

## Grants to support Integrated Pest Management

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### Project Information

For a copy of the Request for Applications, please see <https://www.northeastipm.org/neipm/assets/File/Grant-Programs/Partnership-RFA-2022.pdf>

#### Project Type \*

Applied Research  
Communications  
Working Group

\* This is a required question

#### Project Director \*

\* This is a required question

#### Authorized Organizational Representative (AOR)

Add the contact information for your AOR - usually your OSP contact person.

#### Co-PD(s)

#### Lead State \*

\* This is a required question

#### Collaborating State(s) \*

\* This is a required question

**Congressional District(s) \***

Enter Congressional Districts of Lead and Collaborating Institutions

\* This is a required question

**Funding Request \***

\* This is a required question

**Project Start Date \***

\* This is a required question

**Project End Date \***

\* This is a required question

**NEIPMC Signature Program \***

Select ONE signature program that your project addresses.

IPM & Organic Systems

Climate Change & Pests - Invasive Species models

Climate Change & Pests - Invasive Species field studies

Rural/Urban IPM - Ag, crop production, farming, including tree farms (not IPM and Organic SP)

Rural/Urban IPM - Community, local or homeowner gardens

Rural/Urban IPM - Greenhouse, traditional production systems (not Advanced Production Systems SP)

Rural/Urban IPM - Landscape, turf, lawn, ornamental in residential areas, on school grounds

Rural/Urban IPM - Livestock, animal husbandry

Rural/Urban IPM - Structural - housing, apartments, buildings, in schools

Rural/Urban IPM - Vectors, ticks mosquitoes

Next Gen Ed - general public, homeowners, residents, occupants

Next Gen Ed - pre-K-12

Next Gen Ed - undergraduate students

Next Gen Ed - graduate students

Next Gen Ed - Professionals/landowners – researchers, extension, administration

Next Gen Ed - General landowners/managers – hobby/hired and temporary personnel

Advanced Production Systems

None identified

\* This is a required question

### **Target Crop or setting \***

Select the target crop that you will working on or the IPM setting for your project (i.e. schools).

#### **Additional Plants**

Christmas trees  
coffee  
conifers  
flowers  
ginger  
ginseng  
greenhouse  
hardy kiwi, tara vine (*Actinidia arguta*)  
hemp  
herbs  
native plants  
ornamentals  
roses  
tobacco  
trees  
other

#### **Agronomic**

annual ryegrass  
barley  
buckwheat  
canola  
clovers  
corn  
cotton  
cover crops  
flax  
grass (misc. annual)  
grass (misc. perennial)  
grass (turfgrass, sod)  
hay

hops  
kenaf  
medics/alfalfa  
millet  
mustard  
oats  
peas (field, cowpeas)  
peanuts  
potatoes  
radish (oilseed, daikon, forage)  
rapeseed  
rice  
rye  
safflower  
small grain  
sorghum (milo)  
sorghum (sweet)  
sorghum sudangrass  
soybeans  
spelt  
sugarbeets  
sugarcane  
sunflower  
triticale  
vetches  
wheat  
other

## **Animal Products**

dairy  
eggs  
fiber, fur, leather  
honey  
meat  
other

## **Animals**

bees  
bovine

camelids  
equine  
fish  
goats  
poultry  
rabbits  
ratite  
shellfish  
sheep  
swine  
other

## **Community and Urban Pest Management**

commercial  
food preparation, safety & storage  
hospitality/food service  
hospitals/healthcare  
institution/shelters/municipal buildings/public places  
public health  
residential/housing  
school & child care  
other

## **Ecosystem**

Ecosystem  
other

## **Fruits**

apples  
apricots  
avocados  
bananas  
berries (blueberries)  
berries (brambles)  
berries (cranberries)  
berries (other)  
berries (strawberries)  
cherries  
citrus  
figs

grapes  
melons  
nectarines  
olives  
papaya  
paw-paws  
peaches  
pears  
persimmon  
pineapples  
plums  
quinces  
small fruit  
stone fruit  
tree fruit  
other

