

# **RIPM**

## **Regional Integrated Pest Management Competitive Grants Program Northeastern Region**

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### **FY 2010 Request for Applications**

#### **APPLICATION DEADLINE:**

**Letter of Intent:                      November 23, 2009**

**Application:                              December 17, 2009**

**U.S. Department of Agriculture**



**National Institute of Food and Agriculture**

**NATIONAL INSTITUTE OF FOOD AND AGRICULTURE;  
U.S. DEPARTMENT OF AGRICULTURE**

**REGIONAL INTEGRATED PEST MANAGEMENT COMPETITIVE GRANTS  
PROGRAM NORTHEASTERN REGION**

**INITIAL ANNOUNCEMENT**

**CATALOG OF FEDERAL DOMESTIC ASSISTANCE:** Projects awarded under Section 3(d) of the Smith-Lever Act of May 8, 1914, ch. 79, 38 Stat. 372, 7 U.S.C. 341 *et seq.* can be found in the Catalog of Federal Domestic Assistance under 10.500. Projects awarded under Section 2(c)(1)(B) of the Act of August 4, 1965, Public Law No. 89-106, as amended (7 U.S.C. 450i (c)(1)(B)) can be found in the Catalog of Federal Domestic Assistance under 10.200.

**DATES:** Complete, error-free applications must be received by close of business (COB) on **December 17, 2009 (5:00 p.m. or earlier Eastern Time)**. Applications received after this deadline will not normally be considered for funding. The agency strongly encourages applicants to submit applications well before the deadline to allow time for correction of technical errors identified by Grants.gov. Comments regarding this request for applications (RFA) are requested within six months from the issuance of this notice. Comments received after that date will be considered to the extent practicable.

**STAKEHOLDER INPUT:** The National Institute of Food and Agriculture (NIFA) is requesting comments regarding this RFA from any interested party. These comments will be considered in the development of the next RFA for the program, if applicable, and will be used to meet the requirements of section 103(c)(2) of the Agricultural Research, Extension, and Education Reform Act of 1998 (7 U.S.C. 7613(c)(2)). This section requires the Secretary to solicit and consider input on a current RFA from persons who conduct or use agricultural research, education and extension for use in formulating future RFAs for competitive programs. Written stakeholder comments on this RFA should be submitted in accordance with the deadline set forth in the DATES portion of this Notice.

Written stakeholder comments should be submitted by mail to: Policy & Oversight Branch; Office of Extramural Programs; National Institute of Food and Agriculture; USDA; STOP 2299; 1400 Independence Avenue, SW; Washington, DC 20250-2299; or via e-mail to: [RFP-OEP@nifa.usda.gov](mailto:RFP-OEP@nifa.usda.gov). (This e-mail address is intended only for receiving comments regarding this RFA and not requesting information or forms.) In your comments, please state that you are responding to the Regional Integrated Pest Management Competitive Grants Program Northeastern Region RFA.

**EXECUTIVE SUMMARY:** NIFA announces the availability of funds and requests applications for the Regional Integrated Pest Management Competitive Grants Program Northeastern Region (NE-RIPM) RFA for fiscal year (FY) 2010 to help achieve National IPM goals by increasing the supply and dissemination of IPM knowledge and by enhancing collaboration among stakeholders. The amount available for support of this program in FY 2010 is approximately \$600,000.

This notice identifies the objectives for NE-RIPM projects, the eligibility criteria for projects and applicants, and the application forms and associated instructions needed to apply for a NE-RIPM grant. NIFA additionally requests stakeholder input from any interested party for use in the development of the next RFA for this program.

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

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

Authority for the funding of Research projects is contained in Section 2(c)(1)(B) of the Competitive, Special, and Facilities Research Grant Act of August 4, 1965, Public Law No. 89-106, as amended (7 U.S.C. 450i (c)(1)(B)). Authority for the funding of Extension projects is contained in Section 3(d) of the Smith-Lever Act of May 8, 1914, ch. 79, 38 Stat. 372, 7 U.S.C. 341 *et seq.* For Joint Research-Extension applications (see Part II, C. 3.), separate awards will be executed for P.L. 89-106 and Smith-Lever funds.

Please note: Section 7403 of the Food, Conservation, and Energy Act of 2008 (P.L. 110-246) amended section 3(d) of the Smith-Lever Act to require funds to be awarded competitively. In addition, this amendment made the 1890 land-grant institutions eligible to participate in Smith-Lever section 3(d) programs at any appropriated level. Section 7417 of FCEA amended section 208 of the District of Columbia Public Postsecondary Education Reorganization Act (P.L. No. 93-471; 88 Stat. 1428) to provide eligibility to the University of the District of Columbia for programs authorized and appropriated under Smith-Lever section 3(d). These new provisions were implemented in FY 2009.

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

The Regional IPM Competitive Grants Program, Northeastern Region (NE-RIPM) will give funding priority to well-written, scientifically strong proposals that benefit the Northeast or a portion of the region. The Northeast Region consists of Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, and West Virginia. Proposals should address the following criteria (which are correlated to the RIPM Relevance Review Criteria included in Part V, B.)

#### 1. Will reduce risks to the environment.

The NE-RIPM seeks to reduce the environmental risks associated with chemical pesticides and other pest management methods. Articulate how your project fits this goal.

#### 2. Will reduce risks to human health.

In accordance with the goals of the NE-RIPM and the National Road Map for IPM ([http://www.nifa.usda.gov/nea/pest/pdfs/ipm\\_roadmap\\_5-3-04.pdf](http://www.nifa.usda.gov/nea/pest/pdfs/ipm_roadmap_5-3-04.pdf)) we support work that protects human health. Projects that *evaluate success and promise to show measurable impacts* will receive maximum points in this category.

#### 3. Has stakeholder support and the priority is cited.

Projects must tie to the needs of the Northeast. Stakeholders in the region—such as growers, extension educators, IPM coordinators, and private consultants—have developed priorities. Your application must cite and address at least one source of stakeholder-identified priorities. It is recommended that you copy and paste the specific priority into your proposal, if appropriate. Also, clearly identify the source of the priority in such a manner that a reviewer can find the priority. Links to most sources of stakeholder-identified IPM priorities are presented on our website at [http://northeastipm.org/regu\\_regional.cfm](http://northeastipm.org/regu_regional.cfm). Another resource is the needs and

priorities stated in pest management strategic plans, available at [http://northeastipm.org/rese\\_profiles.cfm](http://northeastipm.org/rese_profiles.cfm) or <http://www.ipmcenters.org/pmsp/index.cfm>.

4. Focuses on a pest, crop, or setting found in at least five states or cropping regions.

We favor projects pertaining to as many northeastern states as possible, so that many people in the region may benefit. Ideally, projects will affect five or more states or cropping regions (which can cross state boundaries). Projects involving urban and community IPM (schools, parks, apartments, residential settings, and municipal buildings) in multiple states are encouraged.

5. Will fill a niche (no such tactics or approaches exist).

Growers or IPM practitioners need the particular IPM tactic, tool, or approach you are developing, your project fills a gap, and/or few alternatives to chemical pesticides are available.

6. Involves multiple states in an active partnership.

The NE-RIPM promotes regional work. Your project should involve paid or unpaid collaborations with people in states other than your own. Potential partners are grower organizations, industries, agencies, and programs, especially those spanning several states (e.g., USDA–Natural Resources Conservation Service, USDA–Animal & Plant Health Inspection Service, National Plant Diagnostic Network). You may collaborate with people and programs outside the Northeastern Region.

7. Will advance IPM in as soon as three (3) years.

Although we acknowledge the benefit of long-term research, this grants program encourages projects that will come to fruition—and benefit the region— within a few years. Articulate the impacts that the project will have on stakeholders in the time frame you have allotted.

8. Is interdisciplinary.

Multi-disciplinary projects uniting specialists in different fields are preferred over projects relying on a single discipline. For example, we encourage weed scientists to collaborate with plant pathologists in agricultural settings, or sociologists to work with entomologists in urban settings.

9. Reduces dependence on chemical pesticides.

We fund projects that shift people away from conventional, chemical pesticides toward greater sustainability (practices that are environmentally sound, economically viable, and socially responsible). We acknowledge that the use of “softer” and “reduced risk” compounds is considered progress toward sustainability. Sustainability includes, among other practices, the conservation of beneficial organisms, microbial biocontrol of root pathogens, and multiple steps to enhance plant health and soil quality.

