

# **RIPM**

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

---

***FY 2008 Request for Applications***

**APPLICATION DEADLINE: December 7, 2007**



**U.S. Department of Agriculture**

**Cooperative State Research, Education, and Extension Service**

**COOPERATIVE STATE RESEARCH, EDUCATION, AND EXTENSION SERVICE;  
U.S. DEPARTMENT OF AGRICULTURE**

**REGIONAL INTEGRATED PEST MANAGEMENT COMPETITIVE GRANTS  
PROGRAM – WESTERN 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:** Applications must be received by Grants.gov by close of business (COB) on December 7, 2007 (5:00 p.m. Eastern Time). Applications received after this deadline will normally not be considered for funding. 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 Cooperative State Research, Education, and Extension Service (CSREES), USDA 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, and Funds Management Staff; Office of Extramural Programs; Cooperative State Research, Education, and Extension Service; USDA; STOP 2299; 1400 Independence Avenue, SW; Washington, DC 20250-2299; or via e-mail to: [RFP-OEP@csrees.usda.gov](mailto:RFP-OEP@csrees.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 fiscal year (FY) 2008 Regional Integrated Pest Management Competitive Grants Program – Western Region RFA.

**EXECUTIVE SUMMARY:** CSREES anticipates the availability of grant funds and requests applications for the Regional Integrated Pest Management Competitive Grants Program for FY 2008 to support the continuum of research and extension efforts needed to increase the implementation of integrated pest management (IPM) methods. The Regional IPM Competitive Grants Program supports projects that develop individual pest control tactics, integrate individual tactics into an IPM system, and develop and implement extension education programs. The program is administered by the land-grant university system's four Regional IPM Centers (North Central, Northeastern, Southern, Western) in partnership with CSREES. In FY

2008, CSREES anticipates that approximately \$650,000 will be available for support of the Regional IPM Competitive Grants Program – Western Region (referred to herein as W-RIPM). Of this amount, approximately \$420,000 is expected to be available for Research projects, \$70,000 for Extension projects, and \$160,000 for Joint Research-Extension projects.

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

## Table of Contents

PART I—FUNDING OPPORTUNITY DESCRIPTION .....	5
A. Legislative Authority and Background.....	5
B. Purpose and Priorities .....	5
PART II—AWARD INFORMATION.....	11
A. Available Funding .....	11
B. Types of Applications .....	11
PART III—ELIGIBILITY INFORMATION.....	11
A. Eligible Applicants .....	11
B. Cost Sharing or Matching .....	12
PART IV—APPLICATION AND SUBMISSION INFORMATION .....	12
A. Address to Request Application Package.....	12
B. Content and Form of Application Submission.....	13
C. Submission Dates and Times .....	16
D. Funding Restrictions .....	17
E. Other Submission Requirements.....	17
PART V—APPLICATION REVIEW REQUIREMENTS .....	17
A. General.....	17
B. Evaluation Criteria.....	18
C. Conflicts of Interest and Confidentiality .....	21
D. Organizational Management Information .....	21
PART VI—AWARD ADMINISTRATION .....	22
A. General.....	22
B. Award Notice .....	22
C. Administrative and National Policy Requirements .....	23
D. Expected Program Outputs and Reporting Requirements .....	24
PART VII—PROGRAM CONTACT .....	25
PART VIII—OTHER INFORMATION .....	26
A. Access to Review Information.....	26
B. Use of Funds; Changes .....	26
C. Confidential Aspects of Applications and Awards.....	27
D. Regulatory Information .....	27
E. Definitions.....	27
CHECKLIST .....	29

## **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 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.

The Regional IPM Competitive Grants Program (RIPM) supports the continuum of research and extension efforts needed to increase the implementation of IPM methods. The RIPM program supports projects that develop individual pest control tactics, integrate individual tactics into an IPM system, and develop and implement extension and education programs. The program is administered by the land-grant university system's four regional IPM Centers (North Central, Northeastern, Southern, Western) in partnership with CSREES.

Because the specific needs of each region vary, regional program priorities will vary.

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

The purpose of the RIPM program is to provide knowledge and information needed for the implementation of IPM methods that:

- 1) improve the economic benefits related to the adoption of IPM practices;
- 2) reduce potential human health risks from pests and the use of pest management practices;

and

- 3) reduce unreasonable adverse environmental effects from pests and the use of pest management practices.

The RIPM program fulfills this purpose by increasing the supply of and dissemination of IPM knowledge and by enhancing collaboration among stakeholders.

