

# National Extension Integrated Pest Management Special Projects Program

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*FY 2008 Request for Applications*

**APPLICATION DEADLINE: April 8, 2008**



**U.S. Department of Agriculture**



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

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

**NATIONAL EXTENSION INTEGRATED PEST MANAGEMENT SPECIAL  
PROJECTS PROGRAM**

**INITIAL ANNOUNCEMENT**

**CATALOG OF FEDERAL DOMESTIC ASSISTANCE:** This program is listed in the Catalog of Federal Domestic Assistance under 10.500.

**DATES:** Applications must be received by Grants.gov by close of business (COB) on **April 8, 2008 (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) 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 National Extension Integrated Pest Management Special Projects Program (EIPM) RFA.

**EXECUTIVE SUMMARY:** CSREES announces the availability of grant funds and requests applications for the National Extension Integrated Pest Management Special Projects Program (EIPM) for fiscal year (FY) 2008 to advance the goals of the National Roadmap for Integrated Pest Management ([www.ipmcenters.org/IPMRoadMap.pdf](http://www.ipmcenters.org/IPMRoadMap.pdf)) by addressing priority national needs associated with the design, development, implementation and evaluation of Extension integrated pest management programs. Support will be provided for projects that strengthen the ability of CSREES to actively address national needs in Extension IPM programming and rapidly respond to new issues and opportunities not currently addressed adequately through existing programs and funding mechanisms. Proposals submitted to the EIPM program should be relevant to current needs of Extension IPM programs for production agriculture, residential and public areas, and/or recreational environments on national and regional levels. EIPM

encourages the submission of proposals to help pest managers implement IPM methods that will enhance farm conservation efforts and the protection of natural resources. Projects can address management needs for any class of pests including weeds, insects, plant diseases, or vertebrates.

Successful proposals will demonstrate the potential for wide-scale impact and benefit, and the capacity to leverage funding and support from a variety of individuals and organizations in the public and private sectors for prolonged support or full funding of the effort. The amount available for support of this program in FY 2008 is approximately \$490,000.

This notice identifies the objectives for EIPM projects, the eligibility criteria for projects and applicants, and the application forms and associated instructions needed to apply for a EIPM grant. CSREES 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**

Section 3(d) of the Smith–Lever Act of May 8, 1914 (7 USC 341 et. seq.) as amended, authorizes the Secretary of Agriculture, acting through the Administrator of the Cooperative State Research, Education, and Extension Service (CSREES), to coordinate the extension work of the Department and the several States, Territories, and possessions.

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

In FY 2008, CSREES will provide funding to advance the goals of the National Roadmap for Integrated Pest Management ([www.ipmcenters.org/IPMRoadMap.pdf](http://www.ipmcenters.org/IPMRoadMap.pdf)) by addressing priority national needs associated with the design, development, implementation and evaluation of Extension integrated pest management programs. Support will be provided for projects that strengthen the ability of CSREES to actively address national needs in Extension IPM programming and rapidly respond to new issues and opportunities not currently addressed adequately through existing programs and funding mechanisms.

Proposals submitted to National Extension Integrated Pest Management Special Projects Program (EIPM) should be relevant to current needs of Extension IPM programs for production agriculture, residential and public areas, and/or recreational environments. The program encourages the submission of proposals to help pest managers implement IPM methods that will enhance farm conservation efforts and the protection of natural resources. Projects can address management needs for any class of pests including weeds, insects, plant diseases, or vertebrates.

All applications to the EIPM program **MUST**:

- Allow for the development and delivery of Extension education programs for mature IPM systems.
- Show relevance at a multi-state, regional, or preferably national scale. **Applicants to the program must specifically state how their project has application to national or regional multi-state use.**
- Include an evaluation component to document project impacts at the community level that ultimately are aggregated to the multi-regional or national scale. The evaluation component should document impacts on behavior change or elevating awareness and building capacity;
- Include a plan for assessment of impacts, which should show connection to established IPM logic models. Assessments plans may involve collaboration with assessment specialists; and
- Provide an appropriate management plan for the project team and all partners to successfully address the IPM issue of concern.