10. Has significant economic implications.

Your project should focus on an issue that has economic significance. For data on crop value as it pertains to the Northeastern Region, see [http://northeastipm.org/rese\\_profiles.cfm](http://northeastipm.org/rese_profiles.cfm). You should provide data on some or all of the following: sales, in terms of percent of state receipts; percent of the cropping region devoted to this particular crop; proportion of the state involved; the cost of ineffective pest control measures; the cost of health-related illnesses, if known (for example,

in urban settings), or other indicators showing the scope and value of the crop, setting, or problem.

11. Explains, justifies, and will serve an “underserved audience.”

Identify the underserved audience and how it will be served. Some audiences in the Northeast that previously have not received extensive IPM services are residents in low-income or public housing authorities, 1890 land-grant institutions, and Native Americans.

12. Addresses an emerging pest, crop, or problem.

Projects that focus on a) new crops, pests, or invasive species in agricultural settings, or b) new problems in urban and community settings, are encouraged.

13. Is likely to be adopted by the target audience.

Your work should result in IPM tactics that are very likely to be accepted by the target audience (growers, public housing residents, school maintenance staff, etc.). Involving stakeholders in your planning can help to ensure adoption at the conclusion of the grant.

14. Advances an IPM practice that is more cost-effective than the status quo.

New pest management methods that are more cost-effective help growers, community members, and IPM practitioners reduce the economic risks of pest management.

**Other Information**

**For a comparison of the other IPM grant programs and descriptions of previously funded projects, please see <http://www.northeastipm.org/grants.cfm>. To view examples of a Relevance Statement, Logic Model, and Budget Justification, see <http://northeastipm.org/grants-ripm.cfm>**

**C. Program Area Description**

For NE-RIPM application purposes, the program code name is “**Northeastern RIPM**” and the program code is “**QQ.NE**”.

## **PART II—AWARD INFORMATION**

### **A. Available Funding**

There is no commitment by USDA to fund any particular grant application or to make a specific number of awards. Approximately \$600,000 is available to fund applications in FY 2010. Of this amount, approximately \$355,000 is expected to be available for Research projects, \$70,000 for Extension projects and \$175,000 for Joint Research-Extension projects. Project awards depend on the project type and the degree of collaboration among states/territories in the Northeastern region. Projects may have a duration of one (1) to three (3) years.

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

In FY 2010, applications may be submitted to the NE-RIPM Program as one (1) of the following types of requests:

**(1) New application.** This is a project application that has not been previously submitted to the NE-RIPM Program. All new applications will be reviewed competitively using the selection process and evaluation criteria described in Part V—Application Review Requirements.

**(2) Renewal application.** This is a project application that requests additional funding for a project beyond the period that was approved in an original or amended award. Applications for renewed funding must contain the same information as required for new applications, and additionally must contain a Progress Report (report must be added to the Project Narrative, Part IV, B.3.b.(vi)). Renewal applications must be received by the relevant due dates, will be evaluated in competition with other pending applications in appropriate area to which they are assigned, and will be reviewed according to the same evaluation criteria as new applications.

### **C. Project Types**

Three types of project proposals can be submitted to the NE-RIPM program in FY 2010: Research, Extension, or Joint Research-Extension. **Applicants must indicate the type of project proposed in the Relevance Statement and in the Project Summary.**

#### **1. Research**

This funding category develops the research base needed for comprehensive pest management systems. Projects funded in this category should demonstrate economic, social, and environmental benefits of IPM strategies. You may develop individual tactics needed for pest management systems (e.g., biocontrol, cultural control, host resistance) or help increase our understanding of how interactions among tactics alter the effectiveness of pest management within agricultural, forest, suburban, and urban ecosystems. Where appropriate, the experimental approach should emphasize field-scale experiments spanning multiple seasons or locations. Practices should be innovative and designed to reduce initial pest populations, lower the carrying capacity of the ecosystem for pests, or increase tolerance of hosts to pest injury. Long-term fundamental research is not appropriate for funding.

Research involving chemical pesticides should focus on lower-risk options and how they can be integrated with nonchemical tactics. Successful projects are usually designed to perfect the amount, frequency, or selectivity of a chemical pesticide application (to minimize adverse

impacts on beneficial organisms and limit buildup of resistant pest populations). Proposals should clearly demonstrate how the tactic or IPM system, once developed, can be incorporated into an existing production or management system.

The maximum budget for a Research project depends on whether there are single or multiple states or regions involved as PDs. Projects may have a duration of up to three (3) years. **Please note that one (1) or two (2) year Research projects may be eligible for no-cost extensions after years one (1) and two (2), but that no carryover or extension is permitted for these projects beyond three (3) years. Any unexpended funds will be lost.**

*Single state in the NE Region:* Research applications with PDs from single or multiple institutions in only one state have a budget limit of \$60,000 total.

*Single state, multi-region:* If PDs from only one (1) state in the NE Region are involved with an institution outside the region, the budget limit is \$60,000 total.

*Multi-state, single region:* Research applications with PDs from more than one (1) state in the NE Region have a budget limit of \$180,000 total.

*Multi-state, multi-region:* If PDs from more than one (1) state in the NE Region are involved with an institution outside the region, the budget limit is \$180,000 total.

## 2. Extension

This funding category enhances outreach efforts that support the wide-scale implementation of IPM methods. Projects should maximize opportunities to build active alliances with stakeholders to increase the adoption of IPM. You may create educational materials for outreach efforts, conduct field-scale or on-farm demonstrations, or deliver innovative IPM education and training. A research component is not a required element of Extension projects, but the research base should be documented.

The maximum budget for an Extension project depends on whether there are single or multiple states or regions involved. **Please note that Extension projects may last up to three years.**

*Single state in the NE Region:* Extension applications with PDs from a single or multiple institutions in only one (1) state have a budget limit of \$50,000 total.

*Single state, multi-region:* If PDs from only one (1) state in the NE Region are involved with an institution outside the region, the budget limit is \$60,000 total.

*Multi-state, single region:* Extension applications with PDs from more than one (1) state in the NE Region have a budget limit of \$70,000 total.

*Multi-state, multi-region:* If PDs from more than one (1) state in the NE Region are involved with an institution outside the region, the budget limit is \$70,000 budget.

## 3. Joint Research-Extension

This funding category combines research and extension activities (as described in Parts II, C.1 and 2, above). Joint Research-Extension projects validate pest management systems, introduce

new pest management tactics into local production systems, and deliver these systems to producers and their advisors through innovative IPM education and training programs. The project team should include both researchers and extension educators.

The maximum budget for a Joint Research-Extension project depends on whether there are single or multiple states or regions involved. Projects may have a duration of up to three (3) years. **Please note that one (1) or two (2) year Joint Research-Extension projects may be eligible for no-cost extensions after years one (1) and two (2) , but that no carryover or extension is permitted for these projects beyond three (3) years. Any unexpended funds will be lost.**

*Single state in the NE Region:* Joint Research-Extension applications with PDs from a single or multiple institutions in only one (1) state has a budget limit of \$60,000 total.

*Single state, multi-region:* If PDs from only one (1) state in the NE Region are involved with an institution outside the region, the budget limit is \$60,000 total.

*Multi-state, single region:* Joint Research-Extension applications with PDs from more than one (1) state in the NE Region may have a budget limit of \$175,000 total.

*Multi-state, multi-region:* If PDs from more than one (1) state in the NE Region are involved with an institution outside the region, the budget limit is \$175,000 total.

#### **D. Scientific Peer Review**

Required for all Research or Joint Research-Extension Projects.