### **Human Health**

workers, residents, applicators  
other

### **Miscellaneous**

mushrooms  
postharvest  
syrup  
other

### **Natural Areas**

forestry (conifer)  
forestry (hardwood)  
wildlife  
other

### **Nuts**

almonds  
chestnuts  
hazelnuts  
macadamia  
pecans  
pistachios

walnuts

other

## **Pollinators**

habitat

honey bees

other

## **Vegetables**

artichokes

asparagus

beans

beans (dry)

beans (lima)

beans (snap)

beets

brassicas

broccoli

brussel sprouts

cabbages

carrots

cauliflower

celery

cucurbits

eggplant

garlic

greens (leafy)

greens (lettuces)

leeks

lentils

okra

onions

parsnips

peas (culinary)

peppers

radishes (culinary)

rutabagas

sweet corn

sweet potatoes

taro  
tomatoes  
turnips  
other

\* This is a required question

### **Target Pest(s) \***

Select the pest(s) that your project addresses.

#### **Target Pests**

annual bluegrass weevil  
ants  
aphids  
apple leaf curling midge  
apple maggot  
apple scab  
Asian tiger mosquito  
bacterial diseases  
barberpole worm  
bed bug  
biennialism  
black root rot  
blight (early)  
blight (fire)  
blight (late)  
brown marmorated stink bug (BMSB)  
cockroaches  
colony collapse disorder  
Colorado potato beetle  
conifer and Christmas tree nursery pests  
cranberry fruit rot  
cranberry fruitworm  
cranberry girdler  
cranberry weevil  
European brown rot  
European swallow-wort



fire blight (*Erwinia amylovora*)  
flea beetles  
fly speck  
fungus  
grape berry moth  
herbicide resistant weeds  
honey bee mite  
insects  
invasive terrestrial plants  
lepidoptera  
mold  
mummy berry disease  
mushroom pests and diseases  
nematodes  
obliquebanded leafroller  
oriental fruit moth  
parasites  
peach scab  
plum curculio  
potato leafhopper  
powdery mildew  
predatory mites  
rodents  
scale  
septoria leaf spot  
slugs  
small fruit insects, weeds & diseases  
small hive beetle  
sooty blotch  
Sparganothis fruitworm  
spider mites  
spotted wing drosophila  
strawberry sap beetle  
striped cucumber beetle  
swallow-wort  
Swede midge  
tarnished plant bug  
ticks  
various

varroa mite  
weeds  
western bean cutworm  
western flower thrips  
white grubs  
white rust (fungi)  
wildlife  
winter moth  
wireworm  
other

\* This is a required question

### **Target audience(s) for your project \***

Select the target audience(s) for your project.

arborists  
beginning farmers  
extension educators  
forest managers/loggers  
general public  
growers  
Hispanic - community  
Hispanic - low income  
Hispanic - urban  
homeowners  
immigrants  
industry/regulators  
land managers  
lawn care professionals  
low income  
maintenance staff  
organic association representatives  
park managers  
pest management providers  
private consultants  
property managers  
public health  
public housing managers

refugees  
researchers  
residents  
school/childcare  
small minority farmers  
state and federal policy makers  
students  
tribes  
urban - general  
urban - homeless

\* This is a required question

### **IPM practice(s) you will use in this project \***

Select the IPM practices you will use in this project.