Proposed projects **may** address any of a variety of projects and activities, including, but not limited to:

- 1) IPM program assessment and evaluation, including the development of case studies, impact reports and outreach materials that highlight successful IPM programs.
- 2) The development and delivery of programs to educate end-users about the availability of incentives designed to increase adoption of IPM practices.
- 3) The development of educational materials and teaching and training tools to facilitate IPM implementation for specific pests and/or for management systems. - **Overall funding for this objective will be limited to \$50,000 in FY 2008.**
- 4) The development and delivery of in-service training programs for Extension personnel and Federal employees.
- 5) The design and delivery of training for pest identification, especially new pests, invasive/exotic pests, and high consequence pests.
- 6) Efforts to foster new collaborations and coordinated programs between institutions.
- 7) The prioritization of extension/education needs to address critical pest and disease management issues that may include rapid response needs for existing or new and emerging pest issues.
- 8) Workshops and conferences related to specific pest systems. **Overall funding for this objective will be limited to \$75,000 in FY 2008. Requests should not exceed \$15,000 for any one workshop or conference.**
- 9) The development of IPM practice checklists for specific pest systems on a multi-state or national scale.

Projects may be pilots, but must offer a plan for how they will be expanded, if successful.

Successful projects will:

- Demonstrate the potential for wide-scale impact and benefit, and the capacity to leverage funding and support from a variety of individuals and organizations in the public and private sectors.
- Specifically address a relevant program area(s) and how they are being addressed.
- Describe how Extension programming will benefit on a National or multi-state scale.

**Additionally, successful projects will include participation in an Extension IPM Workshop at or adjacent to the 2009 International IPM Symposium in Portland, OR to report results and/or progress on the project and may request reasonable travel expenditures as part of the budget.**

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

With exception of proposals addressing objectives 3 and 8 as described in Part IB, proposals may request funding in any amount up to \$100,000 for a maximum project period of up to three years.

EIPM 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\\_.28CoP.29](http://about.extension.org/wiki/Glossary_of_eXtension_Terms#Community_of_Practice_.28CoP.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. It is anticipated that approximately \$490,000 will be available to fund EIPM applications in FY 2008.

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

In FY 2008, applications may be submitted to the EIPM Program as one of the following three types of requests:

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

**(3) Resubmitted application.** This is an application that had previously been submitted to the EIPM Program but not funded. Project Directors (PDs) must respond to the previous review panel summary (see Part IV2(c)). Resubmitted applications must be received by the relevant due dates, will be evaluated in competition with other pending applications in appropriate area to which they are assigned, and will be reviewed according to the same evaluation criteria as new applications.

### **C. Project Types**

With exception of proposals addressing objectives 3 and 8 as described in Part IB, proposals may request funding in any amount up to \$100,000. Support will be provided for projects that strengthen the ability of CSREES to actively address current national needs of Extension IPM programs for production agriculture, residential and public areas, and/or recreational environments. Proposed projects must describe impacts to Extension IPM programs across multi-state areas. EIPM proposals may be submitted for a project period up to three years.

## **PART III—ELIGIBILITY INFORMATION**

### **A. Eligible Applicants**

Only Cooperative Extension Services at 1862 and 1890 Land-Grant Universities and Colleges are eligible to apply.

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 BE AT RISK OF BEING EXCLUDED FROM CSREES REVIEW**, or even though an application may be reviewed, will preclude CSREES from making an award.

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

There is no matching requirement for EIPM applicants 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 CSREES in response to this RFA.

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 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-SLBCD-001324** 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: Monday through Friday 7:00 am – 9:00 pm Eastern 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 BE AT RISK OF BEING EXCLUDED FROM CSREES REVIEW. Partial applications will be excluded from CSREES review. With documented prior approval, resubmitted applications 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/assets/PDFConversion.pdf>.**

### **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 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. Field 6. Project Summary/Abstract. The summary should also include the relevance of the project to the goals of EIPM.
- b. Field 7. Project Narrative.

PLEASE NOTE: The Project Narrative shall not exceed ten pages of single-spaced text (including figures and tables) using 12-point font. This maximum has been established to ensure fair and equitable competition. The Project Narrative must include all of the following:

- (1) Objectives and Outcomes. Clear, concise, complete, and logically arranged statement(s) of the specific aims of the proposed effort and an effective plan for assessing program outcomes must be included in all applications.
- (2) Procedures. 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: (i) a description of the proposed Extension project; (ii) techniques to be employed, including their feasibility; (iii) kinds of results expected; (iv) means by which data will be analyzed or interpreted; (v) pitfalls that might be encountered; and (vi) limitations to proposed procedures.

