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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>

Dear Applicants,

The Western IPM Center is pleased to release a Request for Applications (RFAs) for "Work Groups." Applications are due on Friday, August 29, 2008. This RFA 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/PMCTProjects/PIAccess/index.cfm> prior to submitting a proposal. The registration process is simple and should only take a minute.

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 - 2008

Work Groups

Due Date: August 29, 2008

SUMMARY

The Western Integrated Pest Management Center (WIPMC) announces the availability of funds and requests proposals for Work Groups that support the WIPMC. The goals of the Center 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 WIPMC 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/ListRFAs.cfm>. The online submission must be completed no later than **5:00 p.m. on Friday, August 29, 2008**.

The Proposal Cover Page (form WR SF424 (R&R)) must be signed by the authorized representative of the submitting organization and submitted electronically through our web page: <http://www.wripmc.org/PMCProjects/ListRFAs.cfm>.

I. GENERAL INFORMATION

Funding in the amount of approximately \$50,000 is available for this competitive subcontracts program. Proposals are limited to the following states and territories: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, Wyoming, American Samoa, Federated States of Micronesia, Guam and Northern Marianas.

Proposals for Workgroups may request funding for up to two years. The second year of funding is dependent on continued USDA support for the WIPMC. Funding for individual projects is expected to be in the range of \$5,000 to \$10,000 annually.

II. SCOPE

Competitive proposals are solicited from self-establishing multi-state work groups to address information, resource, and research needs in region-wide or broad area categories including: minor crops, major crops, non-crop areas, IPM metrics and/or impact assessments, urban IPM, cropping systems, geographical, school IPM and other issues. These work groups must enhance communication and collaborations within the region for the

IPM topic area addressed by the work group. A work group could also coordinate efforts to develop proposals for funding to address critical issues within the West.

Examples of work group topics include the following:

- Identification of western region research and extension priorities that include stakeholder input. These priorities must clearly demonstrate needs in agricultural, natural or urban settings.
- Develop proposals to address western region priorities for submission to funding entities.
- Identify IPM resource and information needs.

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. Do not assume that the reviewers are familiar with your program, abilities, and past accomplishments. Therefore, you must clearly identify your objectives and how each objective will be accomplished. Also identify the WIPMC goal(s) your workgroup will address. See Section V. Proposal Format.

Proposals will be judged by the following criteria:

1. Relevance to the Center RFA's goals, regional IPM issues and the National IPM Roadmap (<http://www.ipmcenters.org/IPMRoadMap.pdf>).
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 work group 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/ListRFAs.cfm>. 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 is 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

Proposal Cover Page (form SF 424 (R&R) WIPMC) must be signed by the authorized representative of the submitting organization and submitted as a PDF.

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, 2009.

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.wripmc.org/CenterProjects/>.

SUBMISSION OF PROPOSALS. All required materials for each proposal must be submitted online in PDF at <http://www.wripmc.org/PMCTProjects/ListRFAs.cfm> by 5:00 p.m. PDT Friday, **August 29, 2008.** Facsimile and email copies are not acceptable.

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