#### **Pest Management**

allelopathy  
behavioral control  
biofumigation  
biological control  
biorational pesticides  
botanical pesticides  
chemical control  
competition  
compost extracts  
contracts  
cultivation  
cultural control  
decision support system  
disease vectors  
economic threshold  
eradication  
exclusion  
flame  
forecasting  
genetic resistance

habitat modification  
host resistance  
mating disruption  
mechanical control  
modeling  
monitoring/scouting  
mulches - general  
mulches - killed  
mulches - living  
mulching - plastic  
mulching - vegetative  
pesticide application timing  
pesticide resistance management  
pesticides  
plant growth regulators  
precision pesticide use  
prevention  
row covers (for pests)  
sanitation  
smother crops  
soil solarization  
temperature treatment  
trap crops  
traps  
weather monitoring  
weed ecology  
weeder geese/poultry  
other

## **Animal Production**

animal protection and health  
aquaculture  
feed additives  
feed/forage  
genetics  
grazing - continuous  
grazing - multispecies  
grazing - rotational  
grazing management

housing  
inoculants  
livestock breeding  
manure management  
meat product quality/safety  
mineral supplements  
parasite control  
preventive practices  
probiotics  
range improvement  
rangeland/pasture management  
stocking rate  
stockpiled forages  
therapeutics  
vaccines  
watering systems  
winter forage  
other

## **Crop Production**

agroforestry  
alley cropping  
application rate management  
beekeeping/honey  
biological inoculants  
conservation tillage  
continuous cropping  
cover crops  
crop improvement and selection  
crop rotation  
cropping systems  
double cropping  
drainage systems  
drought tolerance  
fallow  
fertigation  
fertilizers  
foliar feeding  
food processing

food processing facilities/community kitchens  
food product quality/safety  
forest farming  
forest/woodlot management  
forestry  
grafting  
greenhouses  
high tunnels or hoop houses  
intercropping  
irrigation  
low tunnels  
multiple cropping  
no-till  
nurseries  
nutrient management  
organic fertilizers  
plant breeding and genetics  
pollination/pollinator health/habitat  
postharvest treatment  
ridge tillage  
row covers (for season extension)  
season extension types and construction  
seed saving  
shade cloth  
silvopasture  
strip tillage  
stubble mulching  
varieties and cultivars  
water management  
water storage  
windbreaks  
winter storage  
zone till  
other

### **Natural Resources/Environment**

afforestation  
biodiversity  
drift/runoff buffers

grass waterways  
indicators  
soil stabilization  
strip cropping  
wetlands  
wildlife  
other

### **Production Systems**

agroecosystems  
aquaponics  
hydroponics  
integrated crop and livestock systems  
organic agriculture  
permaculture  
transitioning to organic  
other

### **Soil Management**

composting  
earthworms  
green manures  
organic matter  
soil microbiology  
soil quality/health  
other

### **Sustainable Communities**

food hubs  
local and regional food systems  
public participation  
public policy  
quality of life  
sustainability measures  
urban agriculture  
values-based supply chains  
other

\* This is a required question

## **Outreach methods you will use in this project \***

Select the outreach methods you will use in this project.

App  
articles/newsletters  
commodity meeting  
community presentation  
conference presentation/display  
K-12 curriculum  
display  
field day  
field guide/brochure  
forecasting system  
grower meeting  
health fair  
Listserv  
presentation  
private consultation  
public service announcement  
publication  
radio interview  
seminar  
social media  
trade show  
training  
TV show  
video  
webinar  
website  
workshop

\* This is a required question

## **Benefits and Impacts \***

### **Avoidance**



Improved avoidance of pest

## **Economic**

Demonstrated how the benefits to the environment and human health are worth the cost

Improved cost-benefit analyses when adopting and implementing IPM practices

Improved efficacy of managing the target pest

Improved the overall benefits resulting from the adoption of IPM

Reduced cost associated with pest management resulting from IPM

## **Environmental**

Document rates of incursion and damage of selected invasive species

Improved aesthetics

Improved environmental health and function in local landscapes

Improved long-term environmental health following IPM implementation

Improved soil quality/health

Improved water quality

Reduced endemic pest levels

Reduced levels of pest damage

Reduced movement and accumulation of contaminants used to manage pests

Reduced risks from pests to people

Reduced risks from pests to property

Reduced risks to environment

Reduced risks to infrastructure

Reduced risks to natural resources

Reduced risks to pollinators, managed or wild bees, or other beneficials

## **Human Health**

Reduced negative human health impacts caused by pests

Reduced total risks related to pesticides (total risk=exposure X toxicity)

