

Interregional Research Project #4 Minor Crop Pest Management Program

FY 2009 Request for Applications

APPLICATION DEADLINE: May 4, 2009



U.S. Department of Agriculture



Cooperative State Research, Education, and Extension Service

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

**INTERREGIONAL RESEARCH PROJECT #4 MINOR CROP PEST MANAGEMENT
PROGRAM**

INITIAL ANNOUNCEMENT

CATALOG OF FEDERAL DOMESTIC ASSISTANCE: This program is listed in the Catalog of Federal Domestic Assistance under 10.200.

DATES: Applications must be received by close of business (COB) on **May 4, 2009 (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 and Oversight Branch; 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. (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 Interregional Research Project #4 Minor Crop Pest Management Program RFA.

EXECUTIVE SUMMARY: CSREES requests applications for the Interregional Research Project #4 Minor Crop Pest Management Program (IR-4) for fiscal year (FY) 2009. For FY 2009, CSREES is soliciting applications to fund five projects including an IR-4 National Headquarters (HQ) and four geographically-based Regional IR-4 Centers corresponding to the four USDA administrative regions: North Central, Northeastern, Southern, and Western (a state/territory listing by region is provided at the end of Part I. B.). The primary goal of the IR-4 program is to provide safe, effective and economical pest management solutions for growers of minor/specialty crops. It is anticipated that the amount available for support of this program in FY 2009 is approximately \$11.1 million.

This notice identifies the objectives for IR-4 projects, the eligibility criteria for projects and applicants, and the application forms and associated instructions needed to apply for an IR-4

grant. CSREES additionally requests stakeholder input from any interested party for use in the development of the next RFA for this program.

Table of Contents

PART I—FUNDING OPPORTUNITY DESCRIPTION.....	5
A. Legislative Authority and Background.....	5
B. Purpose and Priorities	5
C. Program Area Description	7
PART II—AWARD INFORMATION.....	8
A. Available Funding	8
B. Types of Applications.....	8
C. Project Types	8
D. Scientific Peer Review.....	10
PART III—ELIGIBILITY INFORMATION	11
A. Eligible Applicants	11
B. Cost Sharing or Matching	11
PART IV—APPLICATION AND SUBMISSION INFORMATION.....	12
A. Electronic Application Package.....	12
B. Content and Form of Application Submission.....	13
C. Submission Dates and Times	15
D. Funding Restrictions.....	15
E. Other Submission Requirements	16
PART V—APPLICATION REVIEW REQUIREMENTS	17
A. General	17
B. Evaluation Criteria.....	17
C. Conflicts of Interest and Confidentiality.....	17
D. Organizational Management Information.....	18
PART VI—AWARD ADMINISTRATION.....	19
A. General	19
B. Award Notice	19
C. Administrative and National Policy Requirements.....	20
D. Expected Program Outputs and Reporting Requirements	21
PART VII—AGENCY CONTACT	22
PART VIII—OTHER INFORMATION.....	23
A. Access to Review Information.....	23
B. Use of Funds; Changes	23
C. Confidential Aspects of Applications and Awards	24
D. Regulatory Information	24
E. Definitions.....	24
F. Electronic Application Checklist.....	24

PART I—FUNDING OPPORTUNITY DESCRIPTION

A. Legislative Authority and Background

IR-4 is authorized under subsection (c) (1) (B) of section 2 of the Competitive, Special, and Facilities Research Grant Act (7 U.S.C. 450i). The Omnibus Appropriations Act, 2009 (Pub. L. 111-8) appropriates funds under Division A, Title I “*for competitive grants for agricultural research on improved pest control (7 U.S.C. 450i(c))*”, therefore, CSREES is soliciting applications to competitively award IR-4 funds in FY 2009.

