

# IPM

## Regional Integrated Pest Management Competitive Grants Program

### Southern Region

---

*FY 2005 Request for Applications*

**Application Deadline: December 15, 2004**



**U.S. Department of Agriculture**



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

**LAND-GRANT UNIVERSITY SYSTEM AND COOPERATIVE STATE RESEARCH,  
EDUCATION, AND EXTENSION SERVICE; U.S. DEPARTMENT OF AGRICULTURE**

**REGIONAL INTEGRATED PEST MANAGEMENT COMPETITIVE GRANTS  
PROGRAM – SOUTHERN REGION**

**INITIAL ANNOUNCEMENT**

**CATALOG OF FEDERAL DOMESTIC ASSISTANCE:** Projects awarded under Section 3(d) of the Smith-Lever Act of May 8, 1914, ch. 79, 38 Stat. 372, 7 U.S.C. 341 et seq. can be found in the Catalog of Federal Domestic Assistance under 10.500. Projects awarded under Section 2(c)(1)(B) of the Act of August 4, 1965, Public Law No. 89-106, as amended (7 U.S.C. 450i (c)(1)(B)) can be found in the Catalog of Federal Domestic Assistance under 10.200.

**DATES:** Applications must be received by close of business (COB) December 15, 2004 (5:00 p.m. Eastern Time). Applications received after this deadline will not be considered for funding. Comments regarding this 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), USDA 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. Such comments 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. Comments should be submitted by the deadline noted in the **DATES** portions of this Notice.

Written stakeholder comments should be submitted by mail to: Policy, Oversight and Funds Management Branch; Office of Extramural Programs; Cooperative State Research, Education, and Extension Service, USDA; STOP 2299; 1400 Independence Avenue, S.W.; Washington, D.C. 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 FY 2005 Regional Integrated Pest Management Competitive Grants Program RFA for the Southern Region.

**EXECUTIVE SUMMARY:** CSREES requests applications for the Regional Integrated Pest Management Competitive Grants Program for fiscal year (FY) 2005 to support the continuum of research and Extension efforts needed to increase the implementation of integrated pest management (IPM) methods. The Regional IPM Competitive Grants Program supports projects that develop individual pest control tactics, integrate individual tactics into an IPM system, and develop and implement Extension education programs. The program is administered by the land-grant university system's four regions (North Central, Northeastern, Southern, Western) in partnership with CSREES. In FY 2005, CSREES anticipates the amount available for support of the Regional IPM Competitive Grants Program-Southern Region (S-IPM) will be approximately

\$1,030,000. Of this amount, \$760,000 is expected to be available for research projects, \$70,000 for Extension projects, and approximately \$200,000 to support one large-scale joint research-Extension project.

This notice identifies the objectives for S-IPM projects, the eligibility criteria for projects and applicants, and the application forms and associated instructions needed to apply for a S-IPM 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

- A. [Legislative Authority and Background](#).....5
- B. [Purpose and Priorities](#) .....5

### PART II—AWARD INFORMATION

- A. [Available Funding](#).....8
- B. [Types of Applications](#).....8
- C. [Project Types](#) .....8

### PART III—ELIGIBILITY INFORMATION

- A. [Eligible Applicants](#).....10
- B. [Cost Sharing or Matching](#).....10

### PART IV—APPLICATION AND SUBMISSION INFORMATION

- A. [Address to Request Application Package](#).....11
- B. [Content and Form of Application Submission](#).....11
- C. [Submission Date and Time](#).....20
- D. [Funding Restrictions](#).....20
- E. [Other Submission Requirements](#).....20

### PART V—APPLICATION REVIEW REQUIREMENTS

- A. [General](#).....22
- B. [Evaluation Criteria](#).....22
- C. [Conflicts of Interest and Confidentiality](#).....23

### PART VI—AWARD ADMINISTRATION

- A. [General](#).....24
- B. [Organizational Management Information](#).....24
- C. [Award Notice](#).....24
- D. [Administrative and National Policy Requirements](#).....25
- E. [Expected Program Outputs and Reporting Requirements](#) .....26

### PART VII—PROGRAM CONTACTS .....27

### PART VIII—OTHER INFORMATION

- A. [Access to Review Information](#).....28
- B. [Use of Funds; Changes](#) .....28
- C. [Confidential Aspects of Applications and Awards](#).....29
- D. [Regulatory Information](#).....29
- E. [Definitions](#).....29
- F. [CSREES' Grants.gov Implementation Plans](#) .....30
- G. [DUNS Number](#).....31
- H. [Required Registration for Grants.gov](#).....31

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

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

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

The Regional IPM Competitive Grants Program supports the continuum of research and Extension efforts needed to increase the implementation of IPM methods. The Regional IPM Competitive Grants Program supports projects that develop individual pest control tactics, integrate individual tactics into an IPM system, and develop and implement Extension and education programs. The program is administered by the land-grant university system's four regions (North Central, Northeastern, Southern, Western) in partnership with CSREES.