Subsection (c)(5) of the Competitive, Special, and Facilities Research Grant Act, as amended (7 USC 450i(c)(5)) requires applicants to conduct scientific peer review of their proposed research activities in accordance with regulations promulgated by the Secretary prior to the Secretary making a grant award under this authority. Regulations implementing this requirement are set forth in 7 CFR part 3400.20. The regulations impose the following requirements:

- (1) Scientific peer review. Prior to the award of a standard or continuation grant, any proposed project shall have undergone a review arranged by the grantee. For research projects, such review must be a scientific peer review conducted in accordance with 7 CFR 3400.21.
- (2) Credible and independent review. A review arranged by the grantee must provide for a credible and independent assessment of the proposed project. A credible review is one that provides an appraisal of technical quality and relevance sufficient for an organizational representative to make an informed judgment as to whether the proposal is appropriate for submission for Federal support. To provide for an independent review, such review may include USDA employees, but should not be conducted solely by USDA employees.
- (3) Notice of completion and retention of records. A notice of completion of the review shall be conveyed in writing to NIFA as part of the Other Attachments (Field 11. of the R&R Other Project Information Form). The written notice constitutes certification by the applicant that a review in compliance with these regulations has occurred. Applicants are not required to submit results of the review to NIFA; however, proper documentation of the review process and results should be retained

by the applicant. **Please note: award funds cannot be released until the Scientific Peer Review Certification is received.**

## **PART III—ELIGIBILITY INFORMATION**

### **A. Eligible Applicants**

Organizations eligible to receive Research awards are: state agricultural experiment stations, 1862 and 1890 land-grant colleges and universities, including Tuskegee University and West Virginia State University, 1994 land-grant colleges and universities, research foundations established by land-grant colleges and universities, colleges and universities receiving funds under the Act of October 10, 1962 (16 USC 582a *et seq.*), accredited schools or colleges of veterinary medicine, and the University of the District of Columbia.

Organizations eligible to receive Extension awards are 1862 and 1890 land-grant colleges and universities, including Tuskegee University and West Virginia State University, and the University of the District of Columbia.

Research and Extension personnel from other USDA/IPM regions can participate as members of project teams. **Applications will be accepted only from Project Directors (PDs) in the Northeastern IPM Region.**

Award recipients may subcontract to organizations not eligible to apply provided such organizations are necessary for the conduct of the project. An applicant's failure to meet an eligibility criterion by the time of an application deadline will result in NIFA not accepting the application, or even though an application may be reviewed, will preclude NIFA from making an award.

### **B. Cost Sharing or Matching**

There are no matching requirements associated with the RIPM program and matching resources will not be factored into the review process as evaluation criteria.

## PART IV—APPLICATION AND SUBMISSION INFORMATION

### A. Electronic Application Package

Only electronic applications may be submitted via Grants.gov to NIFA in response to this RFA.

Prior to preparing an application, it is suggested that the PD/PI first contact an Authorized Representative (AR) (also referred to as Authorized Organizational Representative or AOR) to determine if the organization is prepared to submit electronic applications through Grant.gov. If the organization is not prepared, the AR should see [http://www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp) for steps for preparing to submit applications through Grants.gov.

The steps to access application materials are as follows:

1. In order to access, complete and submit applications, applicants must download and install a version of Adobe Reader compatible with Grants.gov. This software is essential to apply for NIFA Federal assistance awards. For basic system requirements and download instructions, please see [http://www.grants.gov/help/download\\_software.jsp](http://www.grants.gov/help/download_software.jsp). To verify that you have a compatible version of Adobe Reader, Grants.gov established a test package that will assist you in making that determination. Grants.gov Adobe Versioning Test Package: <http://www.grants.gov/applicants/AdobeVersioningTestOnly.jsp>.
2. The application package must be obtained via Grants.gov, go to <http://www.grants.gov>, click on “Apply for Grants” in the left-hand column, click on “**Step 1: Download a Grant Application Package and Instructions,**” enter the funding opportunity number **USDA-NIFA-RIPM-002666** in the appropriate box and click “Download Package.” From the search results, click “Download” to access the application package.

Contained within the application package is the “NIFA Grants.gov Application Guide: A Guide for Preparation and Submission of NIFA Applications via Grants.gov.” This Guide contains an introduction and general Grants.gov instructions, information about how to use a Grant Application Package in Grants.gov, and instructions on how to complete the application forms.

**If assistance is needed to access the application package** (e.g., downloading or navigating Adobe forms), refer to resources available on the Grants.gov Web site first (<http://grants.gov/>). Grants.gov assistance is also available as follows:

- Grants.gov customer support  
Toll Free: 1-800-518-4726  
Business Hours: 24 hours a day, 7 days a week. Closed on [Federal Holidays](#).  
Email: [support@grants.gov](mailto:support@grants.gov)

See <http://www.nifa.usda.gov/funding/electronic.html> for additional resources for applying electronically.

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

Electronic applications should be prepared following Part V and VI of the document entitled “A Guide for Preparation and Submission of NIFA Applications via Grants.gov.” This guide is part of the corresponding application package (see Section A. of this Part). The following is **additional information** needed in order to prepare an application in response to this RFA. If there is discrepancy between the two documents, the information contained in this RFA is overriding.

**Note the attachment requirements (e.g., portable document format) in Part III section 3. of the Guide. ANY PROPOSALS CONTAINING NON-PDF DOCUMENTS WILL BE AT RISK OF BEING EXCLUDED FROM NIFA REVIEW. Partial applications will be excluded from NIFA review. With documented prior approval, resubmitted applications will be accepted until close of business on the closing date in the RFA.**

**If you do not own PDF-generating software, Grants.gov provides online tools to assist applicants. Users will find a link to “Convert Documents to PDF” on <http://grants.gov/assets/PDFConversion.pdf>.**

### **1. SF 424 R&R Cover Sheet**

Information related to the questions on this form is dealt with in detail in Part V, 2. of the NIFA Grants.gov Application Guide.

### **2. SF 424 R&R Project/Performance Site Location(s)**

Information related to the questions on this form is dealt with in detail in Part V, 3. of the NIFA Grants.gov Application Guide.

### **3. R&R Other Project Information Form**

Information related to the questions on this form is dealt with in detail in Part V, 4. of the NIFA Grants.gov Application Guide.

#### **a. Field 6. Project Summary/Abstract.**

(i) Project Type [choose one (1)]: Research; Extension; or Joint Research-Extension.

(ii) Summary Statement. The first line of your summary should state the type of project you are submitting, for example, “This is a Research project” or “This is an Extension project.” For Joint Research-Extension projects, the summary statement must indicate how many dollars are being requested from each respective source (Smith-Lever funds are for extension, and P.L. 89-106 funds are for research). 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 priorities of the NE-RIPM (see Part I, B.) and the goals of RIPM. Maximum length: approximately 250 words.

#### **b. Field 7. Project Narrative.**

PLEASE NOTE:

The Project Narrative (subsections (i) through (v), combined) shall not exceed **15** pages of single-spaced text, including all figures, tables, and logic model(s). Text should be 12 point Times or Times New Roman with one-inch margins and a blank line between paragraphs. For renewal applications, requirements in subsection (vi) “Progress Reports,” shall not exceed three **(3)** additional pages of written text in total. The maximum limit has been established to ensure fair competition.