The Western Region is characterized by a diversity of cropping systems and large urban centers in close proximity to vulnerable ecosystems and natural resources. Public concerns about water use and quality, worker safety, and public health as it relates to pesticide use provide impetus to develop and implement regional IPM strategies.

The goals of the Regional IPM Competitive Grants Program – Western Region (W-RIPM) support the National IPM Roadmap (<http://www.ipmcenters.org/IPMRoadMap.pdf>) including development of long-term sustainable, profitable, and environmentally sound pest management systems for agriculture; promotion of reduced risk pest management practices for either agricultural or non agricultural situations (urban and natural systems); and protection and

conservation of ecosystem quality and diversity. The W-RIPM program will support and promote projects that significantly enhance and protect environmental quality, reduce the risk of health problems and other problems associated with pest management, and/or promote biological diversity in pest management systems and the integration of multiple pest management tactics.

In FY 2008, W-RIPM will support three types of projects: Research, Extension, and Joint Research-Extension (see Part I, C., Program Area Description, for more information). Priority areas have been identified for W-RIPM research projects and extension projects through stakeholders input to the Western IPM Center Steering Committee. Applications must involve one of the five base priorities or a combination of them, as appropriate. All of the five base priorities have equal importance:

### **1. Stakeholder Involvement**

The Western Region is committed to addressing the pest management needs expressed by diverse stakeholders. Applications must include explicit citations or other documentation that stakeholder-identified needs are being addressed by the proposed project. Sources of stakeholder-identified needs include, but are not limited to:

- (a) Needs identified in <http://www.ipmcenter.org/pmsp/idex.cfm>;
- (b) Recommendations or reports from program advisory committees;
- (c) Recommendations from stakeholder groups; and
- (d) Other documented needs assessment evaluations.

Explicitly citing such sources demonstrates both that a project is important, and that the Project Directors (PDs) are engaged with the community.

### **2. Non-Pesticidal Tactics**

The W-RIPM program encourages projects that develop, promote or implement non-pesticidal tactics.

### **3. Multi-State/Territory Involvement**

A goal of the W-RIPM program is to encourage collaborations among states/territories for purposes of efficiency, economy, and synergy. To fulfill this goal, applications must project benefits to more than one state/territory. Projects involving multi-state/territory collaboration are preferred, but those undertaken by PDs in a single state/territory that will benefit other states in the region are also encouraged (see Part III, A., Eligible Applicants). Applicants must address multi-state/territory relevancy in their proposals.

### **4. Multi-Disciplinary, Systems-Oriented Projects**

The W-RIPM program will support projects that promote cooperative efforts across appropriate disciplines, with linkages between research and extension efforts and components of existing or emerging pest management systems.

## **5. W-RIPM Competitive Grants Program Goals**

Overall goal: (All projects must address this goal.)

Environmental stewardship and risk management: W-RIPM program will support and promote projects that significantly enhance and protect environmental quality, reduce the risk of health problems and other problems associated with pest management, and/or promote biological diversity in pest management systems and the integration of multiple pest management tactics.

For details about previously funded projects, please see the [CSREES Integrated Pest Management](#) webpage for more information.

In FY 2008, the Regional Integrated Pest Management Competitive Grants Program –Western Region (W-RIPM) is soliciting proposals that address the following Research and Extension objectives

### **Research Project Priority Areas: (Projects must address one or more of these priorities.)**

- (a) Developing an effective tactic for a plant or animal production management system for a pest problem that currently limits production efficiency and is recognized by the user community as a key priority;
- (b) Addressing the ecosystem (crops, natural systems and urban) and addressing multiple cycles of pests over seasons, and/or multiple species and complexes;
- (c) Promoting biological diversity in pest management systems and the integration of multiple pest management tactics;
- (d) Documenting (measuring) the impacts of IPM adoption;
- (e) Identifying the constraints to greater adoption of IPM strategies and developing approaches to overcome these constraints;
- (f) Promoting an interdisciplinary, IPM systems approach;
- (g) Elucidating the relationship of ecological principles to life systems of pests and the functioning of the agro-ecosystem as a whole; and
- (h) Developing effective pest management tactics for invasive pests (insects, diseases, weeds) in cropping systems, natural and urban areas.

**Extension Projects Priority Areas: (Projects must address one or more of these priorities.)**

- (a) Providing IPM training and education to individuals involved with the production, processing, storage, transporting, and marketing of food and agricultural commodities;
- (b) Developing educational materials and information delivery systems that provide IPM personnel in the public and private sectors with timely, state-of-the-art information about effective IPM strategies;
- (c) Providing outreach on endangered species protection related to IPM; and
- (d) Urban and natural systems IPM, including IPM as related to human health issues.

