

Northeastern Integrated Pest Management Center  
Pest Management Strategic Plans (PMSP)  
and Crop Profiles (CP)  
Request for Applications (RFA)

<b>Due Date</b>	Ongoing
<b>Amount Available</b>	Total available funds approximately \$30,000
<b>Range of Awards</b>	Maximum per project \$15,000
<b>Start Date &amp; Length</b>	Start date variable. Must be completed by Aug. 31, 2025
<b>Narrative Length</b>	1–4 pages plus budget, references, and required forms
<b>Basic Requirements</b>	Proposals must develop a Pest Management Strategic Plan (PMSP) or Crop Profile (CP) for a crop, livestock enterprise, pet, forestry, aquatic system, turf/playing fields/golf courses/park, medical practice, schools/buildings or other pest management application that is significant to the Northeast. Proposals to develop PMSPs or CPs for crops, livestock, forestry, or other systems that do not have a plan or to update outdated PMSPs or CPs (more than five years old) are encouraged. The Center is particularly interested in proposals for <b>a)</b> low-bush/wild blueberries, <b>b)</b> greenhouse food crops—including fruiting vegetables, greens, hydroponic production, etc., <b>c)</b> hemp, and <b>d)</b> Integrated Vegetation Management (IVM), such as rights-of-way.
<b>Eligibility</b>	Applications may be submitted by qualified public and private entities, including all colleges and universities, Federal, State, and local agencies, nonprofit and for-profit private organizations or corporations and Native American affiliated organizations; must be able to meet the criteria for subrecipients required by federal regulations and Cornell University.
<b>Informational Webinar</b>	<a href="http://www.northeastipm.org/ipm-in-action/the-ipm-toolbox/building-the-backbone-of-ipm/">www.northeastipm.org/ipm-in-action/the-ipm-toolbox/building-the-backbone-of-ipm/</a>
<b>Questions</b>	<a href="#">Jana Hexter</a> <a href="#">Deborah Grantham</a>

**The Center's mission** is to foster the development and adoption of integrated pest management (IPM), a science-based and sustainable approach to managing pests in ways that generate economic, environmental, and human health benefits. We coordinate and facilitate IPM collaborations needed to successfully address current and emerging challenges that require an IPM approach, thus fostering resilience in ecosystems ranging from natural areas, agriculture, to the built environment.

## I. TYPES OF PROJECTS

The Request for Application (RFA) will fund projects that address the need for documents that accurately reflect the current state of Integrated Pest Management on a regional or national basis. IPM Documents may address crops or other (non-crop) settings for a single state or combination of states. Funding provided by the center is intended to help facilitate authoring of these documents including travel, meeting, and survey expenses associated with information gathering. Currently, two types of documents are recognized:

**Crop Profiles (CP)** – provide the production story for a commodity, including current pest management practices, and look at current research activities directed at finding replacement strategies for the pesticides of concern. Crop profiles should include typical pesticide use information (not simply what appears on pesticide labels). Documents must meet national standards as shown here:

[ipmdata.ipmcenters.org/IPMData\\_CropProfile\\_Guidelines.pdf](http://ipmdata.ipmcenters.org/IPMData_CropProfile_Guidelines.pdf)

**Pest Management Strategic Plans (PMSP)** – a realistic view of pest management issues and strategies used in the field and provide a forum to set meaningful research, regulatory, and educational priorities. Documents must meet national standards for PMSP as shown here:

[ipmdata.ipmcenters.org/IPMData\\_PMSP\\_Guidelines.pdf](http://ipmdata.ipmcenters.org/IPMData_PMSP_Guidelines.pdf)

**NOTE: Crop Profiles and PMSPs can apply to systems other than crops and livestock.** For example, pet, forestry, aquatic system, turf/playing fields/golf courses/park, medical practice, schools/buildings or other pest management application that is significant to the Northeast.

## II. DEVELOPMENT PROCESS

The National IPM Database ([ipmdata.ipmcenters.org](http://ipmdata.ipmcenters.org)), is an online database for the development and retrieval of the IPM Documents. Funded Project Directors will be expected to use the online system to enter the document component information.

A description of the PMSP workshop processes is also available online:  
[ipmdata.ipmcenters.org/IPMData\\_PMSP\\_Workshop\\_Guidelines.pdf](http://ipmdata.ipmcenters.org/IPMData_PMSP_Workshop_Guidelines.pdf)

The [Pine Tree PMSP](#) is a good example.

## III. PROJECT AND AWARD INFORMATION

**Eligibility.** Public and private institutions or organizations, businesses, commodity groups, and private individuals are eligible for these funds as long as they are able to meet the criteria for subrecipients required by federal regulations and Cornell University (see Appendix). Project Directors (PDs) from smaller states, 1890 land-grant institutions, Hispanic-serving institutions, and Community Colleges are encouraged to apply. All PDs must work and conduct the relevant work in the Northeast. Co-PDs may be from outside the region.