## **IPM Adoption**

Increased IPM adoption and implementation

## **Monitoring**

Improved diagnostics

Improved monitoring of pests and beneficials

## **Prevention**

Improved prevention of unacceptable levels of pest damage

## Suppression

Improved efficacy of suppression methods including pesticides  
Reduced pest resistance to other management practices  
Reduced pest resistance to pesticides

\* This is a required question

## Project Abstract/Summary (300 word max) \*

\* This is a required question

## Project Narrative \*

Upload a pdf of your project narrative.

\* This is a required question

## Logic Model

Working Group and Communications Projects only upload your pdf here.

## Objectives \*

In addition to including the objectives section in your 8-page narrative, cut and paste into this form. This will aid in reporting if the project is funded.

\* This is a required question

## Facilities and Administrative Rates Certification \*

**Facilities and administrative rates (also known as indirect costs) included in this proposal have been calculated based on the following:**

Organization's federally negotiated F&A rate. A copy of the F&A Rate agreement will be requested if awarded funding.

The 30% of Total Costs (TC) F&A rate allowed under USDA NIFA.

de minimus rate of 10%. Please specify the rate basis: TC, TDC, MTDC, or other.

Other rate. Please specify the basis on which the rate has been calculated.

\* This is a required question

## Human Subjects Certification \*

Subaward recipient certifies that if human subjects are involved in this project, subrecipient shall conduct the activities in accordance with the Department of Health and Human Services regulations codified at 45 CFR 46 - Protection of Human Subjects and obtain institutional review board approval of the planned involvement of human subjects in the project.

Yes

No

\* This is a required question

### Live Vertebrate Animal Subjects Certification \*

Subaward recipient certifies that if animal subjects are involved in *this project*, subrecipient shall conduct the activities in accordance with the National Institutes of Health (NIH) "Principles for Use of Animals", the Animal Welfare Act (7 U.S.C. 2131 et. seq.) and all other applicable Federal laws, guidelines, and policies.

Yes

No

\* This is a required question

### National Environmental Policy Act Exclusions Form \*

Environmental data or documentation is required to assist NIFA in carrying out its responsibilities under NEPA, which includes determining whether the proposed activity requires the preparation of an environmental assessment or an environmental impact statement, or whether such activity can be excluded from this requirement on the basis on several categories. ***Most proposed activity will fall into one of the USDA or NIFA categorical exclusions.*** It is necessary for the applicant to advise NIFA whether the proposed activity falls into one of the following USDA or NIFA categorical exclusions, or whether the activity does not fall into one of these exclusions (in which case the preparation of an environmental assessment or an environmental impact statement may be required).

### Please Read All of the Following and Check All Which Apply

**\*\*EITHER\*\*** The proposed activity falls under the categorical exclusion(s) indicated below: Department of Agriculture Categorical Exclusions (7 CFR 1b.3 and restated at 7 CFR 3407.6 (a)(1)(i-vii))

(i) Policy development, planning and implementation which are related to routine activities such as personnel, organizational changes, or similar administrative functions

(ii) Activities that deal solely with the functions of programs, such as program budget proposals, disbursements, and transfer or reprogramming of funds

(iii) Inventories, research activities, and studies such as resource inventories and routine data collection when such actions are clearly limited in context and intensity

(iv) Educational and informational programs and activities

(v) Civil and criminal law enforcement and investigative activities

(vi) Activities that are advisory and consultative to other agencies and public and private entities, such as legal counseling and representation

(vii) Activities related to trade representation and market development activities abroad

NIFA Categorical Exclusions (7 CFR 3407.6(a)(2)(i-ii)) The following are excluded because they have been found to have limited scope and intensity and to have no significant individual or cumulative impacts on the quality of the human environment