C. Program Area Description

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

Three types of project proposals can be submitted to the W-RIPM program in FY 2008: Research, Extension, or Joint Research-Extension . Applicants must indicate the type of project they are proposing on the Relevance Statement and on the Project Summary.

1. Research Projects

This funding category develops the research base needed for the construction of comprehensive pest management systems that have a strong likelihood of contributing to on-going IPM implementation efforts. Research may be proposed to develop individual tactics needed for pest management systems (e.g., biocontrol, cultural control, host resistance, particularly novel uses of chemicals, monitoring methods or decision support) or to increase the understanding of how interactions among tactics alter the effectiveness of pest management systems tactics within agricultural, recreational, suburban, and urban ecosystems. The experimental approach should emphasize field-scale experiments over multiple seasons and/or locations, where appropriate. Practices should be designed to reduce initial pest populations, lower the carrying capacity of the ecosystem for pests, increase tolerance of hosts to pest injury, and/or provide tools for making management decisions such as monitoring methods and action thresholds. Long-term fundamental research is not appropriate for funding in this category. Novel, cutting-edge methods, for which there exist data to support likelihood of successful pest management and adoption, are encouraged. Research involving chemical pesticides should be designed to reduce the amount applied, frequency of applications and increase the selectivity of a pesticide. The project should be designed to minimize adverse impacts on beneficial organisms and to limit buildup of pest populations that are resistant to pesticides. Applications should clearly demonstrate how the tactic or IPM system, once developed, can be incorporated into an existing management system. Projects funded in this category should demonstrate economic, social, and environmental benefits of IPM strategies, and identify constraints to greater adoption of IPM systems by users.



Research applications from single or multiple institutions in only one state/territory in the Western Region may be submitted with a maximum total project budget of \$60,000; applications from more than one state/territory in the Western Region may be submitted with a maximum total project budget of \$180,000; and applications from more than one Western Region state/territory that are involved with an institution outside the Western Region may be submitted with a maximum total project budget of \$180,000. **Please note that one- or two-year Research projects may be eligible for no-cost extensions after years one and two, but that no carryover or extension is permitted for these projects beyond three years. Any unexpended funds are lost.**

## 2. Extension Projects

This funding category enhances outreach efforts that support the wide-scale implementation of IPM methods and maximize opportunities to build strategic alliances with stakeholders to expand their active participation in increasing the adoption of IPM methods. Projects may be proposed to develop educational materials and information delivery systems needed for outreach efforts, conduct field-scale or on-farm demonstrations, or deliver IPM education and training. A research component is not a required element of extension projects, but the research base should be documented.

Extension applications from single or multiple institutions in only one state/territory may be submitted with a maximum total project budget of \$60,000; applications from more than one state/territory in the Western Region may be submitted with a maximum total project budget of \$70,000; and applications from more than one Western Region state/territory that are involved with an institution outside the Western Region may be submitted with a maximum total project budget of \$70,000.

## 3. Joint Research-Extension Projects

This funding category combines research and extension activities (as described in sections C.1. and C.2., above). Joint Research-Extension projects validate pest management systems, introduce new pest management tactics into local production, urban or natural systems, and deliver these systems to producers or managers and their advisers through IPM education and training programs.

Joint Research-Extension applications from single or multiple institutions in only one state/territory in the Western Region may be submitted with a maximum total project budget of \$60,000; applications from more than one state/territory in the Western Region may be submitted with a maximum total project budget of \$160,000; and applications from more than one Western Region state/territory that are involved with an institution outside the Western Region may be submitted with a maximum total project budget of \$160,000. **Please note that one- or two-year Joint Research-Extension projects may be eligible for no-cost extensions after years one and two, but that no carryover or extension is permitted for these projects beyond three years. Any unexpended funds are lost.**

The RIPM program encourages projects that develop content suitable for delivery through eXtension ([http://about.extension.org/mediawiki/files/5/51/EXECUTIVE\\_SUMMARY\\_-\\_March\\_14%2C\\_2006\\_-\\_YEAR\\_2.pdf](http://about.extension.org/mediawiki/files/5/51/EXECUTIVE_SUMMARY_-_March_14%2C_2006_-_YEAR_2.pdf)). This content is for end users, as opposed to staff development, and must align with the eXtension Implementation Plan (available at <http://about.extension.org/wiki/Planning>). Funds may be used to contribute to existing Communities of Practice (COPs) ([http://about.extension.org/wiki/Glossary\\_of\\_eXtension\\_Terms#Community\\_of\\_Practice\\_.28Co\\_P.29](http://about.extension.org/wiki/Glossary_of_eXtension_Terms#Community_of_Practice_.28Co_P.29);) or form new COPs that focus on integrated pest management (for examples of developing COPs and guidance on forming COPs, see [http://cop.extension.org/wiki/Main\\_Page](http://cop.extension.org/wiki/Main_Page)).