IR-4 has a history of more than 40 years of cooperation between producers, state Cooperative Extension Services, Land Grant Universities, and federal agencies including the U.S. Department of Agriculture (USDA), and the U.S. Environmental Protection Agency (EPA). This program facilitates minor/specialty crop protection by providing expert assistance with product development and registration. IR-4 positively impacts the ability of research and extension personnel, producers, grower organizations, and others to provide a continuous supply of affordable minor/specialty crops to the public. IR-4 is the only publicly supported research program in the United States that provides this service.

B. Purpose and Priorities

The crop protection industry cannot justify the costs associated with the research and development; registration, production, and marketing of crop protection products for minor/specialty crops due to the smaller market base and limited sales potential. IR-4 promotes the development and implementation of new and more effective minor/specialty crop pest management solutions through providing expert assistance, which results in effective collaborations among federal agencies such as the USDA and the EPA, the crop protection industry, and land-grant institutions.

The primary goal of IR-4 is to enable the crop protection industry to provide safe, effective and economical pest management solutions for growers of minor/specialty crops.

- 1) This IR-4 Program will fund four Regional (IR-4) Centers nationwide; and an IR-4 Headquarters (HQ):
 - a) Northeast Region IR-4 Center
 - b) North Central Region IR-4 Center
 - c) Southern Region IR-4 Center
 - d) Western Region IR-4 Center
 - e) IR-4 National HQ

Successful applicants to this program will demonstrate the capacity and commitment required to achieve the following goals which are regionally oriented:

1. Accelerate the registration of newer, reduced risk pest management tools.
2. Expedite access to these pest management tools for minor/specialty crop growers.
3. Conduct efficacy research to identify new and more effective minor/specialty crop pest management solutions.

The IR-4 program will focus the majority of its efforts on reduced risk products, bio-pesticides and other chemicals with characteristics that are deemed lower risk to humans, non-target organisms, and the environment. In addition, the IR-4 program will concentrate on internal processes that reduce the time needed to complete successful regulatory packages.

Regional IR-4 Center Directors will be expected to participate in national coordination meetings with IR-4 HQ staff to harmonize and prioritize regional needs and activities into a comprehensive nationally-coordinated program.

Stakeholder input will be emphasized through nationally-oriented meetings seeking input and recommendations on priority setting from producers, land-grant institution representatives, and others interested in minor/specialty crops.

Awardees will be expected to build on the successes and capacity developed by the Minor Crop Pest Management, IR-4 Program. Progress reports and a strategic plan can be found at the web site: www.ir4.rutgers.edu.

Applications submitted to the IR-4 program should clearly describe a plan for achieving three core objectives, which are:

- (1) To obtain and maintain regulatory clearances of effective crop protection agents for high-value, minor/specialty food crops and for minor uses (special circumstance needs) on major food crops with special emphasis on lower risk chemicals and uses that are compatible with Integrated Pest Management (IPM) programs.
- (2) To support research to enhance the development and registration of bio-pesticides for use in food and non-food pest management programs.
- (3) To support research on crop protection products that will expand their uses on ornamental crops (nursery, floral, turf, and other non-food crop systems) to allow management of new and important pest species.

List of States and Territories by Region:

North Central: Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, and Wisconsin.

Northeastern: Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Washington, DC, and West Virginia.

Southern: Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Oklahoma, Puerto Rico, South Carolina, Tennessee, Texas, Virginia, and the U.S. Virgin Islands.

Western: Alaska, American Samoa, Arizona, California, Colorado, Federated States of Micronesia, Guam, Hawaii, Idaho, Montana, Nevada, New Mexico, Northern Marianas, Oregon, Utah, Washington, and Wyoming.