(i) The following categories of research programs or projects of limited size and magnitude or with only short-term effects on the environment:

[i] (A) Research conducted within any laboratory, greenhouse, or other contained facility where research practices and safeguards prevent environmental impacts

[i] (B) Surveys, inventories, and similar studies that have limited context and minimal intensity in terms of changes in the environment

[i] (C) Testing outside of the laboratory, such as in small isolated field plots, which involves the routine use of familiar chemicals or biological materials

(ii) Routine renovation, rehabilitation, or revitalization of physical facilities, including the acquisition and installation of equipment, where such activity is limited in scope and intensity

**\*\*OR\*\*** Proposed activity does not fall into one of the above categorical exclusions

(NOTE: If checked, please attach an explanation of the potential environmental impacts of the proposed activity in Attachments: Other Documents. May require completion of an environmental assessment or an environmental impact statement.)

\* This is a required question

## **Responsible and Ethical Conduct of Research \***

### **Subaward recipient certifies it is in compliance.**

In accordance with sections 2, 3, and 8 of 2 CFR Part 422, institutions that conduct USDA-funded extramural research must foster an atmosphere conducive to research integrity, bear primary responsibility for prevention and detection of research misconduct, and maintain and effectively communicate and train their staff regarding policies and procedures. See [nifa.usda.gov/responsible-and-ethical-conduct-research](https://nifa.usda.gov/responsible-and-ethical-conduct-research) for further information.

Yes

No

\* This is a required question

## **Fraud, Waste, and Abuse \***

### **Subaward recipient certifies it is in compliance.**

Subaward recipient may not require its employees, contractors, or subaward recipients seeking to report fraud, waste, or abuse to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting them from lawfully reporting that waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

Yes

No

\* This is a required question

## **Debarment and Suspension \***

The subaward recipient certifies that: (please answer all questions below)

the project director or any other employee or student participating in this project ARE NOT debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities;

the subaward recipient IS NOT presently debarred, suspended, proposed for debarment, or declared ineligible for award of federal contracts;

the subaward recipient IS NOT presently being indicted, or otherwise criminally or civilly charged by a government entity;

the subaward recipient HAS NOT been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) contract of subc

the subaward recipient HAS NOT had one or more contracts terminated for default by any federal agency within three (3) years preceding this offer.

\* This is a required question

## **Federal Funding Accountability and Transparency Act (FFATA) Officers**

CHECK BOX BELOW IF THIS DOES NOT APPLY

If selected for funding, recipient must provide the names and total compensation of each of the five most highly compensated officers for the calendar year in which the subaward will be awarded if *all* the following apply.

- In the fiscal year proceeding the subaward, the subaward recipient received—
  1. 80 percent or more of its annual gross revenues in Federal Contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; AND
  2. \$25,000,000 or more in annual gross revenues from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements.
  
- The public does not have any access to information about the compensation of the senior executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986.

Does not apply

## **Audit Certification**

Check if either of the following applies:

Subrecipient receives an annual audit in accordance with OMB Circular A-133 If awarded, the most recent audit results will be requested

Subrecipient is a Federal entity and does NOT receive an annual audit in accordance with A-133

## **IF Subrecipient does NOT receive an annual audit in accordance with OMB Circular A-133 and is Not a Federal Entity**

Cornell University may require a limited-scope audit before a subaward can be issued.

Subrecipient certifies that its financial system is in accordance with generally accepted accounting principles and:

has the capability to identify, in its accounts, all Federal awards received and expended and the Federal programs under which they were received;  
maintains internal controls to assure that it is managing Federal awards in compliance with applicable laws, regulations and the provision of contracts or grants;  
complies with applicable laws and regulations;  
can prepare appropriate financial statements, including the schedule of expenditures of federal awards;  
there are no outstanding audit findings which would impact contract costs. If there are findings, submit a copy of the most recent report that describes the finding and steps to be taken to correct the finding.  
General Ledger is maintained  
Project Cost Ledger is maintained  
Cash Disbursements Journal is maintained  
Cash Receipts Journal is maintained  
Payroll Journal is maintained

## Grants to support Integrated Pest Management

### Attachments

#### Budget Form \*

#### **NEIPMC 5-Form Budget Form UPLOAD AS SINGLE PDF**

**PROJECT DIRECTOR INFORMATION:** The name, organization, and address at the top of the budget form should match the PD information on the proposal cover page form.

