critical Issues or Working Group projects. Matching funds are not required. <i>Continuing Working Groups:</i> The total amount for currently funded working groups (carryover) and requested funds from this opportunity <b>must not exceed \$30,000</b> , requiring potential adjustments to funding requests.
<b>Period of Performance</b>	March 1, 2024 – February 28, 2025
<b>Mission</b>	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. This mission directly serves the goals of the <a href="http://bit.ly/IPMRoadMap">IPM Roadmap</a> ( <a href="http://bit.ly/IPMRoadMap">http://bit.ly/IPMRoadMap</a> ).
<b>Scope</b>	<i>Critical Issue grants:</i> Critical issues that address information, resource, and research needs with regional importance to minor crops, major crops, non-crop areas, IPM metrics and/or impact assessments, urban IPM, forestry, cropping systems, resistance management, advanced genetic tools and IPM, School IPM, Tribal IPM and other issues. <i>Working Group grants:</i> Working Groups are expected to support collaboration among diverse groups that addresses a regional IPM priority. Multi-state/tribal nation Working Groups address information, resource, and research needs in region-wide or broad areas to enhance communication and collaborations for the IPM topic area addressed by the Working Group. A Working Group could also coordinate efforts to develop applications for additional funding to address critical issues within the North Central region.

<b>Eligibility</b>	The lead Project Director (PD) submitting the application must reside in the <a href="https://www.ncipmc.org/about/about-ncipmc/">North Central region</a> (https://www.ncipmc.org/about/about-ncipmc/), although project participants may reside outside the region. Eligible applicants include private individuals and institutions, faculty and qualified staff of 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.
<b>North Central IPM Center Priorities</b>	Proposals should address priorities within our Signature Programs: <ul style="list-style-type: none"> <li>• <i>Protect diverse cropping systems, human and animal health and environmental resources with IPM.</i></li> <li>• <i>Ensuring food security by preparing for disruptive forces such as climate change, pest resistance and invasive species.</i></li> <li>• <i>Protecting pollinators and other beneficial insects.</i></li> </ul> A <a href="https://www.ncipmc.org/about/regional-priorities/">current priority list</a> can be found at https://www.ncipmc.org/about/regional-priorities/.
<b>Expectations</b>	Proposals should include the following: <ul style="list-style-type: none"> <li>• Focus on IPM</li> <li>• Address at least one Center priority</li> <li>• Regional collaborations</li> <li>• Create a diverse, equitable, and inclusive environment</li> </ul>

### Application Preparation and Submission

Prior to submission, complete these steps:

1. Create an account in the [grant database](https://grants.ipmcenters.org/) (https://grants.ipmcenters.org/) if you do not already have one.
2. Select the North Central Critical Issues and Working Groups RFA. To review the RFA, click on *Call for proposals*.
3. Click *Begin a new proposal*.
4. **Download** the following forms: Cover Sheet and Assurances, Budget, Budget Narrative, Conflict of Interest, Current and Pending.
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 below. Click the *Upload/select* button.
8. When ready to submit, go back to *Proposal Overview*, and click *Submit Proposal*.

Applications must be submitted through the online grant system. Emailed or hard copies will not be accepted.

Click the links per element below for detailed instructions.

<b>Proposal Section</b>	<b>Created via:</b>	<b>Limitations/Notes</b>
<a href="#"><u>Application Submission Form</u></a>	Online entry	
<a href="#"><u>Cover sheet and Assurances Form</u></a>	Download, edit, save as PDF	
<b><a href="#"><u>Project Narrative</u></a></b> <ul style="list-style-type: none"> <li>- <b>Project information</b></li> <li>- <b>Problem &amp; justification</b></li> <li>- <b>Objectives, outputs, and outcomes</b></li> <li>- <b>DEIA plan</b></li> <li>- <b>Evaluation plan</b></li> </ul>	Write, save as PDF	8-page max, 1” margins, 12 pt. font*
<a href="#"><u>Literature Cited</u></a>	Write, save as PDF	No page limit, 1” margins, 12 pt. font
<a href="#"><u>Other attachments, i.e., Letter(s) of Support</u></a>	Write, save as PDF	
<a href="#"><u>Cooperation of Key Personnel and Institutional Units involved</u></a>	Write, save as PDF	
<a href="#"><u>Budget Form</u></a>	Download, edit, save as PDF	
<a href="#"><u>Budget Narrative</u></a>	Download, edit, save as PDF	2-page limit
<a href="#"><u>Conflict of Interest Form</u></a>	Download, edit, save as PDF	
<a href="#"><u>Current &amp; Pending Form</u></a>	Download, edit, save as PDF	
<a href="#"><u>CVs of Key Personnel</u></a>	Write, save as PDF	2-page limit per CV