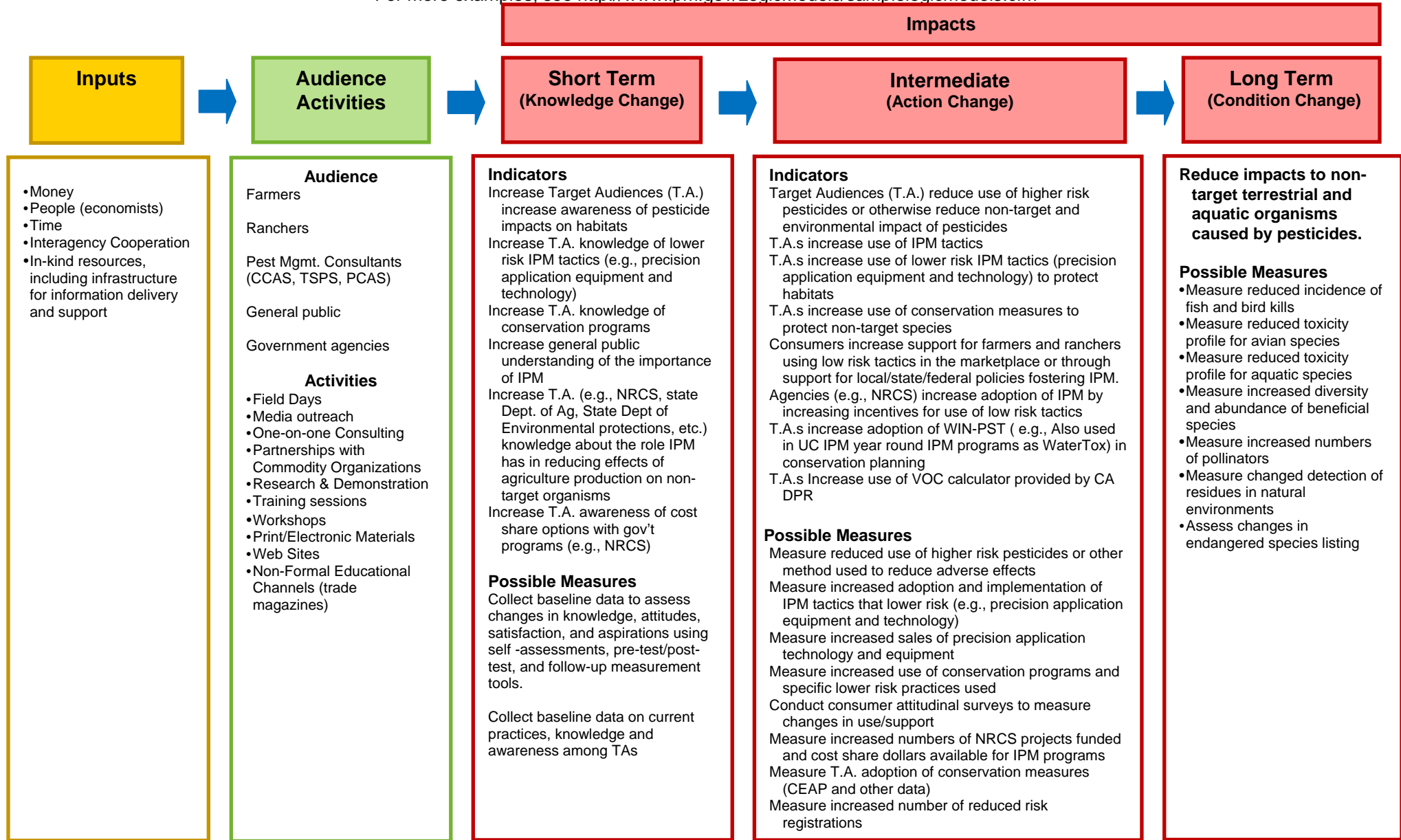
Logic Models (formerly referred to as Program Planning and Evaluation Tools), such as the one shown on the following page, should prove useful as you describe your project. Because they are consistent with the work of the National IPM Evaluation Group and the NE-RIPM goals to implement IPM, up to five (5) technical points will be awarded to proposals that include them. For samples and templates, see <http://www.ipm.gov/LogicModels/> and more at the NIFA web site: [http://www.nifa.usda.gov/about/strat\\_plan\\_logic\\_models.html](http://www.nifa.usda.gov/about/strat_plan_logic_models.html).

# SAMPLE LOGIC MODEL

Focus Area: Production Agriculture; Impact Area: Environmental Impacts (non-target organisms)

Road Map Goal: Reduce potential risks to the environment from pesticide use through the use of cost-effective IPM practices

For more examples, see <http://www.ipm.gov/LogicModels/samplelogicmodels.cfm>



The Project Narrative must include all of the following:

(i) **Problem, Background and Justification [two (2) – three (3) pages]**

- **Problem:** Describe, in simple terms, the problem. A well-written problem statement should include the economic importance of the crop or problem, the importance of the pest(s), and the reason for your study (e.g., conventional pest-control strategies no longer work; beneficial insects are being harmed by available pest-control options; there is a lack of training or implementation of new IPM tactics).
- **Background:** Address the specific need(s) identified by growers and other stakeholders in the Northeastern Region. Cite verbatim from the Northeastern IPM Center's website or another source at least one needs-assessment evaluation used to formulate your project. See [http://northeastipm.org/regu\\_regional.cfm](http://northeastipm.org/regu_regional.cfm) for IPM Working Group and other stakeholder-identified priorities. Pest management strategic plans, which cite gaps in research, education, and regulations, are available on our website at [http://northeastipm.org/rese\\_profiles.cfm](http://northeastipm.org/rese_profiles.cfm). Demonstrate that you are engaged with constituents on some level and that your project addresses their needs.

Review ongoing or completed work (local/regional/national) that is relevant to your project, and include references. Describe how previous work funded by the Regional IPM Competitive Grants Program or other sources might contribute to the proposed project.

- **Justification:** Specify who in the Northeastern Region stands to benefit from your project. Consider environmental, health, or economic benefits. If it strengthens your case, choose one or two real people from your target audience as examples, name them, and describe in a few words their predicament. Describe why current technologies and practices are inadequate, or explain how the proposed approach will (1) help to improve or implement existing pest management systems and (2) address the specific needs identified in this solicitation. To assist you in writing this section, try answering the question, "Without intervention (or without my project), the following might happen: \_\_\_\_\_."

Describe the potential applicability of the proposed approach to other production regions and the relevance of the project to the purpose and priorities of the Regional IPM Competitive Grants Program – Northeastern Region (see Part I.B. of this RFA).

(ii) **Objectives and Anticipated Impacts.** Provide clear, concise, and logically numbered goals of the proposed effort. *If you are writing a Joint Research-Extension proposal, please separate the research and extension objectives.*

Then describe the anticipated impacts that could be associated with the fulfillment of the project objectives (you may do this in list or table format). Both the objectives and impacts should connect to the following goals: encouraging science-based pest management that safeguards human health and the environment; promoting economic benefits (in terms of % of state sales receipts, % of the cropping region devoted to the crop, proportion of state involved, cost of ineffective pest control measures, cost of health-related illnesses, or other methods showing scope and value); and furthering the implementation of IPM.

Ideally, the stated project impacts will refer to *measurable* changes that can be substantiated by *data analysis*, as indicated in Part IV, B.3.b.(iv.), Evaluation Plans, below. Your plan for verifying that these impacts have been achieved will significantly strengthen your application.

The following table poses questions that may help you identify appropriate types of impacts:

<b>Type of Impact</b>	<b>Questions to Help Identify Potential Impacts</b>
<i>Safeguarding human health and the environment</i>	<ul style="list-style-type: none"> <li>a. Could new IPM practices be adopted as a direct result of the project and the total number of acres (or homes, schools, greenhouses, nurseries) on which these practices could be implemented?</li> <li>b. Could the project reduce risk by changing the use of pesticides on farms, or in homes, schools, etc.? For example, could it result in fewer sprays per season or a switch to lower-risk pesticides? (Since there is no unanimous definition of high and low risk, investigators selecting this indicator are asked to categorize the pesticides they are reporting on as high or low risk according to the particular situation, such as lower risk to natural enemies).</li> </ul>
<i>Economic benefits</i>	<ul style="list-style-type: none"> <li>a. What could be the economic benefit (e.g., dollars saved) for clientele who adopt IPM strategies and systems you studied? Do you envision potential commercialization or mass production of these systems?</li> <li>b. How many IPM personnel might be employed as a result of the project (e.g., private consulting services, nursery operators, food service growers)?</li> <li>c. How many clients do you anticipate would be satisfied with IPM results (such as improved yield, quality of yield, reduced pest populations, more effective pest control, and greater preservation of non-pest species)?</li> <li>d. Are there other financial benefits that might be realized as a result of your project?</li> </ul>
<i>Implementation of IPM</i>	<ul style="list-style-type: none"> <li>a. How many IPM strategies and systems will be validated through this project (e.g., through on-farm trials, large plot tests, or other methods used to confirm efficacy)?</li> <li>b. How many educational materials will be delivered? To whom?</li> <li>c. How many growers/personnel will be trained?</li> <li>d. For a website, what volume of traffic and type of use will the site experience? (For example, number of unique visitors per month; page views per month; change in traffic volume during growing season; average viewing time.)</li> <li>e. How many more people might adopt IPM practices as a direct result of the project, or how many people might adopt new IPM practices?</li> <li>f. Are there other ways in which your work will result in improved use or increased implementation of IPM strategies in your region or across</li> </ul>

Type of Impact	Questions to Help Identify Potential Impacts
	<p>the Northeast?</p> <p>g. How could your project or study enhance collaboration among stakeholders interested in the development and implementation of improved IPM strategies and systems? (For example, number of growers or other types of stakeholders that have participated in advisory committees, surveys.)</p>

- (iii) **Approach and Procedures.** Describe how each of the stated objectives will be reached, in the same order as listed above in Part IV, B.3(b.ii.). Note that *novel* projects, which involve new approaches or combinations of methods, can receive up to ten points in the technical review for innovation (see Part V, B.2). Include:
- appropriate experimental design and experimental units;
  - methods to be used (reference these if possible);
  - appropriate statistical analysis.