**PROJECT DURATION:** Indicate the proposed project duration in months. Projects may be up to 24 months. **If you request funds for 24 months, please be sure every part of your budget is broken out appropriately into the two years and shows the amount requested for each year by using the budget forms provided on the "Year 1" and "Year 2" tabs on the spreadsheet.**

**SUBCONTRACT BUDGET:** Check the box if this budget is a subcontract within another full budget being submitted to the Northeastern IPM Center.

***Please use whole dollar amounts for all budget items.***

1. **Salaries and Wages** – Salaries of the Project Director(s) and other personnel associated directly with the project should constitute direct costs in proportion to their effort devoted to the project. Charges by academic institutions for work performed by faculty members during the summer months or other periods outside the base salary period are to be at a monthly rate not in excess of that which would be applicable under the base salary and other provisions of the applicable cost principles. All salaries requested must be consistent with the regular practices of the institution. Award funds may not be used to augment the total salary or rate of salary of project personnel or to reimburse them for consulting or other time in addition to a regular full-time salary covering the same general period of employment.

The submitting organization may request that senior personnel salary data not be released to persons outside the government. In this case, the item for senior personnel salaries in the formal proposal may be expressed as a single figure and the work-months represented by that amount omitted. If this option is exercised, however, senior personnel salaries and work-months must be itemized in a separate statement, sent to the grants manager. This statement must include all of the information requested on the form for each person involved. The detailed information will not be forwarded to reviewers and will be held privileged to the extent permitted



by law. We do not post detailed budget information on our public website of funded projects.

In the left-most column, enter the number of personnel of each type who will be supported on the project. You do not need to enter zeros. A paraprofessional is an individual who through formal education, work experience, and/or training has the knowledge and expertise to assist a professional person.

Under *Number of Work Months to be Funded*, show the number of months that will be charged to the project for which salary is paid to individuals listed in Items A.1.a. & b. and A.2.a., b. & c. (e.g., 2 PDs listed in A.1.a. on a 12-month project. One will spend 100% of time (12 months) and one will spend 50% of time (6 months). Total work months for A.1.a. would be 18)).

For other personnel (graduate students, technical, clerical, etc.), only the total number of persons and total amount of salaries per year in each category are required. For institutions of higher education, requests for salaries of administrative and clerical staff as direct costs must be justified in the budget justification in accordance with OMB Circular A-21, Cost Principles for Educational Institutions.

1. **Fringe Benefits** – If the usual accounting practices of the performing organization provide that the organizational contributions to employee benefits (social security, FERS, retirement, etc.) be treated as direct costs, award funds may be requested to defray such expenses as a direct cost.
2. **Total, Salaries and Benefits** – Self-explanatory.
3. **Nonexpendable Equipment** – Nonexpendable equipment is defined as tangible property, including exempt property, charged directly to the award having a useful life of more than one year and an acquisition cost of \$5,000 or more. However, consistent with recipient policy, lower limits may be established. Organizations performing work with the support of a NIFA award are expected to have appropriate facilities, suitably furnished and equipped. General purpose equipment (equipment whose use is not limited only to research, medical, scientific, educational, or other technical activities; i.e., office equipment and furnishings, air conditioning equipment, reproduction and printing equipment, motor vehicles, and automatic data processing equipment) requires special justification and prior approval from the Grants Manager.

In the budget justification, list each item of equipment with cost and justify why it is needed for the project. If appropriate, provide a lease versus purchase cost analysis.

