

# **Regional Integrated Pest Management Competitive Grants Program North Central Region**

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***FY 2012 Request for Applications***

**APPLICATION DEADLINE: February 29, 2012**



**U.S. Department of Agriculture**

**National Institute of Food and Agriculture**

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

**REGIONAL INTEGRATED PEST MANAGEMENT COMPETITIVE GRANTS PROGRAM - NORTH CENTRAL 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 close of business (COB) on **February 29, 2012 (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 National Institute of Food and Agriculture (NIFA) is requesting comments regarding this RFA from any interested party. These comments will be considered in the development of the next RFA for the program, if applicable, and will be used to meet the requirements of section 103(c)(2) of the Agricultural Research, Extension, and Education Reform Act of 1998 (7 U.S.C. 7613(c)(2)). This section requires the Secretary to solicit and consider input on a current RFA from persons who conduct or use agricultural research, education and extension for use in formulating future RFAs for competitive programs. Written stakeholder comments on this RFA should be submitted in accordance with the deadline set forth in the DATES portion of this Notice.

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

**EXECUTIVE SUMMARY:** NIFA announces the availability of grant funds and requests applications for the Regional Integrated Pest Management Competitive Grants Program - North Central Region (NC-RIPM) for fiscal year (FY) 2012 to help achieve national integrated pest management (IPM) goals by increasing the supply and dissemination of IPM knowledge and by enhancing collaboration among stakeholders. The amount available for support of this program in FY 2012 is approximately \$750,000.

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

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

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

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

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

The purpose of the NC-RIPM program (which includes the states of: Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, and Wisconsin) is to provide support for the continuum of research and extension projects needed to increase the implementation of IPM. This purpose is fulfilled by increasing the supply and dissemination of IPM knowledge and by enhancing collaboration among stakeholders. Projects may span the spectrum from development to implementation of new IPM tactics and systems to:

- (1) Improve cost benefit analyses when adopting IPM practices;
- (2) Reduce potential human health risks from pests and related management strategies; and
- (3) Minimize adverse environmental effects from pests and related management strategies.

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

In FY 2012, the NC-RIPM program is soliciting proposals that address the following objectives:

#### **Research Needs**

Research needs in IPM range from basic investigations of pest biology to the development of new pest management tactics. This grants program concentrates on many of the problem-solving aspects of IPM. A proposal must involve one of the following topics or a combination of them. All of the following areas of emphasis have equal priority.

- Develop advanced management tactics for specific settings (e.g., crops, parks, greenhouses and controlled environments, livestock facilities, turf grass, the home and lawns, roadsides, golf courses, and public spaces) that prevent or avoid pest attack.
- Describe predicted project impact of pest management tactics on pollinators and beneficial insects.

- Develop economical high-resolution environmental and biological monitoring systems to enhance our capabilities to predict pest incidence, estimate damage, and identify valid action thresholds.
- Develop new diagnostic tools, particularly for plant diseases and for detection of pesticide resistance in pest populations, including weeds and invasive species.
- Improve action thresholds for vector borne diseases; provide mechanisms for local vector borne disease control agencies to adequately monitor pest populations to predict possible outbreaks and implement low risk approaches to prevent outbreak levels.
- Improve the efficiency of suppression tactics and demonstrate least-cost options and pest management alternatives.
- Develop new delivery methods designed to expand the options for IPM implementation.

### **Extension Needs - Implementation and Adoption of IPM**

Agricultural producers, natural resource managers, and homeowners must voluntarily adopt IPM practices for these programs to reach their full potential and the public must have information to fully evaluate and understand these programs. Options for consideration include:

- Develop user incentives for IPM adoption reflecting the value of IPM to society and reduced risks to users. Work with existing risk management programs including federal crop insurance, and incentive programs such as the Natural Resources Conservation Service (NRCS) Environmental Quality Incentives Program (EQIP) and other farm program payments to fully incorporate IPM tactics as rewarded practices.
- Provide opportunities for the facilitation of partnerships and training of Federal, State and County Agencies and conservation programs.
- Develop IPM guidelines and adopt criteria for specific commodities.
- Provide educational opportunities for IPM specialists to learn new communication skills that enable them to engage new and unique audiences having specific language, location, strategy, or other special needs.
- Create public awareness and understanding of IPM programs and their economic, health and environmental impacts, through education programs in schools, colleges, and the workplace, and through creative use of mass media.
- Leverage federal resources with state and local public and private efforts to implement collaborative projects.
- Ensure a multi-directional flow of pest management information by expanding existing and developing new collaborative relationships with public and private sector cooperators.
- Spotlight successful IPM programs.

**This program does not fund projects related to the development of vaccines.**

For more specific information see the National Road Map for IPM at [www.ipmcenters.org/ipmroadmap.pdf](http://www.ipmcenters.org/ipmroadmap.pdf).

Each proposal must include an evaluation and measurement component, such as logic models or other established methods, to determine the impact of the project. For more information on logic

models, please consult the following websites: [www.ipm.gov/LogicModels/](http://www.ipm.gov/LogicModels/), [www.uwex.edu/ces/pdande/evaluation/evallogicmodel.html](http://www.uwex.edu/ces/pdande/evaluation/evallogicmodel.html), and [www.nifa.usda.gov/about/strat\\_plan\\_logic\\_models.html](http://www.nifa.usda.gov/about/strat_plan_logic_models.html).

### **Other Information**

Project Director's Presentation: The RIPM Program requires award recipients to present the results of their project at an appropriate professional conference (such as a society annual meeting), a regional coordinating group meeting, or project director's workshop sponsored by NIFA (if offered) once during the duration of the grant.

### **C. Program Area Description**

NC-RIPM encourages projects that develop content and programs suitable for delivery through the Cooperative Extension System's eXtension Initiative. Funds may be used to contribute to existing Communities of Practice (CoP) or to form a new CoP focused on a key pest or pest management system. If proposals are to directly contribute to existing CoPs or to form new CoPs within the eXtension framework projects must align with the eXtension vision, mission, and values. A letter of acknowledgement from eXtension is required, and a letter of support may be required from one or more of the Communities of Practice. For detailed guidance on how to partner with eXtension, go to <http://create.extension.org/node/2057>.

## **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. Approximately \$750,000 is available to fund grant applications in FY 2012. Of this amount, approximately \$495,000 is available for Research projects, \$80,000 for Extension projects, and \$175,000 for Joint Research-Extension projects. Project periods may not exceed three years and the maximum budget allowable depends on the project type and the degree of collaboration among states in the NC Region (see Part II, C).

Awards issued as a result of this RFA will have designated the Automated Standard Applications for Payment System (ASAP), operated by the Department of Treasury's Financial Management Service, as the payment system for funds. For more information see [www.nifa.usda.gov/business/method\\_of\\_payment.html](http://www.nifa.usda.gov/business/method_of_payment.html).

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

In FY 2012, applications may be submitted to the NC-RIPM Program as one of the following two types of requests:

- 1. New application.** This is a project application that has not been previously submitted to the NC-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.

### **C. Project Types**

Three types of project proposals can be submitted to the NC-RIPM program in FY 2012: Research, Extension, or Joint Research-Extension. **Please be aware that there are different eligibility requirements for research and extension projects. Institutions submitting joint research-extension applications must meet the eligibility requirements for both research and extension (see Part III.A.). Applicants must explicitly indicate the type of project they are proposing in two places on their applications: on the Relevance Statement and on the Project Summary.**



## **1. Research**

Provides support for creating the knowledge needed for the construction of pest management systems enabling the near-term development of practical pest management tactics, and exploration of interactions of tactics. Where possible, research should emphasize appropriate-scale experiments that address multiple pests over more than one season or location. Long-term, fundamental research is not appropriate for funding by this program. Research involving chemical pesticides or application technology should be as a system component and be designed to reduce the amount of pesticide and/or frequency of applications or their impacts. Development of vaccines will not be funded. Applications should clearly demonstrate how the tactic or system, once developed, would be incorporated into a system, and subsequently into an operational program. **Research projects may last up to three years. 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 will be returned to the Treasury. The total budget for a Research project shall not exceed \$100,000.**