C. Program Area Description

In FY 2009, CSREES anticipates funding an IR-4 HQ and four geographically-based Regional IR-4 Centers corresponding to the four USDA administrative regions: North Central, Northeastern, Southern, and Western (a state/territory listing by region is provided at the end of Part I. B.). Regional Centers are a key component to the continued success of IR-4 due to the geographical limitations on minor and specialty crop production. Each region has environmental factors which un-alterably influence which crops can be feasibly grown there. IR-4 funds are used for:

- Program management and support staff both at IR-4 HQ and Regional IR-4 Centers
- Regional scientific field and laboratory research staff
- Subcontractors providing services integral to the goals of IR-4
- Field and laboratory research equipment
- Conferences
- Workshops
- Training
- Travel and other associated direct costs
- **No indirect costs are recoverable under the IR-4 Program.**

Proposals may be submitted for up to a 12 month project period.

IR-4 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). 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;) or form new COPs that focus on providing safe, effective and economical pest management solutions for growers of specialty crops (for examples of developing COPs and guidance on forming COPs, see 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. CSREES will award a total of one IR-4 HQ grant and four Regional IR-4 Center grants, one in each USDA administrative region: North Central, Northeastern, Southern, and Western (a state/territory listing by region is provided at the end of Part I.B.). It is anticipated that approximately \$11.1 million will be available to fund applications in FY 2009.

B. Types of Applications

In FY 2009, applications may be submitted to the IR-4 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 IR-4 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 appropriate area to which they are assigned, and will be reviewed according to the same evaluation criteria as new applications.

C. Project Types

Two types of grants will be made, one for each of the Regional IR-4 Centers and one for the National IR-4 HQ. Maximum funding for FY 2009 will be as follows:

- a) Regional IR-4 Centers: Up to \$2,950,000 each
- b) IR-4 National HQ: Up to \$3,000,000

Any application submitted with a budget exceeding the maximum limits above will be returned without review.

CSREES will give priority consideration to IR-4 applications that demonstrate effective resource allocation to accomplish the following goals:

IR-4 HQ Goals:

Coordinate activities nationally and internationally with other agencies and organizations including, but not limited to the U.S. EPA, USDA Agricultural Research Service (ARS), Canada's Pest Management Centre of Agriculture, Agri-Food Canada, and the crop protection industry.

Demonstrate the capability to interact with the crop protection industry in selecting acceptable projects that the industry will ultimately support through the Federal and state Insecticide, Fungicide, and Rodenticide Act (FIFRA) regulatory process.

Conduct workshops where each proposed use is evaluated by state and federal scientists, commodity group representatives, growers, and other experts and given a priority based on the availability and efficacy of alternative management products, the potential damage from the target pest, the performance of the proposed product in managing the target pest, the compatibility of the proposed product with IPM programs, and level of safety to humans, non-target organisms and the environment.

Identify key IR-4 HQ staff with experience in managing pesticide registration protocol, preparing and submitting petitions. These professionals must be available at the start of the grant for immediate implementation.

IR-4 HQ and Regional Centers Shared Goals:

Demonstrate the capability and availability of resources to identify pest management needs from the submission of requests from research and extension personnel, farmers, grower organizations and others through a nationwide network of liaison representatives to the regional and national offices.

Demonstrate the capability to successfully integrate multiple pest disciplines in the management and execution of IR-4 programs.

Identify a network of qualified field research scientists who can conduct the necessary research trials and develop the data under EPA mandated Good Laboratory Practices (GLP) guidelines following specific directions in the research protocol.

Outline plans and identify Key Personnel for a Quality Assurance Unit for GLP compliance and to format all research data and reports for submission to the EPA.

Describe process of providing expert assistance for development and registration of biological agents for use in pest management strategies on minor and specialty crops.

IR-4 Regional Centers Goals:

Outline a process where research coordinators verify each request for assistance and add that information to a master list.

Identify field, laboratory, and quality assurance representatives experienced in generating data according to GLPs for pesticide registration. These professionals must be available at the start of the grant for immediate implementation.

Demonstrate the ability to conduct field trials at EPA-approved locations immediately at the start of the grant.