(3) Justification. This section should include in-depth information on the following, when applicable: (i) estimates of the magnitude of the problem and its relevance to ongoing Extension programs; and (ii) reasons for having the work performed by the proposing institution.

(4) Literature Review. A summary of pertinent publications with emphasis on their relationship to the effort being proposed should be provided and should include all important and recent publications from other institutions, as well as those from your institution. The citations themselves should be accurate, complete, and written in an acceptable journal format.

(5) Current Work. Current unpublished institutional activities to date in the focus area under which the application is being submitted should be described.

(6) Project Timetable. The application should outline all important phases as a function of time, year by year, for the entire project period.

c. Field 11. Other Attachments.

Response to Previous Review. This requirement only applies to “Resubmitted Applications” as described under Part II, B., “Types of Applications”. PDs must respond to the previous review panel summary on no more than one (1) page, titled “RESPONSE TO PREVIOUS REVIEW.”

### **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. of the CSREES Grants.gov Application Guide, the submission of this information is voluntary and is not a precondition of award. If completing the information, **do not enter any data in the field requesting the social security number.**

### **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.

**Successful projects will include participation in an Extension IPM Workshop at or adjacent to the 2009 International IPM Symposium in Portland, OR to report results and/or progress on the project. For the purposes of budget development, applicants may request funds for attending this workshop. The request for these funds should be clearly indicated in the budget narrative section of the application.**

### **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. Field 2. Program Code. Enter the program code name “EIPM Special Projects” and the program code “**QQ.E**”.

b. Field 8. Conflict of Interest List. A Conflict of Interest List is required under this RFA.

### **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 **April 8, 2008 (5:00 p.m. Eastern Time)**. Applications received after this deadline will normally not be considered for funding.

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 CSREES** regarding a submitted application within 30 days of submission of the application, 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 1977 (91 Stat. 981), indirect costs are unallowable costs under this program, and no funds will be approved for this purpose. Costs that are a part of an institution's indirect cost pool may not be reclassified as direct costs for the purpose of making them allowable.

In addition, tuition remission is prohibited by Section 1473 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977, as amended (7 U.S.C. 3319).

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.

### **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."

## **PART V—APPLICATION REVIEW REQUIREMENTS**

### **A. General**

Each application will be evaluated in a 2-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**

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

#### **1. Overall quality of the application (40 points);**

- The proposed project addresses an important program need identified by Extension IPM Coordinators, other IPM practitioners or Pest Management Strategic Plans ([www.ipmcenters.org/pmsp/index.cfm](http://www.ipmcenters.org/pmsp/index.cfm)).
- The proposed project is relevant over a region or has application to a national audience and adequately meets the requirement of national, regional or multi-state scope.
- The proposed project demonstrates the capacity to leverage funding and support from a variety of individuals and organizations in the public and private sectors.
- The objectives are appropriate to address needs for the client/end-user community for the specific pest in question and the methods are consistent with the strategic goals as presented in the National Roadmap for Integrated Pest Management ([www.ipmcenters.org/IPMRoadMap.pdf](http://www.ipmcenters.org/IPMRoadMap.pdf)).

#### **2. Quality and appropriateness of the educational and/or demonstration methods (20 points);**

- The proposal includes relevant disciplines, Federal and State agencies, and other organizations including research, extension, consultants, private sector, and producers, as appropriate, to provide needed expertise.

- Methods proposed are appropriate for the target audience.

### **3. Feasibility of attaining objectives (20 points);**

- The proposal provides a realistic plan for project implementation and completion within the planned time-frame.
- The proposal establishes clear objectives and well defined outputs and outcomes. An effective plan for assessing program outcomes is presented.

### **4. Education and experience of key project personnel (10 points); and**

- In the absence of a relevant educational background, evidence is provided for experiential learning that provides a sound foundation for successful completion of a well conceived project.
- Failure to attract key personnel will not endanger completion of the project.

### **5. Appropriateness of budget request to attaining project objectives (10 points).**

- Budgets reflect reasonable and realistic costs to accomplish the project.

### **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**

Grantees are 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—AGENCY CONTACT**

Applicants and other interested parties are encouraged to contact Dr. Martin Draper; National Program Leader for Plant Pathology; Plant and Animal Systems Unit; Cooperative State Research, Education, and Extension Service; U.S. Department of Agriculture; STOP 2220; 1400 Independence Avenue, SW; Washington, DC 20250-2220; telephone: (202) 401-1990; fax: (202) 401-4888; e-mail: [mdraper@csrees.usda.gov](mailto:mdraper@csrees.usda.gov).