\*Tables may use 11 pt. font. Please include page numbers in your proposal.

The Center will host a Zoom meeting on September 25, 2023, at 11 AM ET/10 AM CT to answer questions and provide more information. Sign up here: [North Central RFA Q&A Registration](https://app.smartsheet.com/b/form/929e10d520b24ba99de36eaa5315a41e) (https://app.smartsheet.com/b/form/929e10d520b24ba99de36eaa5315a41e).

**Selection Criteria**

All complete applications received will be acknowledged. A review panel composed of **non-North Central region** reviewers will be convened, and therefore, will not be familiar with your program, abilities, and past accomplishments. Clearly identify the group’s objectives and how each objective will be accomplished, as well as expected outcomes.

Application Preparation	10 points	Application is complete and follows the format specified in this RFA. Project Narrative does not exceed 8 pages. Information is presented clearly.
Problem and Justification	20 points	Problem addresses the North Central IPM Center desired outcomes listed in this RFA. Problem is important to the North Central region and its residents. Project fits the North Central IPM Center priorities. Grower or other stakeholder needs are addressed.
Likelihood of Success (Outputs, Outcomes & Methods)	25 points	Clear link between the proposed activities and expected outcomes. Identified methods provide detail to demonstrate a clear and well-thought-out plan. Timeline and scale of project are appropriate. For continuing Working Groups, project is either new or significantly expands a previous effort.
DEIA Plan	5 points	Project has a plan for increasing diversity, equity, inclusion, and accessibility within its group or stakeholders. Describe how this project directly or indirectly serves members of the underserved communities, including women and persons of color.
Evaluation	20 points	Evaluation plan identifies appropriate indicators for expected outcomes. Evaluation plan clearly describes the specific methods and/or sources of data for measuring indicators; methods and data sources are appropriate for specified indicators. Evaluation plan contains: <ul style="list-style-type: none"> <li>• Collection of data to evaluate change in learning, action, or condition during the proposed project <b>and/or</b></li> <li>• Collection of baseline data that can be used later to measure future changes in learning, action, or condition.</li> </ul>
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. Majority of project members are located within the North Central region.
Budget	10 points	Budget is well-defined, reasonable for the proposed project and within the funding limits. Budget includes appropriate funds to carry out evaluation efforts. Budget follows guidelines, and narrative follows the order of the budget form and fully justifies budget items.

## **Post-Award**

These projects and groups represent the Center to relevant stakeholders and are expected to share information from the Center to their own organizations, peers, and Working Group members. Working Groups also represent their stakeholders and are expected to communicate their needs and views to Center staff. Center staff are typically invited to Working Group meetings to facilitate networking across the region.

Final Reports are due to NCIPMC sixty (60) days after the project end date of February 28, 2025, or on **April 30, 2025**.

Projects that do not require additional funds may request up to a one-year no cost extension. Requests should be sent to [NCIPMC via this form](https://shorturl.at/cimw1) (https://shorturl.at/cimw1) no later than thirty (30) days prior to your project end date.

## **Award information**

Recipients of North Central IPM Center grants are held to the [NIFA Agency Specific Terms and Conditions](https://nifa.usda.gov/grants/regulations-and-guidelines/terms-conditions) (nifa.usda.gov/grants/regulations-and-guidelines/terms-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) (nifa.usda.gov/policy-guide) also provides direction for recipients of NIFA-funded grants.