**Available funds.** As this RFA is ongoing, funds are available until exhausted (on an annual basis).

Crop Profiles may be funded at no more than \$5,000 each (including indirect costs) because they can be produced by a single individual (with unpaid contributors and reviewers).

Pest Management Strategic Plans (PMSPs), on the other hand, may be more costly because they include a workshop with stakeholder participation. Only in extraordinary circumstances though (e.g., multi-state document involving travel of many collaborators) is the cost of a PMSP expected to exceed \$10,000, including travel and indirect costs. Travel restrictions could require remote work, and the requested funding should reflect the lower costs.

**Project length and start date.** *Projects must be completed by August 31, 2025.* Project directors should consult with Deborah Grantham or Jana Hexter regarding a proposed start date.

**Regional Involvement.** The Center grant program seeks to support collaboration among states and Native Nations so projects should have participants from multiple states and/or Native Nations or clearly demonstrate that the project will be of regional benefit. Exceptions are

allowed when applicant can document that the host/pest combination is locally important only. If you have questions about the regional requirement, please contact the grant manager.

**Technical support.** Technical support will be available for using the online PMSP database for submission of completed projects. This support is in addition to funding awarded for the project.

Successful applicants for IPM Documents must coordinate with the NEIPMC Director, Deborah Grantham, to address format and content standards, as well as scheduling for PMSP workshops.

**Final report.** The completed CP or PMSP is considered to be the final report for the project. CPs and PMSPs are not considered complete until they are approved by the Northeastern IPM Center and uploaded by Center staff to the National IPM Centers' database.

## IV. PROPOSAL PREPARATION

### *A. Proposal Format and Preparation*

#### [Download forms and application materials for 2025 PMSP RFA](#)

**Format:** Single-spaced, Times New Roman, 12-point font with 1-inch margins on 8.5" × 11" paper. All documents must be converted to PDF files before uploading them.

#### **Project Narrative**

##### **1. Need for the document(s)** based on considerations such as:

- a. importance of the setting(s) in the geographical area (states, region) to which the document applies
- b. absence or obsolescence of existing IPM Documents for this setting
- c. applicability (or lack of) of existing IPM Documents focused on other geographical areas

**2. Plan of Work** including what groups or sources will be used to gather the information and timing of proposed activities.

##### **3. Expertise of the IPM document team**

A link to a Project Narrative template is below:

[grants.ipmcenters.org/wp-content/uploads/PMSP-CP-Narrative-Template.docx](https://grants.ipmcenters.org/wp-content/uploads/PMSP-CP-Narrative-Template.docx)

## Required Forms

**1. Curriculum Vitae.** Submit one for the PD and one for each Co-PD. Limit the CV to two pages per person.

**2. Budget.** Projects that involve subcontracts will need to submit multiple budget forms. In accordance with USDA-NIFA, the indirect costs are limited to 30% of Total Funds Awarded (equivalent to approximately 42.9% of Total Direct Costs). Matching funds are not required.

**3. [Budget Justification](#)** example

**4. Current and Pending Support Forms.** Complete a form for each PD and Co-PD.

**5. Conflict of Interest Forms.** Complete a form for each PD and Co-PD.

**6. Documentation of Collaboration.** Proposals must show evidence that the project has the support of all stakeholders. Use this section to upload letters of support from:

- Commodity groups describing the need for the project and their willingness to host and/or participate in it
- Growers
- Key state or federal units (EPA, IR-4, Department of Agriculture, etc.)
- The Center hosts a “[Find a Colleague](#)” page on its website where you can find people who are open to collaboration. The Center recommends that all funded PD’s [complete an online profile](#).

**7. Other Documents.** Electronic versions of other project specific relevant items, such as: Fact Sheets or brief reports, may also be uploaded into the proposal system. If a PMSP or Crop Profile is being updated, please include the existing document or a valid link.

**8. Compiled PDF.** For ease of review, in addition to the single PDFs uploaded, please create a single compiled PDF of your complete application and upload here. If you need assistance in collating all the documents into a single PDF please contact [Kevin Judd](#) at the Northeastern IPM Center.

**9. Institutional Signature Page.** Signatures from the PD and the authorized organizational representative (such as the director of the Office of Sponsored Programs) are required. You should print the completed Signature Page, have all relevant parties sign it, scan the page and save it as a PDF or photograph, and upload it into the online application.

### *B. Proposal Submission*

All proposals must be submitted through the [online grant management system](#) by either the PD or an institutional representative. Please contact [Kevin Judd](#) at the Northeastern IPM Center, with technical questions about proposal submission.

If you do not receive a confirmation email after submitting your proposal, it is likely that the proposal was not submitted correctly.