Demonstrate the capability to analyze the residue samples from field trials as well as residue samples from USDA/ARS Specialty Crops Programs per EPA guidelines and GLPs. This infrastructure must be available at the start of the grant for immediate implementation.

D. Scientific Peer Review

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 by CSREES, any proposed project shall have undergone a review arranged by the grantee. For research projects, such review must be a scientific peer review conducted in accordance with 7 CFR 3400.21.

(2) Credible and independent review. A review arranged by the grantee must provide for a credible and independent assessment of the proposed project. A credible review is one that provides 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. To provide for an independent review, such review may include USDA employees, but should not be conducted solely by USDA employees.

(3) Notice of completion and retention of records. A notice of completion of the review shall be conveyed in writing to CSREES as part of the Other Attachments (Field 11. 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 CSREES; however, proper documentation of the review process and results should be retained by the applicant.

PART III—ELIGIBILITY INFORMATION

A. Eligible Applicants

Applications may be submitted by State agricultural experiment stations, land-grant colleges and universities, research foundations established by land grant colleges and universities, colleges and universities receiving funds under the Act of October 10, 1962 (16 U.S.C. 582a et seq.), and accredited schools or colleges of veterinary medicine, for the purpose of facilitating or expanding ongoing State-Federal food and agricultural research programs.

Award recipients may subcontract and/or implement a fee for service arrangement to organizations not eligible to apply provided such organizations are necessary for the conduct of the project. An applicant's failure to meet an eligibility criterion by the time of an application deadline will result in CSREES not accepting the application, or even though an application may be reviewed, will preclude CSREES from making an award.

B. Cost Sharing or Matching

CSREES does not require matching support for this program. Applications shall be peer reviewed and selected for funding without regard to matching resources.

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 Project Director (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 for steps for preparing to submit applications through Grants.gov.

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 CSREES Federal assistance awards. For basic system requirements and download instructions, please see 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: <http://www.grants.gov/applicants/AdobeVersioningTestOnly.jsp>.
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-SRGP-002176** 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 Adobe forms), 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

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. 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 CSREES 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 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 IR-4.

The summary **must** include:

- the Project type(s) (IR-4 HQ or Regional IR-4 Center);
- physical location(s) of proposed HQ or Center;
- categorized listing of Partners and collaborators;
- a clear overview of the proposal; and
- the anticipated impact of the proposed project on minor/specialty crop industry.

b. Field 7. Project Narrative.

PLEASE NOTE: The Project Narrative shall not exceed eighteen (18) pages of written text (including figures and tables) regardless of whether it is single or double spaced. This maximum has been established to ensure fair and equitable competition. The Project Narrative must include all of the following:

- 1) Identify the mission and goals of the proposed IR-4 HQ or the Regional IR-4 Center specifically designated in the application;
- 2) Identify the Director and other key personnel (or positions) of the IR-4 HQ or the Regional Center specifically designated in the application;
- 3) Describe the management process the IR-4 HQ or Regional Center will use (if funded) to: a) establish broad-based advisory committees, b) involve stakeholders and partner institutions in its operations through working groups and other mechanisms, c) identify program needs and priorities, and d) develop a strategic plan that will be followed to address national and regional priorities and achieve goals and objectives identified in this request for applications;
- 4) Demonstrate the ability to establish and maintain an interactive information network that will provide a mechanism to share current pest management information and successes with pest managers, funding organizations, policy-makers, and other stakeholders;
- 5) Describe the process that will be used to ensure effective management of IR-4 resources and provide a plan to assess progress and accomplishments throughout the project; and
- 6) Describe a process for managing sub-awards and/or fee for service arrangements made from CSREES funding provided through the IR-4 Center award. The management processes must ensure: a) the needs identification and prioritization process is kept separate from the funding process, b) that eligible applicants are notified of funding opportunities, and c) that funding is distributed in a fair and equitable fashion.
- 7) Renewal applications (as described in Part II.B.) should include a clearly marked performance report (aka Progress Report) describing results to date from the previous award. The section should contain the following information: (1) a comparison of actual accomplishments with the goals established for the previous award; (2) the reasons established goals were not met, if applicable; and (3) a listing of any publications resulting from the previous award. Copies of reprints or preprints may be included in the Appendices to the Project Narrative portion of the submission.