1. **Materials and Supplies** – The types and quantities of expendable materials and supplies required should be described in detail in the budget justification.
2. **Travel** – The type and extent of travel and its relationship to the project should be specified. Funds may be requested for field work or for travel to professional meetings. In the budget justification, for both domestic and foreign travel, provide the purpose, the destination, method of travel, number of persons traveling, number of days, and estimated cost for each trip.

Travel and subsistence should be in accordance with organizational policy. Irrespective of the organizational policy, allowances for airfare will not normally exceed round trip jet economy air accommodations. Please note

that 7 CFR Part 3015.205 is applicable to air travel.

1. **Publication Costs/Page Charges** – Costs of preparing and publishing the results of a project conducted under the award, including costs of reports, reprints, page charges or other journal costs, and necessary illustrations, may be included. Photocopying should be included under Item J. All Other Direct Costs.
2. **Computer (ADPE) Costs** – The cost of computer services, including computer-based retrieval of scientific and technical information, may be requested. A justification based on the established computer service rates at the proposing organization should be provided. Reasonable costs of leasing automatic data processing equipment may be requested, if justified. Note that items of automatic data processing equipment should be included in D. Nonexpendable Equipment or E. Materials and Supplies, as appropriate.

Internet connection costs may be requested, as appropriate, in this category.

1. **Student Assistance/Support** – Scholarships, stipends, tuition, etc. should be itemized with a dollar amount provided for each item. In addition, the number of students to be supported should be indicated for each item.
2. **All Other Direct Costs** – Other anticipated direct costs not included above should be included in this category and itemized in the budget justification. Examples are subcontracts, space rental at establishments away from the performing organization, service charges for use of equipment and user fees for procedures or processes charged to the grantee, lease of equipment, equipment maintenance, photocopying, and analyses. Reference books and periodicals may be charged to the award only if they are related specifically to the project.

Proposed subcontracts should be disclosed in the proposal, including a statement of the work to be performed, so that the award instrument may contain prior authorization, if appropriate. For each subcontract, a separate Budget Form must be included to show the breakdown of costs; add an X in the parentheses next to the words "Subcontract Budget" in the upper right. The subcontract information must be covered in the budget justification. If you have questions about subcontracts, ask the grants manager prior to submitting your application.

Consultant services should be included in this section. Applicants normally are expected to utilize the services of their own staff to the maximum extent possible in managing and performing the activities supported by awards. If the need for consultant services is anticipated, the proposal narrative should provide a justification for the use of such services, a statement of work to be performed, and a resume or curriculum vita for each consultant. The proposal budget should indicate the amount of funds required for this purpose. The budget justification should list the name(s) of the consultant(s), the name(s) of their organization(s), and a breakdown of the amount being charged to the award (e.g., number of days of service, rate of pay, travel, per diem, etc.). If this information is not available at the time of award, funds for this purpose will be withheld until the information is provided to and approved by the grants manager.

If participant support costs at conferences/meetings are requested, indicate purpose, dates, and place of conference/meeting; number of participants; cost for each; speaker fees (include number of persons, number of days, and cost per person); cost of facilities rental, and other related expenses.

1. **Total Direct Costs** – Self-explanatory.
2. **F&A/Indirect Costs (if allowable)** – The F&A/indirect cost rate(s) established by the cognizant federal negotiating agency cannot be exceeded in computing F&A/indirect costs for a proposal. For this program, indirect costs of up to 30% of the total funds awarded (equivalent to approximately 42.9% of Total Direct Costs) can be requested. Determination of the appropriate F&A/indirect cost rate(s) is dependent upon a combination of factors including, but not limited to, the physical location of the work and any statutory limit. The proposal official responsible for federal business relations should review this part of the proposal to see that it properly describes any particular factors that may have a bearing upon the F&A/indirect cost rate(s) applicable to the project. Normally, the rate in effect on the date the proposal is recommended for award will be used.