## **PART II—AWARD INFORMATION**

### **A. Available Funding**

There is no commitment by USDA to fund any particular application or to make a specific number of awards. In FY 2008, approximately \$650,000 is expected to be available to fund applications to the Regional IPM Competitive Grants Program – Western Region (W-RIPM). Of this amount, approximately \$420,000 is expected to be available for Research projects, \$70,000 for Extension projects and \$160,000 for Joint Research-Extension projects. Project duration and size of awards depend on the project type and the degree of collaboration among states/territories in the Western Region (see Part I, C., Program Area Description, for more information).

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

In FY 2008, applications may be submitted to the W-RIPM program as one of the following types of requests:

(1) **New application**. This is a project application that has not been previously submitted to the W-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 (see Project Narrative, Part IV). Renewal applications must be received by the relevant due dates, will be evaluated in competition with other pending applications in the appropriate area to which they are assigned, and will be reviewed according to the same evaluation criteria as new applications.

## **PART III—ELIGIBILITY INFORMATION**

### **A. Eligible Applicants**

Organizations eligible to receive Research awards are: state agricultural experiment stations, 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 U.S.C. 582a *et seq.*), and accredited schools or colleges of veterinary medicine. For Research awards 1862 and 1890 land-grant colleges and universities are eligible, including Tuskegee University, and West Virginia State University, and 1994 land-grant institutions are also eligible. Eligibility for Extension awards is limited to 1862 land-grant colleges and universities. 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 CSREES returning the application without review or, even though an application may be reviewed, will preclude CSREES from making an award.

Research and Extension personnel from other USDA/IPM regions (North Central, Northeastern, Southern) and other state/territory and federal organizations can participate as members of project teams, but they cannot serve as sole PDs on a proposal submitted to the W-RIPM program; i.e., the primary institution must be from a state/territory in the Western Region.

### **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. Address to Request Application Package**

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

Prior to preparing an application, it is suggested that the PD first contact an Authorized Representative (AR) 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. Download and install PureEdge Viewer, a small, free program that provides access to the grant application. See [http://www.grants.gov/resources/download\\_software.jsp#pureedge](http://www.grants.gov/resources/download_software.jsp#pureedge).
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-CSREES-RIPM-001073** 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 “[CSREES Grants.gov Application Guide: A Guide for Preparation and Submission of CSREES 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 PureEdge forms, using PureEdge with a Macintosh computer), 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: M-F 7:00 am – 9 pm Eastern Standard Time  
Email: [support@grants.gov](mailto:support@grants.gov)

See <http://www.csrees.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 CSREES 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 NOT BE ACCEPTED. Partial applications will not be accepted. With documented prior approval, resubmitted applications will be accepted until close of business on the closing date in the RFA.**

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

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

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

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

a. Project Summary/Abstract (Field 6. on the Form). The summary should also include the relevance of the project to the goals of RIPM (See Part I. B. 1-3).

(i) Project Type (choose one): 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 activities, P.L. 89-106 funds are for research activities). 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 W-RIPM program (see Part I.B. and C.).

b. Project Narrative (Field 7. on the Form).

PLEASE NOTE: The Project Narrative shall not exceed 18 double-spaced pages of written text and up to 5 additional pages for figures and tables. The 23-page limit has been established to ensure fair and equitable competition. The Project Narrative must include all of the following:

Subsections (i) through (iv) of the Project Narrative should not exceed fifteen double-spaced pages in total. Subsection (v) shall not exceed three pages of written text in total. The Project Narrative must include all of the following:

(i) Problem, Background and Justification

Describe why current technologies and practices are inadequate and how the proposed approach will help to improve or implement the pest management system and address the specific need(s) identified by growers and other stakeholders in the Western Region. Address the specific needs identified in this solicitation and identify the relative importance of the strategy(ies) to an improved pest management system in the region/area, and the potential applicability of the proposed approach to other production regions. Documentation cited in the Relevance Statement that describes the relevance of the project to W-RIPM priorities (see Part I.B. and C. Research and Extension Priorities). Review ongoing or completed work (local/ regional/ national) that is relevant and include references. Describe how previous work funded by the W-RIPM program or other sources will contribute to the proposed project.