## **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 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 five years. 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 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 (also referred to as Authorized Organizational 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.

Education activity means formal classroom instruction, laboratory instruction, and practicum experience in the food and agricultural sciences and other related matters such as faculty

development, student recruitment and services, curriculum development, instructional materials and equipment, and innovative teaching methodologies.

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.

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.

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.

## Electronic Application Checklist

Only electronic applications may be submitted to CSREES via Grants.gov unless indicated otherwise in the specific program Request for Applications (RFA). All applications submitted to CSREES 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:

- ◆ **Are you eligible to apply for the funding offered in the RFA?** Eligibility information for each funding opportunity is stated in Part III, Eligibility Information, of each RFA.
- ◆ **Are you applying to the correct funding opportunity associated with the RFA?** Field 1 of the CSREES Supplemental Information Form will pre-populate to indicate the program to which you are applying.
- ◆ **Have you followed the guidelines for filling out your electronic application provided in the CSREES Grants.gov Application Guide, which is posted along with the electronic SF 424 R&R application package on Grants.gov?** Electronic applications should be prepared according to this guide and the specific program RFA. This guide is part of the corresponding electronic application package for the specific program to which you are applying.
- ◆ **Has your institution properly registered with Grants.gov to enable you to submit an application?** Those who wish to submit an application to CSREES should first contact their Authorized Representative (AR) to determine if the organization is prepared to submit applications through Grants.gov. See <http://www.grants.gov/GetStarted> for steps for preparing to submit applications through Grants.gov.
- ◆ **Have all attachments been submitted in the portable document format (PDF)?** CSREES will only accept PDF attachments. 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 and single spaced? 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 not be accepted.
- ◆ **Did you use the “Check Package for Errors” feature (see section 1.8 of the CSREES Grants.gov Application Guide)?**

◆ **Have all required components of the SF 424 Research and Related (R&R) Application Package posted under the funding opportunity on Grants.gov been completed?**

- Mandatory Forms
- Optional Forms

◆ **SF 424 R&R Cover Sheet**

- Have all required fields (highlighted in yellow) been completed?

◆ **R&R Other Project Information**

- Have the fields describing project potential or actual environmental impact been properly completed?

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?
- Does this section adhere to the format and page limitations?
- Did you use the suggested Project Summary/Abstract Template found at: [www.csrees.usda.gov/home/faq\\_apply.html#abstract?](http://www.csrees.usda.gov/home/faq_apply.html#abstract?)

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?
- Has the justification described how the equipment requested is directly related to the specific goals/aims of this project?

#### Response to Previous Review (for resubmitted applications)

- Has the Response to Previous Review PDF been included as indicated in the RFA and the Guide?
- Has the application been clearly and meaningfully revised and are the revisions briefly described?
- Are comments from the previous review addressed?

### ◆ **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 key personnel been attached?
- Have all current and pending projects been listed and summarized, **including this proposal**?
- Did you use the suggested Current and Pending Support Template found at: [www.csrees.usda.gov/home/faq\\_apply.html#current](http://www.csrees.usda.gov/home/faq_apply.html#current)?

### ◆ **R&R Personal Data (Optional)**

**DO NOT PROVIDE THE SOCIAL SECURITY NUMBER OF THE PROJECT DIRECTOR.**

- Have all other fields been completed, except social security number?

### ◆ **R&R Budget**

- Have all fields been completed for each PD and co-PD(s)?
- Are annual and summary budgets included? For multi-institution applications, has a subaward budget been included for each institution involved?

#### Budget Justification

- Has the Budget Justification PDF been attached to this form in Field K?
- Are budget items individually justified?

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

**◆ CSREES Supplemental Information Form**

- Has Field 1 been pre-populated?
- Does Field 2 indicate the Program Code Name and Program Code to which you are applying?

Conflict of Interest List

- Has the Conflict of Interest List PDF been attached to this form in Field 8?
- Has a Conflict of Interest List been provided for all individuals who have submitted a Biographical Sketch?
- Does the Conflict of Interest list include the four categories as appropriate?
- Did you use the suggested Conflict of Interest Template found at:  
[www.csrees.usda.gov/home/faq\\_apply.html#coi](http://www.csrees.usda.gov/home/faq_apply.html#coi)?