## **2. Extension**

These projects enhance outreach efforts that support the wide-scale implementation of IPM methods and maximize opportunities to build strategic alliances with industry and user groups to expand their active participation in increasing the adoption of IPM methods. Projects may be proposed to develop educational materials and information delivery systems, conduct demonstrations, or deliver IPM education and training. A research component is not a required element of extension applications, but the research base should be documented. **Extension Projects may last up to three years. The total budget for an Extension project shall not exceed \$80,000.**

## **3. Joint Research-Extension**

This application type provides support for projects that validate pest management systems research, introduce new pest management tactics and systems, and deliver these systems to appropriate clientele/users through IPM education and training programs. Applications should clearly demonstrate multi-organizational and multi-functional involvement between research and extension activities and demonstrate a well-balanced fully integrated project. Research and Extension projects should reflect a funding request ratio of approximately four to three for the research and extension components, respectively. **Joint Research-Extension projects may last up to three years. 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 will be returned to the Treasury. The total budget for a Joint Research-Extension project shall not exceed \$175,000 (comprised of, for example, \$100,000 for research and \$75,000 for extension).**

## **D. Scientific Peer Review**

### **Required for all Research or Joint Research-Extension Projects.**

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

(1) Scientific peer review. Prior to the award of a standard or continuation grant, any proposed research or joint research-extension project shall have undergone a review arranged by the grantee. Such review must be a scientific peer review conducted in accordance with 7 CFR 3400.21. It must be credible, independent, and arranged by the grantee. It should provide an appraisal of technical quality and relevance sufficient for an organizational representative to make an informed judgment as to whether the proposal is appropriate for submission for Federal support. Often this review is conducted by faculty peers. It may include USDA employees, but should not be conducted solely by USDA employees. Although evidence of a scientific peer review is not required until an award is ready to be finalized, peer reviews can improve the quality of a proposal. We thus encourage applicants to have proposals peer reviewed before submission.

(2) Notice of completion and retention of records. A notice of completion of the review shall be conveyed in writing to NIFA as part of the Other Attachments (Field 12. of the R&R Other Project Information Form). The written notice constitutes certification by the applicant that a review in compliance with these regulations has occurred. Applicants are not required to submit results of the review to NIFA; however, proper documentation of the review process and results should be retained by the applicant. The notice should state “In accordance with 7 CFR 3400.21 this memo is to certify that this project [title] has undergone a scientific peer review.” If this notification is included within the application, a signature is not necessary. If, however, it is submitted to NIFA after the application is submitted through [Grants.gov](https://www.grants.gov), the memo must be on the institution’s letterhead and signed by the Authorized Representative.

## **PART III—ELIGIBILITY INFORMATION**

### **A. Eligible Applicants**

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

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

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

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

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

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

## **PART IV—APPLICATION AND SUBMISSION INFORMATION**

### **A. Electronic Application Package**

Only electronic applications may be submitted via Grants.gov to NIFA in response to this RFA. **Applicants are advised to submit early to the Grants.gov system.**

#### **New Users of Grants.gov**

Prior to preparing an application, it is suggested that the PD/PI first contact an Authorized Representative (AR) (also referred to as Authorized Organizational Representative or AOR) to determine if the organization is prepared to submit electronic applications through Grants.gov. If the organization is not prepared (e.g., the institution/organization is new to the electronic grant application process through Grants.gov), then the one-time registration process must be completed PRIOR to submitting an application. It can take as much as two weeks to complete the registration process so it is critical to begin as soon as possible. In such situations the AR should go to **“Get Registered” on the Grants.gov left navigation bar (or go to [www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp)) for information on registering the institution/organization with Grants.gov. A quick reference guide listing the steps is available as a 4-page PDF document at the following website: [www.grants.gov/assets/Grants.govRegistrationBrochure.pdf](http://www.grants.gov/assets/Grants.govRegistrationBrochure.pdf).** Item 2. below mentions the “NIFA Grants.gov Application Guide.” Part II.1. of the NIFA Grants.gov Application Guide contains additional explanatory language regarding the registration process.