(ii) Objectives

Provide clear, concise, complete, and logically arranged statement(s) of the specific aims of or hypotheses addressed by the proposed effort. In Joint Research-Extension applications, the research and extension objectives should be delineated separately.

(iii) Methods, Procedures and Timetable

Describe how each of the stated objectives will be addressed. Include appropriate experimental design and experimental units, reference methods to be used, and appropriate statistical analyses. Include a timetable for the start and completion of each phase of the project. 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 where project is submitted as multi-disciplinary, multi-organizational, and/or involving multi-state/territory collaboration. Describe involvement of all collaborating participants in the project. If collaboration in any of these three aspects is inappropriate, justification must be provided.

(iv) Cooperation and Institutional Units Involved

Identify each institutional unit contributing to the project. Identify each state/territory in a multiple-state/territory application and designate the lead state. When appropriate, the project should be coordinated with the efforts of other states/territories and/or national programs. Clearly define the roles and responsibilities of each institutional unit of the project team, if applicable.

(v) Implementation and Evaluation Plans

The Implementation and Evaluation Plans portion of the application should not exceed 3 pages in length.

(1) Research Projects: Applications must describe how the tactic or system, once developed, might be incorporated into an existing crop management program or other pest management situation on a large scale.

(2) Extension Projects and Joint Research-Extension Projects: Applications must provide detailed plans for evaluation of the project. The evaluation plan should include specific evaluation objectives and measurement indicators (e.g., adoption rate, number of acres impacted, pesticide use, risk reduction, profitability) that will be used to measure impacts and outcomes 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.

c. Relevance Statement (Field 11 on form)

A Relevance Statement must be included that describes the relevance of the project to W-RIPM priorities (see Part I, B.). The Relevance Statement must be no longer than 3 pages. The Relevance Statement is the only part of the submission that will be viewed by the Relevance (Merit) Review Panel. Conversely, it is the only part of the submission that the Technical Review Panel will not view.

The Relevance Statement must be submitted with the full application but as a separately attached PDF file under Field number 11. Name the file “RELEVANCE [PD’s last name].pdf”.

Formatting requirements (font, spacing, margins) for the Relevance Statement are the same as those for the application. The Relevance Statement should contain the following information:

- (1) Names and institutions of PDs and major cooperators;
- (2) Project title;
- (3) Project summary (see Part IV,B.1.a.);
- (4) Project objectives; and
- (5) Description of the problem, background and justification, particularly addressing potential for the project to address the Western Region’s priorities; appropriate multi-state/territory involvement within the Western Region; level of non-pesticidal focus; and level of stakeholder identification as a priority.

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

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

**4. R&R Personal Data** – As noted in Part V, 5., the submission of this information is voluntary and is not a precondition of award.

### **5. R&R Budget**

Information related to the questions on this form is dealt with in detail in Part V, 6. of the CSREES Grants.gov Application Guide. Note: Joint Research-Extension projects must show the proposed breakdown of amounts requested from P.L. 89-106 funds (Research) and Smith-Lever funds (Extension) for each year of funding being requested. **Include cumulative project costs over all years, by cost category and funding source (Research and/or Extension) in the budget justification (Field K on the form).**

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

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

a. Program Code (Field 2. on the Form). Enter the program code name “**Western RIPM**” and the program code “**QQ.W**”

b. Conflict of Interest List (Field 8. on the Form). A conflict of interest list is required under this program.

### **C. Submission Dates and Times**

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

Applications must be received by Grants.gov by COB on December 7, 2007 (5:00 p.m. Eastern Time). Applications received after this deadline will normally not be considered for funding.

The receipt of all applications will be acknowledged by e-mail. Therefore, applicants are strongly encouraged to provide accurate e-mail addresses, where designated, on the 424 R&R Application for Federal Assistance.

If the Authorized Representative (AR) has not received a confirmation message from CSREES within 30 days of submission of the application, please contact the Program Contact identified in Part VII of the applicable RFA and provide him with the Grants.gov tracking number assigned to the application. **Failure to do so may result in the application not being considered for funding by the peer review panel.**



## **D. Funding Restrictions**

CSREES 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 are unallowable costs under Section 2(c)(1)(B) projects and Section 3(d) of the Smith-Lever Act, 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 CSREES Applications via Grants.gov."

