

**Northeastern Integrated Pest Management Center**  
**Pest Management Strategic Plans (PMSP)**  
**and Production/Management (formerly Crop) Profiles**  
**Request for Applications (RFA)**

<b>Due Date</b>	5:00 p.m. eastern time, Thursday, November 9, 2023
<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>	March 1, 2024; projects may be up to 12 months.
<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 Production/Management Profile (PMP) 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to develop PMSPs or PMPs for crops, livestock, forestry, or other systems that do not have a plan or to update outdated PMSPs or PMPs (more than five years old) are encouraged. The Center is particularly interested in proposals for a) low-bush/wild blueberries, b) greenhouse food crops—including fruiting vegetables, greens, hydroponic production, etc., c) hemp, and d) 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>	October 2, 2023, 11:00 a.m. – 12:00 noon.
<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

**Production/Management Profiles (PMP)** provide the production or management story, including current pest management practices, for a particular system such as production of an agricultural commodity, including emerging crops, livestock, pets, forestry, aquatic systems, turf/playing fields/golf courses/parks, medical practices, and schools/buildings, and identify current research activities directed at finding integrated pest management strategies. The system must be significant to the Northeast and the work must be conducted in the Northeast. However, the profile may be state-based to take into account differing state regulations and other conditions.

Production/Management Profiles should include **typical** pesticide use (not a restatement of the product label or crop management guides). [Documents must meet national standards as shown for PMPs](#). Please note that Production/Management Profiles can be developed for systems other than crops and livestock.

**Pest Management Strategic Plans (PMSP)** are developed with a regional group of growers and other stakeholders in the Northeast to identify the pest management needs and priorities of a particular commodity, system, or setting requiring pest management. The plans document current pest management practices (chemical and non-chemical) and those under research and demonstration trial development. They provide a practical view of pest management issues and strategies and provide a forum to develop data-based research, regulatory, and educational priorities.

The plans also indicate priorities for research to fill knowledge gaps, address regulatory changes, and provide education or training programs to support adoption of IPM practices.

- PMSPs should be for systems, such as an agricultural commodity, livestock, pets, forestry, aquatic systems, turf/playing fields/golf courses/parks, medical practices, and schools/buildings, that are significant to the Northeast.

- Proposals to develop PMSPs for systems that do not have a plan or to update outdated PMSPs (more than five years old) are encouraged.
- [PMSPs must follow the guidelines for preparing a PMSP](#).
- Please note that PMSPs can apply to systems other than crops and livestock.

## II. 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.** Total available funds are approximately \$30,000, with a maximum of \$15,000 per project depending on whether this is a new document or an update of an existing PMSP or Production/Management Profile and single state versus multi-state in focus.

Production/Management 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.** *There is a 12-month time limit on funded projects.* Project directors should propose a March 1, 2024, start date.

**Technical support.** Northeastern IPM Center staff can help with planning workshops. Staff, generally the director, will attend workshops and be available to facilitate the workshop upon request. 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.

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

### III. PROPOSAL PREPARATION

#### *A. Proposal Format and Preparation*

##### [Download forms and application materials](#)

**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.

**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.

**Informational webinar.** We will conduct a webinar on *October 2, 2023, 11:00 a.m. – 12:00 noon* to provide information about this funding opportunity. The webinar will be recorded and posted on the Center's website for those unable to attend. Individuals [can register for the webinar here](#).

#### *B. Proposal Submission*

Further instructions are provided through screens in the proposal submission process.

**1. Project Information.** In addition to uploading the documents listed below as PDF files, applicants will be prompted to copy and paste the project summary into the online Project Information section. Formatting in these fields is limited to plain text. Information in these fields for funded projects will become part of the [publicly searchable project database](#) and will be included in an [interagency database of IPM-related projects](#). The project data will also include future project reports.