#### **Steps to Obtain Application Package Materials**

The steps to access application materials are as follows:

1. In order to access, complete and submit applications, applicants must download and install a version of Adobe Reader compatible with Grants.gov. This software is essential to apply for NIFA Federal assistance awards. For basic system requirements and download instructions, please see [www.grants.gov/help/download\\_software.jsp](http://www.grants.gov/help/download_software.jsp). To verify that you have a compatible version of Adobe Reader, Grants.gov established a test package that will assist you in making that determination. Grants.gov Adobe Versioning Test Package: [www.grants.gov/applicants/AdobeVersioningTestOnly.jsp](http://www.grants.gov/applicants/AdobeVersioningTestOnly.jsp).
2. The application package must be obtained via Grants.gov, go to [www.grants.gov](http://www.grants.gov), click on “Apply for Grants” in the left-hand column, click on “Step 1: Download a Grant Application Package and Instructions,” enter the funding opportunity number **“USDA-NIFA-RIPM-003630”** in the appropriate box and click “Download Package.” From the search results, click “Download” to access the application package.

Contained within the application package is the “NIFA Grants.gov Application Guide: A Guide for Preparation and Submission of NIFA Applications via Grants.gov.” This Guide contains an introduction and general Grants.gov instructions, information about

how to use a Grant Application Package in Grants.gov, and instructions on how to complete the application forms.

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

Grants.gov customer support

1-800-518-4726 Toll Free or 606-545-5035

Business Hours: 24 hours a day, 7 days a week. Closed on [Federal Holidays](#).

Email: [support@grants.gov](mailto:support@grants.gov)

Grants.gov iPortal: Top 10 requested help topics (FAQs), Searchable knowledge base, self service ticketing and ticket status, and live web chat (available 7:00 A.M. - 9:00 P.M. ET). Get help now!

Please have the following information available when contacting Grants.gov, to help expedite your inquiry:

- Funding Opportunity Number (FON)
- Name of Agency You Are Applying To
- Specific Area of Concern

See [http://grants.gov/applicants/app\\_help\\_reso.jsp](http://grants.gov/applicants/app_help_reso.jsp) or [www.nifa.usda.gov/funding/electronic.html](http://www.nifa.usda.gov/funding/electronic.html) for additional resources for applying electronically.

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

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

**Note the attachment requirements (e.g., portable document format) in Part III section 3. of the Guide. ANY PROPOSALS THAT ARE NON-COMPLIANT WITH THE REQUIREMENTS (i.e., content format, pdf file format, file name restrictions, and no password protected files) WILL BE AT RISK OF BEING EXCLUDED FROM NIFA REVIEW. Partial applications will be excluded from NIFA review. With documented prior approval, subsequent submissions of an application will be accepted until close of business on the closing date in the RFA.**

**If you do not own PDF-generating software, Grants.gov provides online tools to assist applicants. Users will find a link to “Convert Documents to PDF” on [http://grants.gov/help/download\\_software.jsp#pdf\\_conversion\\_programs](http://grants.gov/help/download_software.jsp#pdf_conversion_programs).**

**For any questions related to the preparation of an application** please review the NIFA Grants.gov Application Guide and the applicable request for applications. If assistance is still needed for preparing application forms content, contact:

- Email: [electronic@nifa.usda.gov](mailto:electronic@nifa.usda.gov)
- Phone: 202-401-5048
- Business hours: Monday through Friday, 7:00 am – 5:00 pm Eastern Time, excluding Federal holidays.