**Construct a timetable for the start and completion of each phase of the project.** (Columns might read “Objective / Phase / Tasks / Complete by...”.) For a Joint Research-Extension application, describe how the project will be managed, particularly how coordination between research and extension components will be achieved and maintained. The degree of collaboration should be specifically addressed for multi-disciplinary, multi-organizational, and/or multi-state collaboration. If collaboration in any of these three aspects does not apply, state why.

- (iv) **Evaluation Plans.** In this section, describe the plan you will implement from the beginning of the project that will enable you to verify that the anticipated impacts associated with the project objectives have occurred (or how you will measure the extent to which they have occurred). You might consider including in this section a Logic Model (formerly referred to as a Program Planning and Evaluation Tool) for the entire project (see Part IV, B.3.b.) If you need further guidance with evaluation of extension projects, see <http://www.ipm.gov/LogicModels/> or <http://www.uwex.edu/ces/pdande/index.html>. *The Evaluation Plans portion of the application should not exceed three (3) pages in length.* Be sure to include the costs associated with a meaningful evaluation in your budget form.

- (1) **Research Projects:** Provide detailed plans for evaluation of the project, indicating how you will determine whether the anticipated impacts stated in Part IV, B.3(b.ii.), above, have been achieved. If measurement of these anticipated impacts will not be possible in the time frame of the proposed project, describe how the tactic or system you plan to study, once developed, might be incorporated into an existing crop management program on a large scale.
- (2) **Extension Projects and Joint Research-Extension Projects:** Provide detailed plans for evaluation of the project. The evaluation plan should include specific evaluation objectives and indicators (e.g., adoption rate, number of acres impacted, pesticide use, risk reduction, profitability) that will be used to measure outputs and impacts resulting

from the project. Evaluation plans that include surveys should indicate survey expertise of investigators and/or describe the survey methodology that will be used.

- (v) **Key Personnel.** List specific names of who will accomplish the tasks and describe their roles in the project. Formal consulting or collaborative arrangements with others should be fully explained and justified; include documentation in the “Collaborative Arrangements” section below.
- (vi) **Progress Reports.** For renewal applications (as defined in Part II, B.), a progress report must be included not to exceed three (3) pages of written text. .

c. Field 11. Other Attachments.

- (i) Appendices to the Project Narrative, attached as PDFs, 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.
- (ii) Collaborative Arrangements should be described in an appendix. If the consultant(s) or collaborator(s) are known at the time of application, a CV or resume should be provided. In addition, evidence (e.g., letter of support or statement of work) should be provided showing that the collaborators involved have agreed to render these services. Applicants will be required to provide additional information on consultants and collaborators in the budget portion of the application.

(iii) Relevance Statement

A separate, **three (3) page statement** should describe the relevance of the project to the priorities discussed in Part I, B. You may include a one-page Logic Model (Program Planning and Evaluation Tool; see Part IV, B.2. for an example) as a fourth page. The Relevance Statement and the Project Summary are the only parts of the submission that will be viewed by the Relevance Review Panel (consisting of stakeholders from the region). Conversely, the Relevance Statement is the only part of the submission that the Technical Review Panel will not see (although most often the material in the Relevance Statement is drawn from the Project Narrative). Please note that a Logic Model included in the Relevance Statement will not be seen by the Technical Panel unless you also include it as part of the Project Narrative. **Attach the Relevance Statement last of all the attachments and name the file “RELEVANCE [PD last name].pdf.”**

The Relevance Statement should address each of the 14 items in the RIPM RELEVANCE RATING SHEET shown in Part V, B. of this RFA. Specifically, it should contain, in this order:

- (a) Names and institutions of PDs and major cooperators;
- (b) Project title;
- (c) Project type [choose one (1)]: Research; Extension; or Joint Research-Extension;
- (d) Project summary (see Part IV, B.3.a, above), which may be copied directly from Field 6 of the application form; it should not exceed one page in length;
- (e) Brief description of the problem, background, and justification. You may copy this section from the Project Narrative, as long you do not exceed the page limit [three (3) pages of text plus an optional one-page Logic Model]. Be sure to address the 14

priorities on the RIPM RELEVANCE RATING SHEET shown in Part V, B of this RFA.

- (f) Project objectives and anticipated outcomes. Do not exceed one page for this section of the Relevance Statement. Follow the guidelines provided in Part IV, B.3.b.(ii.) above.

To view a sample Relevance Statement, see <http://northeastipm.org/grants-ripm.cfm>.

#### **4. R&R Senior/Key Person Profile (Expanded)**

Information related to the questions on this form is dealt with in detail in Part V, 5. of the NIFA Grants.gov Application Guide.

Also, **you must attach** ‘Current and Pending Support’ information (see NIFA Grants.gov Application Guide p. 31 & 32, item 5.3, for guidelines and a suggested format) for each senior/key person identified above. **Note: Even if no other funding is currently reported under the ‘Active’ section of this attachment, you must still list information for this grant application under the ‘Pending’ section of this attachment for each senior/key person identified above.**

**5. R&R Personal Data** – As noted in Part V, 6. of the NIFA Grants.gov Application Guide, the submission of this information is voluntary and is not a precondition of award. If completing the information, **do not enter any data in the field requesting the social security number.**

#### **6. R&R Budget**

Information related to the questions on this form is dealt with in detail in Part V, 7. of the NIFA Grants.gov Application Guide.

NOTE: If funding is being requested for multiple years, provide a budget for each year, as well as a cumulative budget for the entire project period.

Budget Justification (Field K on the form; attach as PDF)

Note: Joint Research-Extension projects must provide a budget for each project requested from the Act of August 4, 1965 (P.L. 89-106) Research funds and Smith-Lever Extension funds for each year of funding being requested. **Include a breakdown of costs for each year, as well as cumulative project costs over all years, by cost category and funding source (Research and/or Extension).** An example of a form that may be used and attached for this purpose is available at

<http://northeastipm.org/grants-ripm.cfm#apply>.

#### **6. Supplemental Information Form**

Information related to the questions on this form is dealt with in detail in Part VI, 1. of the NIFA Grants.gov Application Guide.

a. Field 2. Program Code. Enter the program code name “**Northeastern RIPM**” and the program code “**QQ.NE**”.

b. Field 8. Conflict of Interest List. A conflict of interest list is required under this program. Please include a list that includes your collaborative partners (co-authors, project collaborators, and advisees/advisors) for *only the past three years*.

For a template, see <http://www.nifa.usda.gov/funding/electronic.html>.

### C. Submission Dates and Times

**Instructions for submitting an application are included in Part IV, Section 1.9 of the NIFA Grants.gov Application Guide.**

#### 1. Letter of Intent to Submit

All applicants must submit a notice of intent to apply to the program. Letters of intent must be received by Dr. John E. Ayers by COB on November 23, 2009 (**5:00 p.m. Eastern Time**). An application will not be accepted if a letter of intent is not submitted in accordance with the instructions in this RFA. Letters of intent enable the grants manager to select appropriate review panels in advance of the proposal deadline. The letter will not be used in evaluating your application.

Although it is expected that people submitting a letter of intent will submit a full application, if you must withdraw, please notify the grants manager.

The notice of intent should be one page and must include the following:

- Working title for the project;
- PD(s) and institution(s); likely cooperator(s) and their institution(s);
- Crops and pests to be addressed or urban/community setting, if appropriate;
- Whether you would categorize your project as “Agricultural IPM” or “Community IPM” (no explanation required);
- Project objectives (one or two sentences per objective; these may be modified when you submit the proposal).

**You do not need to submit a budget with the letter of intent.**

You may sign the letter electronically and submit it to Dr. John E. Ayers via email (jea@psu.edu), or as a paper copy to 1752 James Avenue, State College, PA 16801-3061.