## Details of proposal sections

**Application Submission Questions:** These questions are online, with information entered directly into the grants system and no need to convert files. Fields marked by asterisk (\*) are required, and include:

- Contracting State (must be in the [North Central Region](#))
- 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
- Commodities, Practices, Benefits, and Impacts – these three all have drop-down lists you will select from.
- Scientific names – of pests or beneficial organisms addressed in your application.

**Cover sheet and Assurances Form:** (click to download)

The Authorized Organizational Representative (AOR) must check the box indicating institutional approval of the entire application including all pages of this form. Use the IPM acronym rather than writing out Integrated Pest Management. For Iowa State University, this signature will come from your Department Chair.

**Project Narrative:** Include the following (8-page max)

### ***Project Information***

Project Title (Please Use Bold Font, Upper Case Only on First Letters)

Name and Institution of primary Project Director

Name(s) and Institution(s) of Co-PDs

Total Amount Requested: \$

### ***Problem & Justification***

Provide a brief summary discussing the problem or challenge, why it is important to the North Central region, how it fits within the NCIPMC priorities (be explicit), and how addressing the problem will contribute to or enhance the NCIPMC's desired outcomes. Address the specific need(s) identified by growers or other stakeholders in the North Central region, who will benefit from your project, and how they will benefit. After reading this section, reviewers should have a clear understanding of why this proposed work is important, and why the NCIPMC should invest in it.

Continuing projects must include accomplishments from the past year in this section.

### ***Previous Work and Related Experience***

Provide a summary discussing pertinent experience, the status of current work, additional information needed, and how this project is expected to contribute to this need. The nature of the project and its objectives will determine the ease of predicting success, but where feasible it is appropriate to indicate the likelihood of achieving the objectives in a specified length of time. For Working Groups, please provide a summary of members

and regional locations to demonstrate collaboration, expertise, and regional importance. Detailed lists will be collected upon request at reporting time.

### ***Objectives, Outputs, and Outcomes***

For each objective, list outputs and anticipated outcomes, 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.

Desired outcomes for the NCIPMC’s IPM grants include\*:

- Addressing one of the [Center’s Signature Programs](https://www.ncipmc.org/about/regional-priorities/) (<https://www.ncipmc.org/about/regional-priorities/>)
- Improved understanding of current IPM issues across disciplines, crops and state
- Increased/new IPM knowledge
- Increased collaboration among diverse scientific and extension communities in addressing IPM challenges/priorities
- Increased adoption of IPM practices
- Improved information exchange and knowledge sharing
- Improved economic impacts
- Improved environmental impacts
- Improved human health

\*Applications are not limited to these desired outcomes, as long as they address the [IPM Roadmap](http://bit.ly/IPMRoadMap) (<http://bit.ly/IPMRoadMap>) and NCIPMC priorities. For additional help and guidance on this section, consult the [Toolkit for Assessing IPM Outcomes and Impacts](http://ipmimpact.ucanr.edu) (<http://ipmimpact.ucanr.edu>).

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			

### ***Diversity, Equity, Inclusivity, and Accessibility Plan***

Diversity, Equity, Inclusivity, and Accessibility (DEIA) plan should describe how this project directly or indirectly serves the interests of diverse participants or stakeholders, including persons or communities typically underserved. The project should include an explanation of goals to create a diverse, equitable, and inclusive 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 NCIPMC encourages applications that engage diverse communities and have broad impacts through research, education, extension, and integrated activities to address current and future IPM challenges.

### ***Evaluation Plans***

Evaluation plans should specifically address the outcomes identified in the Objectives & Outcomes sections. Ideally, every funded project would include a plan to measure its own impact. That can be problematic with short-term, small-budget projects. Therefore, evaluation plans may be either:

- Data to evaluate *change in learning, action, or condition* during the proposed project
- *Baseline learning, action, or condition* data related to the proposed project
- Applications that include more than one outcome may contain a combination of both evaluation data collection strategies.
- Note that a Working Group applying for additional years of funding should also propose to evaluate medium to long-term outcomes.