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

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

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

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

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

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

**a. Field 7. Project Summary/Abstract.** See Part V. 4.7 of NIFA Grants.gov Application Guide for further instructions and a link to a suggested template. The summary should include the following:

**(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 3(d) funds are for extension activities, the 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 goals and supporting objectives; plans to accomplish project goals; and relevance of the project to the purposes and priorities of the NC-RIPM program (see Part I, B.).

**b. Field 8. Project Narrative.**

PLEASE NOTE: The Project Narrative must not exceed **15** pages of written text double spaced, with one-inch margins on all sides, font size no smaller than 12 point, and up to **six** additional pages for figures and tables. This maximum (**21** pages) has been established to ensure fair and equitable competition. For renewal applications, requirements referring to ‘Progress Reports’ in subsection (i) Background, shall not exceed three pages of written text in total, which must be included within the maximum page limit above.

The Project Narrative must include all of the following:

**(i) Background.** Describe why current technologies and practices are inadequate and how the proposed approach will improve the pest management system. Identify the importance of the pest situations in economic, stakeholder, user or environmental terms. Summarize the body of knowledge or other past activities which substantiate the need for the proposed project. Describe ongoing or recently completed significant activities related to the proposed project including the work of key project personnel. Preliminary data/information pertinent to the proposed project should be included. For renewal applications (as defined in Part II, B.), a progress report must be included within the page limitation set for the Project Narrative portion of the application.

**(ii) Objectives.** Provide a clear, complete and logically arranged set of project objectives and specific planned accomplishments. The research and/or extension objectives of the project must each be clearly defined and measurable. A clear statement of the long-term goals and supporting objectives of the proposed activities should be included.

**(iii) Approach and Methodology.** Identify the design, methods and analytical approach of the project including a timetable. For Joint Research-Extension applications, also describe how the project will be managed, particularly how coordination between the research and extension components of the project will be achieved. All proposals should discuss plans to involve the private sector in the project and promote commercialization, where appropriate.

The procedures or methodology to be applied to the proposed effort should be explicitly stated. This section should include but not necessarily be limited to:

- (1) A description of stakeholder involvement in problem identification, planning, implementation and evaluation;
- (2) A description of the proposed project activities in the sequence in which it is planned to carry them out;
- (3) Techniques to be employed, including their feasibility and rationale for their use in this project;
- (4) Kinds of results expected;
- (5) Means by which activities will be evaluated;
- (6) Means by which data will be analyzed or interpreted;
- (7) Details of plans to communicate results to stakeholders and the public;
- (8) Pitfalls that might be encountered; and
- (9) Limitations to proposed procedures.

**(iv) Cooperation and Institutional Units Involved.** When appropriate, projects should be coordinated with the efforts of other state and national programs. Identify the role and responsibility of each institutional unit and/or state in a multiple-state application and designate the lead state. Indicate the involvement of relevant disciplines, agencies, and organizations, including research, extension, consultants, private sector, and producers. Collaboration with private-sector groups and organizations is encouraged [**this section is not to exceed two pages**].

### c. Field 12. Other Attachments.

(i) **Appendices to Project Narrative.** Appendices to the Project Narrative are allowed if they are directly germane to the proposed project. The addition of appendices should not be used to circumvent the text and/or figures and tables page limitations [up to six additional pages of figures and tables].

(ii) **Collaborative Arrangements.** Formal consulting or collaborative arrangements with others should be fully explained and justified. If the consultants or collaborators are known at the time of application, a vitae or resume should be provided. In addition, evidence (e.g., letter of support) should be provided that the collaborators involved have agreed to render these services. Applicants also will be required to provide additional information on consultants and collaborators in the budget portion of the application.

(iii) **Project Timetable.** The proposal should outline all important phases as a function of time, year by year, for the entire project, including periods beyond the grant funding period.