#### 2. Application Submission

Applications must be received by Grants.gov by COB on **December 17, 2009 (5:00 p.m. Eastern Time)**. Applications received after this deadline will normally not be considered for funding.

Correspondence regarding submitted applications will be sent using e-mail. Therefore, applicants are strongly encouraged to provide accurate e-mail addresses, where designated, on the SF-424 R&R Application for Federal Assistance.

If the AR has not received correspondence **from NIFA** regarding a submitted application within 30 days of submission of the application, please contact the Program Contact identified in Part VII of the applicable RFA and request the proposal number assigned to the application. **Failure to do so may result in the application not being considered for funding by the peer review panel. Once the application has been assigned a proposal number, this number should be cited on all future correspondence.**

## **D. Funding Restrictions**

NIFA 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.

Pursuant to Section 1473 of the National Agricultural Research, Extension, and Teaching Policy Act of 1997 (91 Stat. 981), indirect costs and tuition remission (sometimes called tuition/fees) are unallowable costs under Section 2(c)(1)(B) (research projects) and Section 3(d) of the Smith-Lever Act (extension projects), and no funds will be approved for this purpose. 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.

## **E. Other Submission Requirements**

The applicant should follow the submission requirements noted in the document entitled "A Guide for Preparation and Submission of NIFA Applications via Grants.gov."

## **PART V—APPLICATION REVIEW REQUIREMENTS**

### **A. General**

Subsection (c)(5) of the Competitive, Special, and Facilities Research Grant Act (7 U.S.C. 450i(c)), as amended by Section 212 of the Agricultural Research, Extension, and Education Reform Act of 1998, (7 U.S.C. 450i(c)(5)) requires grantees to arrange for scientific peer review of their proposed research activities and merit review of their proposed extension and education activities in accordance with regulations promulgated by the Secretary prior to the Secretary making a grant award under this authority.

Each application will be evaluated in a three-part process. First, each application will be screened by NIFA to ensure that it meets the administrative requirements as set forth in this RFA. Applications that meet these requirements will be evaluated at the regional level by two panels, one for relevance and one for technical merit.

#### 1. Relevance Review

The Relevance Review is conducted by a panel of eight (8) to ten (10) stakeholder representatives. Panelists are usually growers, consultants, environmental advocates, consumer advocates, IPM administrators, researchers, extension educators, and government employees with appropriate expertise. The Relevance Panel does not see the entire proposal; panelists read only the Relevance Statement and the Project Summary.

#### 2. Technical Review

A technical panel will review, evaluate, score, and rank all the applications for technical merit. (They do not see the Relevance Statement.) Reviewers will be selected based upon training and experience in relevant scientific, extension, or education fields, taking into account the following factors: (a) The level of relevant formal scientific, technical education, or extension experience of the individual, as well as the extent to which an individual is engaged in relevant research, education, or extension activities; (b) the need to include as reviewers experts from various areas of specialization within relevant scientific, education, or extension fields; (c) the need to include as reviewers other experts (e.g., producers, range or forest managers/operators, and consumers) who can assess relevance of the applications to targeted audiences and to program needs; (d) the need to include as reviewers experts from a variety of organizational types (e.g., colleges, universities, industry, state and Federal agencies, private profit and non-profit organizations); (e) the need to maintain a balanced composition of reviewers with regard to ethnicity, gender, and age; and (f) the need to include reviewers who can judge the effective usefulness to producers and the general public of each application.

### **B. Evaluation Criteria**

The evaluation criteria below will be used in reviewing applications submitted in response to this RFA:

#### 1. Relevance Review

The evaluation criteria for the Relevance Review Panel are summarized in the following table. The relevance score will count as 40% of the final score.

<b>Relevance Review Criteria – 2010</b>							
	<b>This proposal:</b>	<b>No (Low)</b>	<b>Points</b>	<b>Maybe (Medium)</b>	<b>Points</b>	<b>Yes (High)</b>	<b>Points</b>
<b>1</b>	Will reduce risks to the environment	Unsure	0-2	Maybe	3-6	Yes	7-8
<b>2</b>	Will reduce risks to human health	Unsure	0-2	Maybe	3-6	Yes	7-8
<b>3</b>	Has stakeholder support and the priority is cited (e.g., IPM working group, grower group, PMSP)	Not cited	0	One cited	5-6	Two or more priorities cited	7-8
<b>4</b>	Focuses on a pest, crop, or setting (e.g., schools) found in at least five states or cropping regions	One state or cropping region	0	Two states / regions	2	Five or more states or cropping regions	8
				Three states / regions	4		
				Four states / regions	6		
<b>5</b>	Will fill a niche (no such tactics or approaches exist)	No	0	Maybe	3-6	Yes	7-8
<b>6</b>	Involves multiple states in an active partnership	No	0	Two states in an active partnership	5	Three or more states in an active partnership	8
<b>7</b>	Will advance IPM in as soon as three years	Results are 6 or more years off	0	Results are 5 to 4 years off	3-6	3 or fewer years off	7
<b>8</b>	Is interdisciplinary (e.g., weed science works with plant pathology; sociologist works with entomologist)	Focus is on one discipline	0	Two disciplines are partially integrated	3-6	Two disciplines are fully integrated	7
<b>9</b>	Reduces dependence on chemical pesticides	Project relies on traditional calendar sprays, chemical pesticides, etc.	0	Some sustainable methods (e.g., scouting, thresholds, biocontrols, cultural controls, "softer" pesticides)	3-6	Full, integral use of sustainable methods	7
<b>10</b>	Has significant economic implications (for crop, setting, or problem*)	No	0	Maybe	3-6	Yes	7
<b>11</b>	Explains, justifies, and will serve an "underserved audience"	No	0	Partially	3-6	Clear benefits to underserved	7
<b>12</b>	Addresses an emerging pest or crop in ag settings, new problem in non-ag settings	No	0	Potentially	3-6	Documented	7
<b>13</b>	Is likely to be adopted by the target audience	No	0	Possibly	2-4	Yes	5
<b>14</b>	Advances an IPM practice that is more cost-effective than the status quo	Unlikely	0	Maybe	2-4	Yes	5

<b>Relevance Review Criteria – 2010</b>							
	<b>This proposal:</b>	<b>No (Low)</b>	<b>Points</b>	<b>Maybe (Medium)</b>	<b>Points</b>	<b>Yes (High)</b>	<b>Points</b>
<b>TOTAL SCORE (Maximum of 100)</b>							100
* State in terms of % of state sales receipts, % of the cropping region devoted to the crop, proportion of state involved, cost of ineffective pest control measures, cost of health-related illnesses, or other method showing scope and value.							

## 2. Technical Review

The evaluation criteria for the Technical Review Panel are summarized in the following table. The technical score constitutes 60% of a proposal's total score.

Technical Review Criteria	Possible Points
<p><b>1. Format and clarity</b> (0-5 points each)</p> <p>The application follows all guidelines specified in this RFA and is complete.            The narrative is clearly written and can be understood by a scientist in a related field.            The problem is well presented and shows how the proposed project does not duplicate ongoing efforts at other institutions.            The literature review is adequate; if applicable, the project builds on previous work.</p>	20
<p><b>2. Design</b></p> <p>a. 0-5 points each:</p> <p>The objectives address the problem presented and second or third objectives can still be accomplished if results from the first objective are not 100% successful.            The anticipated impacts are well matched to the objectives.            The design (approach, procedures, methods) is scientifically robust and sufficient to accomplish the stated objectives.            The time table is reasonable and allows objectives to be accomplished as stated.            The evaluation plan will verify that IPM methods were discovered or learned.</p> <p>b. 0-5 points:</p> <p>A Logic Model summarizes the inputs, audience activities, and impacts (short-, intermediate- and long-term), including possible measures. (see IV.B.3. for details.)</p>	30
<p><b>3. Innovation</b> (0-5 points each)</p> <p>The setting, approach, or desired impact is novel; project directors take calculated risks within the bounds of good science.            The combination of concepts (e.g., interdisciplinary nature, use of biocontrol, potential for use by organic growers) is new.</p>	10
<p><b>4. Budget</b> (0-4 points each)</p> <p>The projections of expenses are appropriate.            The budget narrative (justification) is self-explanatory; it could be understood without the budget form.            Expenses are included for evaluation of impacts.</p>	12
<p><b>5. Project team</b> (0-4 points each)</p> <p>The team is well suited to this project, as evidenced by education, professional experience, and related publications.            The PD has been responsive to stakeholders, as evidenced by citation(s) of stakeholder priorities and letters of support.            Team members will collaborate across disciplines.            The team will collaborate across geographical or institutional (e.g., public/private) boundaries.</p>	16
<p><b>6. Scientific contribution</b> (0-6 points each)</p> <p>The project will make a contribution to new knowledge or provide a better understanding of existing knowledge.            Results will further the NE-RIPM goals to reduce risks to human health, economics, and the environment.</p>	12
<p><b>Total possible points for Technical Review</b></p>	100

### **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. For the purpose of determining conflicts of interest, the academic and administrative autonomy of an institution shall be determined by reference to the current Higher Education Directory, published by Higher Education Publications, Inc., 6400 Arlington Boulevard, Suite 648, Falls Church, Virginia 22042. Phone: (703) 532-2300. Web site: <http://www.hepinc.com>.