If an organization elects to charge a lesser amount or rate for F&A/indirect costs, the budget should be so noted (e.g., if an applicant's rate is 50% of Modified Total Direct Costs and the Modified Total Direct Costs amount is \$20,000, then the applicant is entitled to \$10,000 for F&A/indirect costs, but it elects to charge only \$8,000 to the award. Line L. would appear as follows: 50% of MTDC = \$10,000; Amount Requested = \$8,000). The organization may also elect to charge no F&A/indirect costs and utilize all award funds for direct costs. This option should also be indicated on Line L. with the statement, "None requested."

If an organization has not established an F&A/indirect cost rate and wishes to charge F&A/indirect costs, it should consult NIFA's Office of Extramural Programs (OEP), which will establish liaison with the cognizant Federal negotiating agency to develop an acceptable F&A/indirect cost rate for the awardee.

Many NIFA programs have statutory limits on the amount of F&A/indirect cost recovery. This limitation flows down to subcontracts.

1. **Total Amount of this Request** – Self-explanatory.

### **Convert your budget form(s) to SINGLE PDF file before uploading.**

Adapted from instructions for Form CSREES-2004; 8/2014

\* This is a required question

### **Budget Justification \***

- Use single-spaced, 12-point font, with 1-inch margins.
- Be sure to follow the order of the categories of the Budget Form, and include detail on how expenses were calculated. Suggestions for the budget justification are provided in the RFA

- Please be sure that if you are requesting 24 months for your grant, you have filled out your budget forms to reflect how much will be needed in each category in each year.
- Convert your final document to a SINGLE PDF file for uploading.

\* This is a required question

## Current and Pending Support Form \*

### NEIPMC 8-Form Current & Pending Support

**Complete a separate form for each PD and Co-PD** who will receive funds if this proposal is funded. Record information for current and pending projects, **including this proposal**. All current efforts to which project director(s) and other senior personnel have committed a portion of their time must be listed, whether or not salary for the person involved is included in the budgets of the various projects. Concurrent submission of a proposal to other organizations will not prejudice its review.

UPLOAD AS A SINGLE PDF.

\* This is a required question

## Conflict of Interest List \*

### NEIPMC 9-Form Conflict of Interest Form

For each Project Director (PD) and Co-PD, list alphabetically (by last name), the full names of collaborative partners. Mark each category that applies with an "X". Additional pages may be used as necessary. Please restrict your list to only the past three years where indicated; including outdated collaborations could hinder the review of your proposal. Other individuals working in the applicant's specific area are not in conflict of interest with the applicant unless those individuals fall within one of the listed categories.

- All co-authors on publications within the **past three years**, including pending publications and submissions.
- All collaborators on projects within the **past three years**, including current and planned collaborations.
- All thesis or postdoctoral advisees/advisors **for all years**.
- All persons in your field with whom you have had a consulting/financial arrangement/other conflict-of-interest in the **past three years**.

UPLOAD AS A SINGLE PDF.

\* This is a required question

## Documentation of Collaboration

If you are not including explanations of collaborative arrangements or letters of support, do not upload any files

into this section of the online application.

Instructions for these letters are provided in *Documentation of Collaboration* of the RFA.

UPLOAD AS A SINGLE PDF.

### **Curriculum Vitae (CV's) \***

Submit one for the PD and one for each Co-PD. Include education, experience, and relevant publications. Do not include social security numbers. *Limit the CV to two pages per person.*

UPLOAD AS A SINGLE PDF

\* This is a required question

### **Other Documents**

Use the Other Documents section to upload additional information for your proposal, such as

- Relevant reprints
- Other brief reports

Documents must be uploaded as a single combined PDF.

### **Compiled PDF \***

Please upload a compiled PDF of your application for review.

\* This is a required question

### **Institutional Signature Page \***

#### NEIPMC 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 and upload it into the online application.

\* This is a required question



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