## V. SELECTION CRITERIA

Requests may be judged by Steering Committee of the Northeastern IPM Center according to the following criteria:

<b>PMSP Grants Program 2025 Rating Sheet</b>	<b>Score Percentage</b>
<p><b><i>The Need</i></b></p> <ul style="list-style-type: none"><li>• The system being addressed is defined.</li><li>• Importance of the system being addressed, crop(s), number of acres in production, fresh market or otherwise, pest(s), and setting(s) in the geographical area (states, region) to which the document applies. This may include geographic extent, value of crop or ecosystem services, value of lost crop or other losses, cost of managing pest(s), human health risks, and numbers of people impacted.</li><li>• Absence or obsolescence of existing IPM Documents for this crop is described.</li><li>• Applicability (or lack of) of existing IPM Documents focused on other geographical areas is detailed.</li></ul>	30%

<p><b><i>Plan of Work</i></b></p> <ul style="list-style-type: none"> <li>• Groups or sources used to gather the information are defined. Preferably, three Growers/Managers/other stakeholders are included.</li> <li>• Assurance included that PMSPs will conform to the guidelines listed in link above.</li> <li>• Feasibility of completing the documents to the national standards within the proposed time frame given the approach detailed in the project narrative</li> </ul>	30%
<p><b><i>Cooperation, Institutional Units, and Key Personnel Involved</i></b></p> <ul style="list-style-type: none"> <li>• The proposal design meets Center priority to involve collaboration with stakeholders from more than one state, if applicable (see page 3).</li> <li>• There is evidence of the team’s willingness to partner (e.g., letters of support, statements of work) including with Commodity Group participation</li> </ul>	30%
<p><b><i>Budget</i></b></p> <ul style="list-style-type: none"> <li>• The budget is well-defined, reasonable for the proposed project, and within the project funding limits described in this RFA.</li> <li>• It follows guidelines described in the RFA and instructions on the form.</li> <li>• The justification follows the order of the budget form and explains assumptions in the budget.</li> </ul>	10%
<b>Total Percent</b>	<b>100%</b>

## V. Acknowledgment Requirements

If funded, all communications from your project (flyers, abstracts, brochures, posters, presentation slides, websites, books, and any other print publications and products) *during and beyond the project period* must include:

the [USDA logo and the Center logos that can be found here](#).

the following acknowledgment:

*This work is supported by the Northeastern IPM Center through project award #2022-70006-38004 Accession Number: 1017389 from the U.S. Department of Agriculture's National Institute of Food and Agriculture Crop Protection and Pest Management, Regional Coordination Program. Any opinions, findings, conclusions, or recommendations expressed in this publication are those of the author(s) and should not be construed to represent any official USDA or U.S. Government determination or policy.*

## Appendix

### *Federal and Cornell University Subaward Requirements*

Successful applicants will receive a subaward, as defined by 2 CFR 200.92, under a U.S. Department of Agriculture (USDA) National Institute of Food and Agriculture (NIFA) grant awarded to Cornell University.

Consistent with the [federal Uniform Guidance found at 2 CFR 200](#), the requirements of the USDA-NIFA grant, and the subaward procedures of Cornell University, each successful applicant will be required to meet the following base criteria prior to the execution of the resultant subaward;

- Have or obtain a [Data Universal Numbering System \(DUNS\) number](#).
- Have an active registration in the [System for Award Management \(SAM\)](#).
- Neither it nor its principals may be presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any U.S. federal department or agency.

Additionally, all subrecipients will be expected to provide to Cornell prior to subaward execution the following documents:

- A copy of or link to recent audits or financial statements.



- A completed subrecipient profile that provides basic information about your institution such as address, business type, audit information, and internal policies for compliance with federal regulations.
- Documented approvals for human subjects (IRB), live vertebrate animal subjects (IACUC), and/or biosafety (IBC), if applicable to the awarded effort.
- For subrecipients other than domestic universities and government agencies, a Certificate of Insurance.

All subaward agreements will contain terms regarding regular invoice submission, required technical and financial reporting, intellectual property and publications, and federal and USDA-NIFA terms and conditions.

### **\*Institutional Review Board Approval**

If a member of your research team or a collaborator will observe, interact with, or intervene with human participants to gather information that will be used for research during this project, it may require Institutional Review Board (IRB) approval through your institution or Cornell University.

The following link gives the federal guidance on determining when an institution and their researchers would be considered formally involved in human participant research.

- [www.hhs.gov/ohrp/regulations-and-policy/guidance/guidance-on-engagement-of-institutions/index.html](http://www.hhs.gov/ohrp/regulations-and-policy/guidance/guidance-on-engagement-of-institutions/index.html)

We strongly suggest that all PD's contact their IRB office during the proposal development stage to determine if the project might be subject to IRB if it is awarded.

IRB approvals can take 6–9 months to be approved, so ensure that you are aware of what steps will be necessary if the project is approved. The online application also asks about the PD's IRB certification status.