#### **2. Project Narrative.** (1–4 pages)

*A. The Need.* (30 pts) PMSPs and PMPs should be for crops, livestock, forests, or other systems that are significant to the Northeast. Describe the following:

- The system being addressed.
- 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.
- Absence or obsolescence of existing IPM Documents for this crop.
- Applicability (or lack of) of existing IPM Documents focused on other geographical areas

*B. The Plan of Work.* (30 pts) A [description of PMSP development processes and guidelines](#) is available. Please include the following:

- What groups or sources will be used to gather the information? Preferably three Growers/Managers/other stakeholders must be included.
- Timing and location of proposed activities assuming notification of funding by February 15, 2023 and contract signing by March 1, 2023.
- Assurance that PMSPs will conform to the guidelines listed in link above.
- Describe which IPM tactics will be covered in the planning document.
- Whether you have initiated consultation with IRB office about the project if needed.  
\*Please see Appendix (page 11)

A description of [PMP development processes and guidelines](#) is available. Please include the following:

- Current production or management practices or operations (such as, management of a building complex), including staffing patterns and responsibilities and other relevant data.
- Current pest management practices.
- Current issues with respect to pest management, such as worker or resident engagement and knowledge levels.

*C. Cooperation, Institutional Units, and Key Personnel Involved.* (30 pts)

- List all participating collaborators and their role in the project. Growers must be included.
- Applicants are encouraged to invite the commodity group to participate in some way. In some cases, commodity groups have partially or fully supported workshops.
- Include letters of support (see **Documentation of Collaboration** below).

*D. Resubmission.* If this is a re-submission of a proposal, please address responses to the previous review in the current proposal.

## **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.** (10 pts) 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 Production/Management 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 pdf’s 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 at least 3 business days before the deadline.

**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.

Proposals must be received by 5:00 p.m. eastern time, Thursday, November 9, 2023. A confirmation email will be sent to the PD after the Submit Final Proposal button is clicked.

If you do not receive a confirmation email after submitting your proposal, it is likely that the proposal was not submitted correctly. Please allow enough time to upload all your materials and verify the proposal was submitted before the deadline

#### IV. SELECTION CRITERIA

A review panel composed of IPM experts will rate the merits and technical qualities of the proposals using the criteria listed above. Given proposals of equal merit, the review panel will select proposals that balance the Center's project portfolio and promote maximizing the highest levels of IPM adoption. All projects must be of sufficient quality and technical merit to qualify for funding. Notification will take place by mid-February 2024.

<b>PMSP Grants Program 2024 Rating Sheet</b>	<b>Score Percentage</b>
<p data-bbox="207 348 342 380"><i>The Need</i></p> <ul data-bbox="256 436 1211 894" style="list-style-type: none"> <li data-bbox="256 436 805 468">• The system being addressed is defined.</li> <li data-bbox="256 478 1211 722">• 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 data-bbox="256 732 1182 806">• Absence or obsolescence of existing IPM Documents for this crop is described.</li> <li data-bbox="256 816 1211 894">• Applicability (or lack of) of existing IPM Documents focused on other geographical areas is detailed.</li> </ul>	30%
<p data-bbox="207 984 391 1016"><i>Plan of Work</i></p> <ul data-bbox="256 1073 1219 1530" style="list-style-type: none"> <li data-bbox="256 1073 1187 1146">• Groups or sources used to gather the information are defined. Preferably, three Growers/Managers/other stakeholders are included.</li> <li data-bbox="256 1157 1219 1230">• Assurance included that PMSPs will conform to the guidelines listed in link above.</li> <li data-bbox="256 1241 1219 1272">• Describes which IPM tactics will be covered in the planning document.</li> <li data-bbox="256 1283 1174 1398">• Current production or management practices or operations (such as, management of a building complex), including staffing patterns and responsibilities and other relevant data are described.</li> <li data-bbox="256 1409 938 1440">• Current pest management practices are described.</li> <li data-bbox="256 1451 1157 1530">• Current issues with respect to pest management, such as worker or resident engagement and knowledge levels are described.</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 <b>more than one state</b>.</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>	<p>30%</p>
<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>	<p>10%</p>
<p><b>Total Percent</b></p>	<p><b>100%</b></p>

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:

1. the [USDA logo and the Center logos that can be found here](#).
2. the following acknowledgment:

*This publication was funded by the Northeastern IPM Center through Grant #2022-70006-38004, from the USDA National Institute of Food and Agriculture, Crop Protection and Pest Management, Regional Coordination Program.*

## 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.

- <https://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.