(iv) **Relevance Statement.** A separate, **three page statement** should describe the relevance of the project to the priorities discussed in Part I, B. Discuss the feasibility of improving IPM implementation and integrating tactics into a pest management system. Describe in absolute terms why this project is necessary. Provide evidence of stakeholder involvement in the application development. The procedures used to generate stakeholder involvement may be described in the relevance statement. The Relevance Statement, provided as a separate document, will assist reviewers in determining the value of the proposed project for the North Central Region. Twenty percent (20%) of the evaluation is based on this aspect of the proposal. **IMPORTANT: please name the file “RELEVANCE [PDs last name].PDF”.**

(v) **Scientific Peer Review Certification for Research and Joint Research-Extension Projects.** Notice that the scientific peer review has been completed should be included in the application (see Part II. D.).

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

Information related to the questions on this form is dealt with in detail in Part V, 5. of the NIFA Grants.gov Application Guide. Part V, 5. of the NIFA Grants.gov Application Guide includes information about the individuals for which a Senior/Key Person Profile must be completed, and details about the Biographical Sketch and the Current and Pending Support including a link to a suggested template for the Current and Pending Support. **You must attach** ‘Current and Pending Support’ information for each senior/key person identified above. **Note: Even if no other funding is currently reported under the ‘Active’ section of this attachment, you must still list information for this grant application under the ‘Pending’ section of this attachment for each senior/key person identified above.**

#### **5. R&R Personal Data**

As noted in Part V, 6. of the NIFA Grants.gov Application Guide, the submission of this information is voluntary and is not a precondition of award.



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

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

**Note:** Include funding to attend and present your results at a professional conference, a regional coordinating group meeting, or project directors' workshop (see Part I.B.). If funding is being requested for multiple years, provide a budget for each year, as well as a cumulative budget for the entire project period. If submitting a Joint Research-Extension project an additional budget form split out by Research (P.L. 89-106) funds and Extension (Smith-Lever 3(d)) funds should be attached in Field K with the Budget Justification. An example of a form that may be used and attached for this purpose is available at [www.ncipmc.org/ripm/](http://www.ncipmc.org/ripm/).

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

**Note:** For Joint Research-Extension projects the budget justification should also be split out by Research and Extension following the cost categories on the budget form.

## **7. Supplemental Information Form**

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

**a. Field 2. Program to which you are applying.** Enter the program code name “North Central RIPM” and the program code “QQ.NC”.

**b. Field 8. Conflict of Interest List.** Conflict of interest information is required for each senior/key person included in the R&R Senior/Key Person Profile. See Part VI, 1.6 of the NIFA Grants.gov Application Guide for further instructions and a link to a suggested template.

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

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

Applications must be received by Grants.gov by COB on **February 29, 2012 (5:00 p.m. Eastern Time)**. Applications received after this deadline will normally not be considered for funding.

**Applicants who have problems with the submission of an application to Grants.gov are encouraged to FIRST contact the Grants.gov Help Desk to resolve any problems. Keep a record of any such correspondence. See Part IV. A. for Grants.gov contact information.**

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

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

#### **D. Funding Restrictions**

Pursuant to Section 1473 of the National Agricultural Research, Extension, and Teaching Policy Act of 1997 (91 Stat. 981), indirect costs and tuition remission (sometimes called tuition/fees) are unallowable costs under Section 2(c)(1)(B) (research projects) and Section 3(d) of the Smith-Lever Act (extension projects), and no funds will be approved for this purpose. Costs that are a part of the institution's indirect cost pool may not be reclassified as direct costs for the purpose of making them allowable.

NIFA has determined that grant funds awarded under this authority may not be used for the renovation or refurbishment of research, education, or extension space; the purchase or installation of fixed equipment in such space; or the planning, repair, rehabilitation, acquisition, or construction of buildings or facilities.

#### **E. Other Submission Requirements**

**The applicant should follow the submission requirements noted in Part IV, section 1.9 in the document entitled “NIFA Grants.gov Application Guide.”**

For information about the **status of a submitted application**, see Part III., section 6. of the NIFA Grants.gov Application Guide.

## **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 applicants to arrange for a scientific peer review of their proposed research activities and joint research-extension activities in accordance with regulations promulgated by the Secretary prior to the Secretary making a grant award under this authority (see Part II. D.).