### **Literature Cited**

Only those publications cited should be listed in this section; 15 literature citations should be the maximum for most projects. To provide uniformity, the following format should be used:

Author(s). Year. Title. Journal. Volume: Pages.



## **Other Attachments**

Appendices to Project Narrative are allowed if they are germane to the proposed project. There is no limit to the number of appendices, but they should not be used to circumvent page limitations. **Letters of support** are required to demonstrate importance of this project. It is recommended that Working Group applications include letters of support from individuals who will participate in the Working Group, if funded.

## **Cooperation of Key Personnel and Institutional Units Involved**

Identify key personnel and each institutional unit contributing to the project. In multiple-institutional applications, each institution should be identified, and the lead institution designated. Applicants should clearly define the roles and responsibilities of each person and institutional unit of the project team, if applicable.

If the project includes consulting, collaborative or sub-contractual arrangements, such arrangements should be fully explained and justified in the budget narrative and budget. In addition, evidence should be provided that the collaborators involved have agreed to render these services. Acceptable documentation for this purpose includes letters of intent or statements of work from the individual or organization. Copies of either letters or email messages from the collaborators will suffice for this purpose.

### **Budget Form** (click to download)

If the project entails multiple contracts, include separate budget forms and budget narratives for each institution. Section 713 of the Consolidated Appropriations Act, 2018 (Pub. L. 115-141) limits indirect costs to 30 percent of the total federal funds provided (or 42.857 percent total direct costs) under each award. When preparing budgets, you should limit your request for the recovery of indirect costs to the lesser\* of your institution's official negotiated indirect cost rate or the equivalent of 30 percent of total federal funds awarded.

*\*Iowa State University applications **must** use the 30% TFF (or 42.857% total direct costs) rate per institutional requirements.*

### **Budget Narrative** (click to download)

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)

Submit a separate form for the PD and each Co-PD. Be sure the form is updated.

### **Current & Pending Form** (click to download)

Submit a separate Current & Pending Form for each PD/Co-PD.

Note: Even if no other funding is reported under the current and pending 'Active' section of this attachment for a PD or Co-PD, you must still list information for this grant application under the 'Pending' section.

## 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.

## Application Checklist

Element	Notes	Done
Application Submission Questions	<a href="#">Online</a>	<input type="checkbox"/>
<a href="#">Cover sheet and Assurances Form</a>	Upload all as one compiled PDF	<input type="checkbox"/>
Project Narrative <ul style="list-style-type: none"> <li>- Project information</li> <li>- Problem &amp; justification</li> <li>- Objectives and outcomes</li> <li>- DEIA plan</li> <li>- Evaluation plan</li> </ul>		<input type="checkbox"/>
Literature Cited		<input type="checkbox"/>
Other attachments, i.e., Letter(s) of Support		<input type="checkbox"/>
Cooperation of Key Personnel and Institutional Units involved		<input type="checkbox"/>
<a href="#">Budget Form</a>		<input type="checkbox"/>
<a href="#">Budget Narrative</a>		<input type="checkbox"/>
<a href="#">Conflict of Interest Form</a>		<input type="checkbox"/>
<a href="#">Current &amp; Pending Form</a>		<input type="checkbox"/>
CVs of Key Personnel		<input type="checkbox"/>

Helpful Tips: Also see [FAQ](#)

- Because some of these forms change from year-to-year, please download the newest forms on the site.
- If you scan documents such as cover pages, support letters, or appendices, scan them as documents rather than pictures so the text is searchable. Make sure documents are close to 8.5 by 11 inches.
- We may need to merge documents, so do not apply security settings that prevent document assembly.
- You will be able to save drafts of your application in the system. Consider starting a draft to download required forms.
- If you have any questions, please contact the NCIPMC: [northcentral@ncipmc.org](mailto:northcentral@ncipmc.org).
- [Sign up for the Central Issue](https://www.ncipmc.org/subscribe) (<https://www.ncipmc.org/subscribe>) so you don't miss future funding opportunities!