



COLLEGE OF AGRICULTURAL AND
ENVIRONMENTAL SCIENCES
AGRICULTURAL EXPERIMENT STATION
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WESTERN INTEGRATED PEST MANAGEMENT CENTER
DEPARTMENT OF ENVIRONMENTAL TOXICOLOGY
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DAVIS, CALIFORNIA 95616-8588
<http://www.wripmc.org>

Important Note: Fillable PDF—to save the completed form (Cover Page & Proposal Summary), "PRINT" to a PDF "PRINTER" that shows in your printer list. If unable to save as PDF, print and fax to Western IPM Center.

Dear Applicants,

The Western IPM Center is pleased to release two Requests for Applications (RFAs): “Work Groups” and “Information Networks.” Applications for both programs are due on August 24, 2007. These RFAs may be accessed at www.wripmc.org.

Proposals must be submitted electronically and all components must be in portable document format (PDF). Applicants will have to register at <http://www.wripmc.org/PMCProjects/proposalsubmission/index.cfm> prior to submitting a proposal. The registration process is simple and should only take a minute.

For both RFAs, follow all directions on what to submit, on format, length restrictions, due date, and other requirements.

If you encounter any problems or have questions regarding this process or the RFAs, please contact Linda Herbst at (530) 752-7010 or llherbst@ucdavis.edu.

Good luck with your submissions.

Rick Melnicoe
Director, Western IPM Center



Western Region Integrated Pest Management Center

Request for Applications - 2007

Information Networks

Due Date: August 24, 2007

SUMMARY

The Western Integrated Pest Management Center (WIPMC) announces the availability of funds and requests proposals for Information Networks that support the WIPMC. The goals of the WIPMC are: To increase the economic benefits of adopting IPM practices and reduce the environmental and human health risks associated with managing pests. These goals were established by the IPM Roadmap, and the Center addresses them through competitive grants and other programs and projects. The WIPMC programs address pest management needs for production agriculture, natural resources and recreational environments, and residential and public areas.

Proposals **must** be submitted in electronic format (PDF) through the following web page: <http://www.wripmc.org/PMCProjects/proposalsubmission/index.cfm>. The online submission must be completed no later than **5:00 p.m. on Friday, August 24, 2007**.

The Proposal Cover Page (form WR SF424 (R&R)) must be completed and submitted electronically through our web page: <http://www.wripmc.org/PMCProjects/proposalsubmission/index.cfm>. In addition, a paper copy of form WR SF424 (R&R) must be signed by the authorized representative of the submitting organization and faxed to the Western Region IPM Center office at 530-754-8379 (attention Linda Herbst) no later than **5:00 p.m. Friday, August 24, 2007**. **(Please fax only the signed form WR SF424 (R&R), not the entire proposal.)**

I. GENERAL INFORMATION

Funding in the amount of approximately \$200,000 is available for this competitive subcontracts program. A maximum of \$25,000 (including indirect costs) is allowed for each information network. Proposals are limited to the following states: Alaska, Arizona, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming. Funding is now available for these subcontracts.

Proposals for Information Networks may request funding for up to two years. The second year of funding is dependent on continued support for the WIPMC.

II. REQUIREMENTS

Competitive proposals are solicited to fund information networks. Multi-state and/or subregional collaborations are encouraged. Minimum requirements from each network are:

- Serve as a resource for information about the importance of IPM in local production systems covered by the network.
- Development of an information network that can respond to information requests from USDA, EPA and others within a short time frame (1 day-3 weeks). Typical requests from USDA and EPA relate to pesticide use and usage and alternatives to chemicals that may be impacted by regulatory decisions. This information is used by USDA and EPA to make informed regulatory decisions.
- Collaborate and/or coordinate with a diverse group of stakeholders, including extension IPM coordinators, to identify critical pest management issues.
- Maintain a web site for the network. At a minimum, web sites will include: project contact information; links to the WIPMC and other appropriate entities; and a statement of sponsorship by the WIPMC.
- Aid in identification of appropriate individuals to address IPM surveys, crop profiles and Pest Management Strategic Plans (PMSPs).

Networks will be encouraged to participate in the development of IPM surveys, crop profiles, and PMSPs. Participants in the networks will be eligible for other funds on a competitive basis from the WIPMC, as will applicants outside of the networks.

III. EVALUATION AND SELECTION CRITERIA

All proposals received will be acknowledged. A panel composed of non-western region reviewers will be convened in September to review all the proposals. These reviewers are familiar with information networks in other regions. Do not assume that reviewers are familiar with your program, abilities, and past accomplishments. Therefore, you must address each required element and how each element will be completed (see Section V. Proposal Format).

Proposals will be judged by the following criteria:

1. Relevance to the WIPMC RFA requirements.
2. Feasibility of completing the project objectives within the proposed time frame.
3. Appropriateness and clarity of the requested budget.
4. Backgrounds and qualifications of network leadership in relation to the proposed objectives.

IV. MATCHING FUNDS

Matching funds are not required, however matching funds are encouraged. Any matching funds should be included in your budget narrative for review by the Review panel.

V. PROPOSAL FORMAT

Proposals must be submitted in the following format. This RFA and all forms required can be obtained at <http://www.wripmc.org/PMCProjects/proposalsubmission/index.cfm>. Most of these forms are **similar but not identical** to application forms used in the Grants.gov electronic submission process. All Applicants **must** use the forms provided on the WIPMC web page. Proposals must be submitted in electronic format.