See the end of this RFA for a checklist.

## **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. **The application review process conducted by the W-RIPM program fulfills the scientific peer review and merit review requirements. Additional reviews by the submitting institutions are not necessary.**

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

#### **1. Relevance Review**

The Relevance Review is conducted by a panel of eight to ten stakeholder representatives from within the Western Region representing diverse perspectives including, for example: production, consultants, environmental advocacy, and consumer advocacy; public sector and private sector; research and extension; and traditional pest management disciplines. The Relevancy Panel does not see the entire proposal. Only the Relevance Statement (described in Part IV.B.1. c.), clearly

labeled as “Relevance Statement” and submitted with the proposal but as a separate PDF attachment, will be used to determine a proposed projects’ relevance to program priorities.

## 2. Technical Review

A technical panel will review, evaluate, score, and rank all of the applications for technical merit. (They do not see the Relevance Statement.) The panel will consist of research and Extension personnel from outside the Western Region. The panel will include representatives from each major pest discipline, plus appropriate production and social scientists. 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 minority and female representation and an equitable age distribution; and (f) the need to include reviewers who can judge the effective usefulness to producers and the general public of each application.

Successful applications must be strong in both areas. To be funded, an application must meet minimum standards set by both panels. The W-RIPM Panel Manager and the director of the Western IPM Center will use this information to recommend project funding, including level and duration, to CSREES. Sections B.1. and B.2., below, delineate the review criteria.

### **B. Evaluation Criteria**

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

**The criteria used for the Relevance Review to evaluate Research, Extension, and Joint Research-Extension projects, including Multi-state/Territory and Multi-region Projects (as described in Part I, B, 1.-3:**

<b>Criteria</b>	<b>Possible Points</b>
<p>a. <u>Potential for the project to address the Western Region’s priorities</u> (see Part I, B. for more detail).</p> <p style="text-align: right;"><u>Maximum Score</u></p> <p>Environmental stewardship and risk management 15</p> <p>Potential for implementation and measurable impact 15</p> <p>Importance and value of the crop system or non-agricultural site(s) to the Region 10</p> <p>Importance of the pest to the crop system, or non-agricultural situation 10</p> <p>Interdisciplinary collaborations 10</p>	60
<p>Explicit link to stakeholder-identified need.</p> <p>b. <u>Level of stakeholder identification as a priority</u> <span style="float: right;"><u>Maximum Score</u></span></p> <p>No mention of stakeholders in setting the priority 0</p> <p>Mention of stakeholders but no documentation 5</p> <p>Clearly documented as priority of an important stakeholder group 10</p> <p>Clearly documented as an important priority by multiple stakeholder groups 15</p>	15
<p>Focus of the project on development, promotion, or implementation of non-pesticidal tactics.</p> <p>c. <u>Level of non-pesticidal focus</u> <span style="float: right;"><u>Maximum Score</u></span></p> <p>Will not impact risk in any way 0</p> <p>Has pesticide management focus and could significantly reduce or improve risk 8</p> <p>Focused on non-pesticidal tactics and could significantly reduce or improve risk 15</p>	15
<p>d. <u>Appropriate multi-state/territory involvement within the Western Region.</u> <span style="float: right;"><u>Maximum Score</u></span></p> <p>Only 1 state/territory involved and 1 would benefit 0</p> <p>Only 1 state/territory involved, but clear case presented that several states would benefit 5</p> <p>Only 1 state/territory involved, but clear case presented that the crop or non-agricultural problem is unique and critical to the state/territory and will provide a model for systems elsewhere 5</p> <p>More than 1 state/territory involved and several would benefit 10</p>	10
<b>Total possible points for Relevance Review:</b>	<b>100</b>

## 2. Technical Review

The criteria used for Technical Review to evaluate Research, Extension, and Joint Research-Extension projects, including Multi-state/Territory and Multi-region Projects (as described in Part II, C. 1-3) are:

<b>Criteria</b>	<b>Possible Points</b>
<p>Appropriate objectives, design, and methodology.</p> <p>Considerations include:</p> <p>Overall scientific value</p> <p style="padding-left: 20px;">Will the planned research make a significant contribution to new knowledge or provide a better understanding of existing knowledge?</p> <p style="padding-left: 20px;">Is the problem clearly presented and literature review adequate?</p> <p style="padding-left: 20px;">Do the objectives address the problem presented?</p> <p style="padding-left: 20px;">What is the probability of success?</p> <p style="padding-left: 20px;">Does the project, as proposed, duplicate on-going projects at other institutions?</p>	30
<p>Are the methods appropriate and sufficient to accomplish the stated objectives?</p> <p>Can the objectives be accomplished in the stated time frame?</p>	20
<p>Degree of interdisciplinary collaboration, including collaboration among research, Extension, private consultants, industry, and the user community. The feasibility of increasing IPM implementation as a result of the project.</p>	20
<p>Evaluation and Implementation Plans</p> <p><u>Research Applications:</u></p> <p>Implementation plan: Description for method of technology transfer from research project to field applications.</p> <p style="text-align: center;">--or--</p> <p><u>Extension and Joint Research-Extension Applications:</u></p> <p>Implementation plan: Description for method of technology transfer from research project to field applications.</p> <p>Evaluation plan: Description of an appropriate strategy/process to evaluate the success of the project.</p>	10
<p>Professional competence of the project team</p>	10
<p>Appropriate budget</p>	10
<p><b>Total possible points for Technical Review:</b></p>	<b>100</b>

### **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 CSREES program. CSREES 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 CSREES 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 CSREES 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 CSREES 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 Administrator 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 Administrator 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.csrees.usda.gov/business/awards/awardterms.html> to view CSREES 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 CSREES 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:

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 3019—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 3052—USDA implementation of OMB Circular No. A-133, Audits of States, Local Governments, and Non profit Organizations.

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

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**

In addition to the reporting requirements identified in applicable CSREES “Terms and Conditions” (which are provided to successful applicants as part of the award package), successful applicants will be required to submit a yearly progress report and, upon completion of the project, a final technical report to the Western IPM Center, as well.

Progress reports for the Regional IPM Competitive Grants Program – Western Region (W-RIPM) should be 1-2 pages (12-point type or larger, one-inch margins) plus a one paragraph lay summary. In the report, the Project Director (PD) will be expected to demonstrate that progress has been made on the project; to highlight important findings and recommendations made to date; fully describe changes in objectives, procedures, and the time table for completion of the project; etc. The lay summary may be used to promote activities sponsored by the W-RIPM program. **Failure to submit a progress report and lay summary will result in a recommendation to CSREES to reduce or terminate funding.** The Western IPM Center will contact the PD at the time the report is due; initial contact will be approximately one year after the award starting date.

Final reports will be due 90 days after the project termination date. Final reports must be comprehensive and should include data, figures, etc., that document that the proposed objectives have been addressed.

PDs are required to acknowledge CSREES and the Regional IPM Competitive Grants Program – Western Region in all publications or other products that result from funds that are awarded. Reprints or copies of all publications are required.

Grantees are also required to submit initial project information and annual and summary reports to CSREES' 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 CSREES funds will be released. Project reports will be requested by the CRIS office when required. For more information about CRIS, visit <http://cris.csrees.usda.gov>.



## **PART VII—PROGRAM CONTACT**

Applicants and other interested parties are encouraged to contact:

Dr. Frank G. Zalom  
Grants Panel Manager, W-RIPM  
Department of Entomology  
University of California  
374 Briggs Hall  
Davis, CA 95616  
Telephone: (530) 752-3687  
Fax: (530) 752-1537  
E-mail: [fgzalom@ucdavis.edu](mailto:fgzalom@ucdavis.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 Project Director (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 CSREES 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 three years for Research projects; five years for Extension projects; and three years for Joint Research-Extension projects as indicated in the terms and conditions. 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. **Research and Joint Research-Extension projects (funded from P.L. 89-106) cannot be extended beyond the third year. Project periods should be sufficient to achieve objectives without exceeding three (3) years.**

**PDs of three-year projects are advised to use available funds prior to the termination of the 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 CSREES 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**

For the purpose of this program, the following definitions are applicable:

Administrator means the Administrator of the Cooperative State Research, Education, and Extension Service (CSREES) and any other officer or employee of the Department to whom the authority involved is delegated.

Authorized departmental officer means the Secretary or any employee of the Department who has the authority to issue or modify grant instruments on behalf of the Secretary.

Authorized representative means the president, director, or chief executive officer or other designated official of the applicant organization who has the authority to commit the resources of the organization.

Budget period means the interval of time (usually 12 months) into which the project period is divided for budgetary and reporting purposes.

Department or USDA means the United States Department of Agriculture.

Extension activity means an act or process that delivers science-based knowledge and informal educational programs to people, enabling them to make practical decisions.