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.

### **D. Organizational Management Information**

Specific management information relating to an applicant shall be submitted on a one time basis, with updates on an as needed basis, as part of the responsibility determination prior to the award of a grant identified under this RFA, if such information has not been provided previously under this or another NIFA program. NIFA will provide copies of forms recommended for use in fulfilling these requirements as part of the preaward process. Although an applicant may be eligible based on its status as one of these entities, there are factors which may exclude an applicant from receiving Federal financial and nonfinancial assistance and benefits under this program (e.g., debarment or suspension of an individual involved or a determination that an applicant is not responsible based on submitted organizational management information).

## **PART VI—AWARD ADMINISTRATION**

### **A. General**

Within the limit of funds available for such purpose, the awarding official of NIFA shall make grants to those responsible, eligible applicants whose applications are judged most meritorious under the procedures set forth in this RFA. The date specified by the awarding official of NIFA as the effective date of the grant shall be no later than September 30 of the Federal fiscal year in which the project is approved for support and funds are appropriated for such purpose, unless otherwise permitted by law. It should be noted that the project need not be initiated on the grant effective date, but as soon thereafter as practical so that project goals may be attained within the funded project period. All funds granted by NIFA under this RFA shall be expended solely for the purpose for which the funds are granted in accordance with the approved application and budget, the regulations, the terms and conditions of the award, the applicable Federal cost principles, and the Department's assistance regulations (parts 3015 and 3019 of 7 CFR).

### **B. Award Notice**

The award document will provide pertinent instructions and information including, at a minimum, the following:

- (1) Legal name and address of performing organization or institution to whom the Director has issued an award under the terms of this request for applications;
- (2) Title of project;
- (3) Name(s) and institution(s) of PDs chosen to direct and control approved activities;
- (4) Identifying award number assigned by the Department;
- (5) Project period, specifying the amount of time the Department intends to support the project without requiring recompetition for funds;
- (6) Total amount of Departmental financial assistance approved by the Director during the project period;
- (7) Legal authority(ies) under which the award is issued;
- (8) Appropriate Catalog of Federal Domestic Assistance (CFDA) number;
- (9) Applicable award terms and conditions (see <http://www.nifa.usda.gov/business/awards/awardterms.html> to view NIFA award terms and conditions);
- (10) Approved budget plan for categorizing allocable project funds to accomplish the stated purpose of the award; and

(11) Other information or provisions deemed necessary by NIFA to carry out its respective awarding activities or to accomplish the purpose of a particular award.

### **C. Administrative and National Policy Requirements**

Several Federal statutes and regulations apply to grant applications considered for review and to project grants awarded under this program. These include, but are not limited to:

2 CFR Part 215—USDA implementation of OMB Circular A-110, Uniform Administrative Requirements for Grants and Other Agreements With Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations.

7 CFR Part 1, subpart A—USDA implementation of the Freedom of Information Act.

7 CFR Part 3—USDA implementation of OMB Circular No. A-129 regarding debt collection.

7 CFR Part 15, subpart A—USDA implementation of Title VI of the Civil Rights Act of 1964, as amended.

7 CFR Part 331 and 9 CFR Part 121—USDA implementation of the Agricultural Bioterrorism Protection Act of 2002.

7 CFR Part 3015—USDA Uniform Federal Assistance Regulations, implementing OMB directives (i.e., OMB Circular Nos. A-21 and A-122, now codified at 2 CFR Parts 220 and 230) and incorporating provisions of 31 U.S.C. 6301-6308 (formerly the Federal Grant and Cooperative Agreement Act of 1977, Pub. L. No. 95-224), as well as general policy requirements applicable to recipients of Departmental financial assistance.

7 CFR Part 3017—USDA implementation of Governmentwide Debarment and Suspension (Nonprocurement) and 7 CFR Part 3021—Governmentwide Requirements for Drug Free Workplace (Grants).

7 CFR Part 3018—USDA implementation of Restrictions on Lobbying. Imposes prohibitions and requirements for disclosure and certification related to lobbying on recipients of Federal contracts, grants, cooperative agreements, and loans.

7 CFR Part 3052—USDA implementation of OMB Circular No. A-133, Audits of States, Local Governments, and Non-profit Organizations.

7 CFR Part 3407—NIFA procedures to implement the National Environmental Policy Act of 1969, as amended.

7 CFR Part 3430 – NIFA Competitive and Noncompetitive Non-Formula Federal Assistance Programs—General Award Administrative Provisions

29 U.S.C. 794 (section 504, Rehabilitation Act of 1973) and 7 CFR Part 15b (USDA implementation of statute) —prohibiting discrimination based upon physical or mental handicap in Federally assisted programs.

35 U.S.C. 200 et seq. —Bayh-Dole Act, controlling allocation of rights to inventions made by employees of small business firms and domestic nonprofit organizations, including universities, in Federally assisted programs (implementing regulations are contained in 37 CFR Part 401).

#### **D. Expected Program Outputs and Reporting Requirements**

Grantees are required to submit initial project information and annual and summary reports to NIFA's Current Research Information System (CRIS). The CRIS database contains narrative project information, progress/impact statements, and final technical reports that are made available to the public. For applications recommended for funding, instructions on preparation and submission of project documentation will be provided to the applicant by the agency contact. Documentation must be submitted to CRIS before NIFA funds will be released. Project reports will be requested by the CRIS office when required. For more information about CRIS, visit <http://cris.nifa.usda.gov>.

## **PART VII—AGENCY CONTACT**

Applicants and other interested parties are encouraged to contact:

Dr. John E. Ayers  
Grants Manager, NE-RIPM  
The Pennsylvania State University  
1752 James Avenue  
State College, PA 16801-3061  
Telephone: (814) 235-0688  
E-mail: [jea@psu.edu](mailto:jea@psu.edu)

## **PART VIII—OTHER INFORMATION**

### **A. Access to Review Information**

Copies of reviews, not including the identity of reviewers, and a summary of the panel comments will be sent to the applicant PD after the review process has been completed.

### **B. Use of Funds; Changes**

#### **1. Delegation of Fiscal Responsibility**

Unless the terms and conditions of the award state otherwise, the awardee may not in whole or in part delegate or transfer to another person, institution, or organization the responsibility for use or expenditure of award funds.

#### **2. Changes in Project Plans**

a. The permissible changes by the awardee, PD(s), or other key project personnel in the approved project shall be limited to changes in methodology, techniques, or other similar aspects of the project to expedite achievement of the project's approved goals. If the awardee or the PD(s) is uncertain as to whether a change complies with this provision, the question must be referred to the Authorized Departmental Officer (ADO) for a final determination. The ADO is the signatory of the award document, not the program contact.

b. Changes in approved goals or objectives shall be requested by the awardee and approved in writing by the ADO prior to effecting such changes. In no event shall requests for such changes be approved which are outside the scope of the original approved project.

c. Changes in approved project leadership or the replacement or reassignment of other key project personnel shall be requested by the awardee and approved in writing by the ADO prior to effecting such changes.

d. Transfers of actual performance of the substantive programmatic work in whole or in part and provisions for payment of funds, whether or not Federal funds are involved, shall be requested by the awardee and approved in writing by the ADO prior to effecting such transfers, unless prescribed otherwise in the terms and conditions of the award.

e. The project period may be extended by NIFA without additional financial support, for such additional period(s) as the ADO determines may be necessary to complete or fulfill the purposes of an approved project, but in no case shall the total project period exceed five years. Any extension of time shall be conditioned upon prior request by the awardee and approval in writing by the ADO, unless prescribed otherwise in the terms and conditions of award.

f. Changes in Approved Budget: Unless stated otherwise in the terms and conditions of award, changes in an approved budget must be requested by the awardee and approved in writing by the ADO prior to instituting such changes if the revision will involve transfers or expenditures of amounts requiring prior approval as set forth in the applicable Federal cost principles, Departmental regulations, or award.