Application must include:

TITLE (Cover Page form). Should be brief, clear, and specific. The title must be limited to 100 spaces (letters, punctuation, and spaces between words).

SUMMARY (Project Summary form). Must be a clear summary of the project, its objectives, and procedures for accomplishing the objectives. Include a brief statement of how the proposed project meets WIPMC goals. This should appear on the title page and not exceed 1,000 characters or spaces in length.

LENGTH. Proposals must not exceed five (5) pages in length, excluding Title and Summary page, Literature cited, CVs, budgets and budget narratives and other attachments. Proposals must be typed in a 12 point (10 cpi) or larger font, single-spaced or double-spaced with one inch vertical and horizontal margins.

PROJECT NARRATIVE (Project Narrative form). This section should include only the topics below. Other forms and sections contain additional information. This is the section subject to the five (5) page limit.

Previous Work, Related Experience and Justification

Provide a brief summary discussing pertinent experience, the status of current work, additional information needed, and how this project is expected to contribute to this need. The nature of the project and its objectives will determine the ease of predicting success, but where feasible it is appropriate to indicate the likelihood of achieving the objectives in a specified length of time.

Objectives

There should be a concise, complete, logically arranged and numbered series of statements defining the objectives of the project. Project Directors should feel free to group objectives in a way that seems most logical for the proposed project.

Procedures

A numbered procedure statement should correspond with each numbered objective. These statements should outline the essential working plans and methods that will be employed in attaining each objective. The procedure statement should show that the proposed work has the

potential of providing data and information that will accomplish the objectives.

Outcomes. Identify the expected result of the project and how it relates to the goals of the WIPMC as stated in this RFA.

Evaluation Plans

A brief discussion of plans to evaluate progress must be included. A timeline showing expected progress and expected outcomes would be helpful and could be used as a part of the progress report to demonstrate satisfactory progress.

Probable Duration

The planned duration of proposed projects can be for one or two years as discussed in Section I.

Cooperation of Key Personnel and Institutional Units Involved

Identify key personnel and each institutional unit contributing to the project. In multiple-institutional proposals, each institution should be identified and the lead institution designated. Applicants should clearly define the roles and responsibilities of each person and institutional unit of the project team, if applicable.

If the project includes consulting, collaborative or sub-contractual arrangements, such arrangements should be fully explained and justified in the budget narrative and budget. In addition, evidence should be provided here that the collaborators involved have agreed to render these services. Acceptable documentation for this purpose includes letters of intent or statements of work from the individual or organization. Copies of either letters or email messages from the collaborators will suffice for this purpose.

LITERATURE CITED (Literature Cited form). Only those publications cited should be listed in this section; 15 literature citations should be the maximum for most projects. To provide uniformity, the following format should be used: Author(s). Title. Journal. Volume: Pages. Year.

ADDITIONAL FORMS

Curriculum vitae (CV forms). Project Directors, co-Project Directors, and any collaborators who will receive a portion of the budget must provide current vitae (three pages maximum) including a listing of the most relevant publications during the last 5 years.

Budget (Budget form). Form CSREES-2004 must be used for submitting the proposed budget. If requesting funding for two years, a budget form must be provided for each year as well as a combined budget form. A brief budget justification statement (Budget Narrative form) is required and must provide details for each line item in the budget. Indirect costs of up to 20% of the total cost of the project can be supported by these funds. Additional details on budget issues are available, upon request, at the Western Integrated Pest Management Center office.

Current and Pending Support (Current and Pending Support form). A completed Current and Pending Support form must be included for each principal investigator and co-principal investigator.

Conflict of Interest (Conflict of Interest form). A completed Conflict of Interest form must be included for each principal investigator and co-principal investigator.

National Environmental Policy Act Exclusion (National Environmental Policy Act Exclusions Form (CSREES-2005))

USDA CSREES Assurance Statements (USDA CSREES Assurance form (CSREES-2007)) is required.

ADDITIONAL APPENDICES (e.g., letters of support). All appendices must be in electronic form. Because of virus concerns, all appendices must be combined in a single PDF document.

Please be aware that reviewers are under no obligation to read appendices, and they should be used only to provide documentation of statements presented in the main proposal.

SIGNATURES. The cover page of each proposal must be signed by the appropriate university/corporate officer and faxed to the WIPMC office by the deadline.

PROGRESS REPORT. Principal Investigators who are currently funded for a work group must submit a progress report to the WIPMC by August 24, 2007.

FINAL REPORT. A final report must be submitted to the WIPMC by September 14, 2008. This report should provide the status of all the objectives and follow the final report guidelines available on the WIPMC web site <http://www.wipmc.org/CenterProjects/>

SUBMISSION OF PROPOSALS. All required materials for each proposal must be submitted online in PDF at <http://www.wipmc.org/PMCProjects/proposalsubmission/index.cfm> by 5:00 p.m. PDT Friday, **August 24, 2007**. Facsimile and email copies are not acceptable. Additionally, a paper copy of form WR SF424 (R&R) (cover page) must be signed by the authorized representative of the submitting organization and faxed to the Western Region IPM Center office at 530-754-8379 (attention Linda Herbst) no later than **5:00 p.m. Friday, August 24, 2007**

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