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 CSREES Grants.gov Application Guide.

5. R&R Personal Data – As noted in Part V, 6. 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.**

6. R&R Budget

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

At least one member from the successful IR-4 Headquarters and one member from each successful Regional IR-4 Center must attend from 4 to 6 leadership meetings to report on IR-4 activities. Reasonable travel expenses should be claimed as part of the project budget.

7. 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 “**IR-4 Crop Pest Management**” and the program code “**RR**”.

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 **May 4, 2009 (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 15 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 Agriculture Research, Extension, and Teaching Policy Act of 1977, as amended, 7 U.S.C. 3319, indirect costs or tuition remission are not allowable costs under section 2(c)(1)(B) projects, and no funds will be approved for this purpose. Further, costs that are a part of an institution's indirect cost pool (e.g., administrative or clerical salaries) may not be reclassified as direct costs for the purpose of making them allowable.

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) Relevance of the application to the accomplishment of program goals and objectives, as described in Part I, B; **25 Points**
- 2) Adequacy of the proposal response to items listed in the Project Narrative, including a process for managing sub-awards made from CSREES funding; **25 Points**
- 3) Quality and extent of documented stakeholder involvement in application development; **12.5 Points**
- 4) Capacity of host institution(s) to provide support, including commitment to IPM programs; **12.5 Points**
- 5) Experience, accomplishments and time commitments of key project personnel; and **12.5 Points**
- 6) Appropriateness of requested budget. **12.5 Points**

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 (now codified at 2 CFR 215, 2 CFR 220 and 2 CFR 230), and the Department's assistance regulations (parts 3015, 3019 and 3430 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 (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 (2 CFR Part 215).

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.

7 CFR 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 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>.

At least one member from the successful IR-4 Headquarters and one member from each successful Regional IR-4 Center must attend from 4 to 6 leadership meetings to report on IR-4 activities. Reasonable travel expenses may be claimed as part of the project budget.

PART VII—AGENCY CONTACT

Applicants and other interested parties are encouraged to contact Dr. Monte Johnson; National Program Leader for Environmental Toxicology; Plant and Animal Systems; CSREES, USDA; Stop 2220; 1400 Independence Avenue, SW; Washington, DC 20250-2220; telephone: (202) 401-1108; fax: (202) 401-4888; e-mail: mpjohnson@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 three 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

Please refer to [7 CFR 3430, Competitive and Noncompetitive Non-formula Grant Programs--General Grant Administrative Provisions](#), for the applicable definitions for this CSREES grant program.

F. 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? Are all PDF documents numbered sequentially on each page of the attachment? Are all page limitations for a given attachment followed?** ◆ **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?**

◆ **SF 424 R&R Cover Sheet**

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

◆ **R&R Project/Performance Site Location**

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?

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?
- Has Progress Report been submitted for Renewal applications?

Bibliography & References Cited

- Has the Bibliography & References Cited PDF been attached to this form in Field 8?
- Are all references cited and are all citations referenced?
- Do all citations contain a title, the names of all authors, and are they in accepted journal format?

Facilities & Other Resources

- Has the Facilities & Other Resources PDF been attached to this form in Field 9?
- Has a description of your facilities, sufficient to indicate that you will be able to carry out this project, been given?

Equipment

- Has the Equipment PDF been attached to this form in Field 10?
- Is the description of your equipment sufficient to indicate that you will be able to carry out this project?

◆ **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?

R&R Personal Data

- As noted in Part V, 5., 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.

◆ **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, have subaward budgets 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-institution applications, have subaward budget justifications 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?