### **C. Confidential Aspects of Applications and Awards**

When an application results in an award, it becomes a part of the record of NIFA transactions, available to the public upon specific request. Information that the Secretary determines to be of a confidential, privileged, or proprietary nature will be held in confidence to the extent permitted by law. Therefore, any information that the applicant wishes to have considered as confidential, privileged, or proprietary should be clearly marked within the application. The original copy of an application that does not result in an award will be retained by the Agency for a period of three years. Other copies will be destroyed. Such an application will be released only with the consent of the applicant or to the extent required by law. An application may be withdrawn at any time prior to the final action thereon.

### **D. Regulatory Information**

For the reasons set forth in the final Rule related Notice to 7 CFR part 3015, subpart V (48 FR 29114, June 24, 1983), this program is excluded from the scope of the Executive Order 12372 which requires intergovernmental consultation with State and local officials. Under the provisions of the Paperwork Reduction Act of 1995 (44 U.S.C. chapter 35), the collection of information requirements contained in this Notice have been approved under OMB Document No. 0524-0039.

### **E. Definitions**

Please refer to 7 CFR 3430, Competitive and Noncompetitive Non-Formula Federal Assistance Programs--General Award Administrative Provisions, for the applicable definitions for this NIFA grant program.

In addition, the following definition applies specifically to this RFA:

Director means the Director of the National Institute of Food and Agriculture (NIFA) and any other officer or employee of the NIFA to whom the authority involved is delegated.

## Electronic Application Checklist

*(Disclaimer Note: This checklist is included for the sole purpose of assisting the applicant in the self review process prior to submission. Applicant should use the RFA as the instrument of instruction and the Application Guide to complete the application process. This checklist is NOT an official portion of the RFA and should in no way be considered a replacement for the Application Guide or instructions contained within the RFA.)*

Only electronic applications may be submitted to NIFA via Grants.gov unless indicated otherwise in the specific program Request for Applications (RFA). All applications submitted to NIFA must contain the applicable elements outlined in these guidelines. The following checklist has been prepared to assist in ensuring that the application is complete prior to submission:

- Are you eligible to apply for the funding offered in the RFA?**  
Eligibility information for each funding opportunity is stated in Part III, Eligibility Information, of each RFA.
- Has your institution properly registered with Grants.gov to enable you to submit an application?**  
Those who wish to submit an application to NIFA should first contact their Authorized Representative (AR) to determine if the organization is prepared to submit applications through Grants.gov. See [http://www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp) for steps to preparing to submit applications through Grants.gov.
- Are you applying to the correct funding opportunity associated with the RFA?**  
Field 1 of the NIFA Supplemental Information Form will pre-populate to indicate the program to which you are applying.
- Have you followed the guidelines for filling out your electronic application provided in the NIFA Grants.gov Application Guide, which is posted along with the SF 424 R&R application package on Grants.gov?**  
Electronic applications should be prepared according to this guide and the specific program RFA. This guide is part of the corresponding electronic application package for the specific program to which you are applying.
- Have all attachments been submitted in the portable document format (PDF)?**  
NIFA will only accept PDF attachments. See Part III of the NIFA Grants.gov Application Guide.
- Do all submitted PDF documents have one (1) -inch margins and are typed or word processed using no type smaller than 12 point? Are all PDF documents numbered sequentially on each page of the attachment? Are all page limitations for a given attachment followed?**  
Submitted proposals that do not meet these requirements for PDF attachments will not be reviewed.

- Did you use the “Check Package for Errors” feature (see section 1.8 of the NIFA Grants.gov Application Guide)?**
- Have all required components of the SF 424 Research and Related (R&R) Application Package posted under the funding opportunity on Grants.gov been completed?**
  - Mandatory Forms?
  - Optional Forms?

**SF 424 R&R Cover Sheet**

- Have all required fields (highlighted in yellow) been completed?

**SF 424 R&R Project/Performance Site Location(s)**

- Have all required fields (highlighted in yellow) been completed?

**R&R Other Project Information**

- Have the fields describing project potential or actual environmental impact been properly completed?

**Project Summary/Abstract**

- Has the Project Summary PDF been attached to this form in Field 6?
- Are the names and affiliated organizations of all Project Directors listed at the top of the page in addition to the title of the project?
- Has the project type: Research, Extension, Joint Research-Extension been listed?
- Does this section adhere to the format and page limitations?
- Did you use the suggested Project Summary/Abstract Template found at: [http://www.nifa.usda.gov/home/faq\\_apply.html#abstract?](http://www.nifa.usda.gov/home/faq_apply.html#abstract?)

**Project Narrative**

- Has the Project Narrative PDF been attached to this form in Field 7?
- Was a progress report included, if submitting a renewal?
- Is the project fully described?
- Does this section adhere to the format and page limitations?

**Bibliography & References Cited**

- Has the Bibliography & References Cited PDF been attached to this form in Field 8?
- Are all references cited and are all citations referenced?
- Do all citations contain a title, the names of all authors, and are they in accepted journal format?

**Facilities & Other Resources**

- Has the Facilities & Other Resources PDF been attached to this form in Field 9?
- Has a description of your facilities, sufficient to indicate that you will be able to carry out this project, been given?

**Equipment**

- Has the Equipment PDF been attached to this form in Field 10?

- Is the description of your equipment sufficient to indicate that you will be able to carry out this project?

#### Appendices to Project Description

- Has the Appendices to Project Description PDF been attached to this form in Field 11?

#### Collaborative Arrangements

- Has the Collaborative Arrangements PDF been attached to this form in Field 11?

#### Scientific Peer Review Certification

- For Research or Joint Research/Extension projects – has a certification letter, signed by the AR, been attached in Field 11?

#### Relevance Statement

- Has the Relevance Statement been attached to this form in Field 11?  
Maximum length three pages. Name the file “RELEVANCE [PD last name].pdf.

### **R&R Senior/Key Person Profile**

#### Biographical Sketch

- Has the biographical sketch (vitae) PDF for the PD and each co-PD, senior associate, and other professional personnel been attached?

#### Current and Pending Support

- Has the current and pending support PDF for key personnel been attached?
- Have all current and pending projects been listed and summarized, **including this proposal**?
- Did you use the suggested Current and Pending Support Template found at: [http://www.nifa.usda.gov/home/faq\\_apply.html#current?](http://www.nifa.usda.gov/home/faq_apply.html#current?)

#### **R&R Personal Data** (voluntary)

- Have all fields been completed, except social security number?

#### **R&R Budget**

- Have all fields been completed for each PD and co-PD(s)?
- Are annual and summary budgets included? For multi-institution applications, has a subaward budget been included for each institution involved?

#### Budget Justification

- Has the Budget Justification PDF been attached to this form in Field K?
- Are budget items individually justified?
- For multi-institutional applications, has a subaward budget justification been included for each institution involved?
- For Joint Research-Extension projects is the budget broken down for the research and extension funds using the suggested form from the Regional IPM Center website?

**NIFA Supplemental Information Form**

- Has Field 1 been pre-populated?
- Does Field 2 indicate the Program Code Name and Program Code to which you are applying?

**Conflict of Interest List**

- Has the Conflict of Interest List PDF been attached to this form in Field 8?
- Has a Conflict of Interest List been provided for all individuals who have submitted a Biographical Sketch?
- Did you use the suggested Conflict of Interest Template found at:  
[http://www.nifa.usda.gov/home/faq\\_apply.html#coi?](http://www.nifa.usda.gov/home/faq_apply.html#coi?)
- Does the Conflict of Interest list include the four categories as appropriate?