Each application will be evaluated in a two-part process. First, each application will be screened to ensure that it meets the administrative requirements as set forth in this RFA. Second, applications that meet these requirements will be technically evaluated by a review panel.

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) and geographic locations; (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.

### **B. Evaluation Criteria**

A peer review panel will handle the application review process at the regional level. The panel will consist of experts from outside the North Central Region who will be selected to review, evaluate, score and rank the applications for both technical and relevance merit based on the following criteria:

1. Importance and relevance of the topic/program leading to the development of an implementable IPM program. For extension projects, materials fill an important outreach gap. Adequate evidence has been provided that stakeholders were solicited for input in the formulation of application objectives and relevance assessment (Weight: 20%);
2. Appropriateness of objectives and scientific and/or education merit (objectives state who will accomplish what and when, objectives are measurable) (Weight: 20%);

3. Design and methodology (design is appropriate, units are stated, methods referenced, appropriate analysis, evaluation and measurement components are included) (Weight: 25%);
4. Feasibility of attaining objectives during the project, appropriateness of budget, probability of success, and potential for increasing IPM implementation and practice (Weight: 20%);
5. Involvement of relevant disciplines, agencies, and organizations including research, extension, consultants, private sector, and producers, as appropriate (Weight: 10%); and
6. Level of education and experience of key personnel (Weight: 5%).

### **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., 1801 Robert Fulton Drive, Suite 340, Reston, Virginia 20191. Phone: (888) 349-7715. Web site: [www.hepinc.com](http://www.hepinc.com).

Names of submitting institutions and individuals, as well as application content and peer evaluations, will be kept confidential, except to those involved in the review process, to the extent permitted by law. In addition, the identities of peer reviewers will remain confidential throughout the entire review process. Therefore, the names of the reviewers will not be released to applicants.

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

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

## **PART VI—AWARD ADMINISTRATION**

### **A. General**

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

### **B. Award Notice**

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

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

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

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

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

2 CFR Part 220 – Cost Principles for Educational Institutions (OMB Circular A-21).

2 CFR Part 225 – Cost Principles for State, Local, and Indian Tribal Governments (OMB Circular A-87).

2 CFR Part 230 – Cost Principles for Non-profit Organizations (OMB Circular A-122).

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, A-87, and A-122 (now codified at 2 CFR Parts 220, 225 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 3016 – USDA Implementation of Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

7 CFR Part 3017—USDA implementation of Governmentwide Debarment and Suspension (Nonprocurement).

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 (2 CFR Part 215).

7 CFR Part 3021—USDA Implementation of Governmentwide Requirements for Drug-Free Workplace (Grants).

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

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

7 CFR Part 3430—Competitive and Noncompetitive Non-formula Grant Programs--General Grant Administrative Provisions.

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

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

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

Grantees are to submit initial project information and annual and summary reports to NIFA's electronic, Web-based inventory system that facilitates both grantee submissions of project outcomes and public access to information on Federally-funded projects. The details of these reporting requirements are included in the award terms and conditions. Details of annual and final technical reporting requirements also are included in the award terms and conditions.

## **PART VII—AGENCY CONTACT**

Applicants and other interested parties are encouraged to contact:

Dr. Susan T. Ratcliffe  
Grants Manager, NC-RIPM  
Department of Crop Sciences  
University of Illinois  
S-316 Turner Hall  
1102 S. Goodwin Avenue  
Urbana, IL 61801  
Telephone: (217) 333-9656  
Fax: (217) 333-5245  
E-mail: [sratclif@illinois.edu](mailto:sratclif@illinois.edu)



## **PART VIII—OTHER INFORMATION**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **D. Regulatory Information**

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

### **E. Definitions**

Please refer to [7 CFR Part 3430, Competitive and Noncompetitive Non-formula Grant Programs-General Grant Administrative Provisions](#) (beginning on page 431), for applicable definitions for this NIFA grant program.

For the purpose of this program, the following additional definition is applicable:

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