Grant means the award by the Secretary of funds to an eligible organization or individual to assist in meeting the costs of conducting, for the benefit of the public, an identified project which is intended and designed to accomplish the purpose of the program as identified in these guidelines.

Grantee means an organization designated in the grant award document as the responsible legal entity to which a grant is awarded.

Matching means that portion of allowable project costs not borne by the Federal Government, including the value of in-kind contributions.

Peer review means an evaluation of a proposed project for scientific or technical quality and relevance performed by experts with the scientific knowledge and technical skills to conduct the proposed work or to give expert advice on the merits of a proposal. and management of the project.

Prior approval means written approval evidencing prior consent by an authorized departmental officer as defined above.

Project means the particular activity within the scope of the program supported by a grant award.

Project director means the single individual designated in the grant application and approved by the Secretary who is responsible for the direction and management of the project.

Project period means the period, as stated in the award document, during which Federal sponsorship begins and ends.

Research activity means a scientific investigation or inquiry that results in the generation of knowledge.

Secretary means the Secretary of Agriculture and any other officer or employee of the Department to whom the authority involved is delegated.

## 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 CSREES via Grants.gov in response to this RFA. All applications submitted under the Regional IPM Competitive Grants Program (RIPM) 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:

- ◆ Have all attachments been submitted in the portable document format (PDF)? CSREES will return proposals w/non-PDF attachments unread. See Part III of the CSREES Grants.gov Application Guide.
- ◆ Do all submitted PDF documents have one-inch margins and are typed or word processed using no type smaller than 12 point regardless of line spacing? 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 be returned without review.
- ◆ Have all six components of the Application Package been completed? Did you use the “Check Package for Errors” feature of the PureEdge viewer (see section 1.8 of the CSREES Grants.gov Application Guide)?
  - R&R Cover Sheet
  - R&R Other Project Information
  - R&R Senior/Key Person Profile
  - R&R Personal Data
  - R&R Budget
  - Supplemental Information Form
- ◆ **R&R Cover Sheet**
  - Have all required fields been completed?
- ◆ **R&R Other Project Information**
  - Have the fields describing project potential or actual environmental impact been properly completed? Refer to CSREES Grants.gov Application Guide for instructions.
  - 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 a RIPM goal been identified in the Project Summary?  
Does the Project Summary include research, and/or extension objectives, as appropriate?  
Note: a project summary/abstract summary template is available at the following CSREES website: <http://www.csrees.usda.gov/funding/electronic.html>, but will need to be converted to a PDF file before attaching to application.

- Project Narrative  
Has the Project Narrative PDF been attached to this form in Field 7?  
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?
- Relevance Statement  
Has the Relevance PDF been attached to this form last in Field 11? Maximum length: 3 pages. Name the file “RELEVANCE [PD’s last name].pdf”.
- Appendices to Project Description  
Has the Appendices to Project Description PDF been attached to this form in Field 11?  
Are the reprints/preprints limited to 2 (as described in the instructions)?
- Collaborative Arrangements  
Has the Collaborative Arrangements PDF been attached to this form in Field 11?

◆ **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 PD and co-PD(s) been attached?  
Have all current and pending projects been listed and summarized, **including this proposal**?  
Note: a current and pending support template is available at the following CSREES website: <http://www.csrees.usda.gov/funding/electronic.html>, but will need to be converted to a PDF file before attaching to application.

◆ **R&R Personal Data (Voluntary)**

- Have all fields been completed?

◆ **R&R Budget**

- Have all fields been completed for each PD and co-PD(s)?
- Are annual and summary budgets included?
- Budget Justification  
Has the Budget Justification PDF been attached to this form in Field K?

Are budget items individually justified and in the same order as they appear on the budget forms?

For multi-institutional applications, has a budget justification been included for each institution involved?

◆ **Supplemental Information Form**

- Has Field 1 been pre-populated such that “Regional Integrated Pest Management Competitive Grants Program – Western Region” appears under Funding Opportunity Name and “**USDA-CSREES-RIPM-001073**” for Funding Opportunity Number?
- Does Field 2 indicate the correct Program Code Name (Western RIPM) and Program Code (QQ.W) to which you are applying?
- Conflict of Interest List

Has the Conflict of Interest List for all individuals who have submitted a Biographical Sketch been attached to this form in one PDF file in Field 8? Note: a conflict of interest list template is available at the following CSREES website:

<http://www.csrees.usda.gov/funding/electronic.html>.