The goal of the Regional IPM Competitive Grants Program is to provide knowledge and information needed for the implementation of IPM methods that: 1) improve the economic benefits related to the adoption of IPM practices; 2) reduce potential human health risks from pests and the use of pest management practices and 3) reduce unreasonable adverse environmental effects from pests and the use of pest management practices. The IPM Competitive Grants Program contributes to the achievement of this goal by increasing the supply and dissemination of IPM knowledge and by enhancing collaboration among stakeholders. It is recognized that the specific needs of each region vary, and thus specific program priorities will vary among the regions.

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

In FY 2005, S-IPM will support three types of projects: research, Extension, and joint research-Extension (see Part II, C, Project Types for more information). Funded projects will address the goals of all national IPM Centers as well as the priorities of the Southern region.

#### **1. National IPM Goals**

**(a) IPM Roadmap.** The Road Map for the National Integrated Pest Management (IPM) Program (<http://www.ipmcenters.org/IPMRoadMap.pdf>) identifies strategic directions for IPM research, implementation, and measurement for all pests, in all settings, throughout the nation. Projects must address at least one point of intersection between a *future direction* and a *focus area* delineated in the Roadmap.

IPM Roadmap *future directions* for IPM programming are:

Improve the cost/benefit relationship when adopting IPM practices;

Reduce potential human health risks from pests and related management strategies;

Minimize adverse environmental effects from pest and related management strategies.

The IPM Roadmap *focus areas* for IPM programming are:

Production agriculture;

Natural resources and recreational environments;

Residential and public areas.

**(b) Risk.** Projects must address the reduction or mitigation of risk (economic, health and/or environmental) associated with pests and pest management.

**(c) Innovation.** Projects addressing innovative approaches, methods, and/or technologies are encouraged.

**2. Importance to the Southern Region.** The Southern Region consists of 13 States and two territories. Projects funded by S-IPM must address pest management issues of importance to the region.

**(a) Stakeholder identified IPM priorities.** S-IPM is committed to addressing the pest management needs expressed by diverse stakeholders. Applications must include explicit citations that document the stakeholder-identified needs addressed by the proposed project. Sources of stakeholder-identified needs include, but are not limited to:

(1) The national Pest Management Strategic Plan (PMSP) website (see <http://www.ipmcenters.org/CropProfiles/index.cfm>);

(2) Recommendations or reports from program advisory committees;

(3) Recommendations from stakeholder groups; and

(4) Other documented needs assessment evaluations.

Explicitly citing such sources demonstrates both that a project is important, and that the Project Directors (PDs) and the grants program are engaged with the community. Letters of support for a particular proposal will be accepted, but may not be deemed as valuable as citable documentation of priorities for IPM research, education or demonstration publicly delineated by one or more stakeholder groups.

**(b) Multistate impact.** As a regional program, S-IPM strives to support projects that will produce tangible impacts across wide areas of the region. Projects that address region-wide important IPM issues will be more highly rated. Most funded projects will address issues important in at least two states or territories. Projects that address IPM issues important in only one state or territory may occasionally be funded.

**(c) Importance of the setting and the pest in the region.** The relative importance of the IPM setting (e.g., a crop, a type of building) to the region will be used to rank proposals. Evidence of a setting's importance is often but not exclusively indicated by measures such as acreage, monetary value, number of people involved (e.g., students in a school system). Within the setting, the relative importance of a pest or group of pests will be used to rank proposals. A project addressing the entire pest complex in a setting would be more highly rated than a project addressing an occasional pest that rarely causes significant loss.

## **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 grant awards. CSREES anticipates approximately \$1,030,000 will be available to fund S-IPM applications in FY 2005. Of that amount, \$760,000 is expected to be available for research projects, \$70,000 for Extension projects and \$200,000 for one large-scale, joint research-Extension project. Projects selected for funding must be judged highly meritorious in the peer review process. If such projects are not identified within a particular project type, the S-IPM Grants Manager, in consultation with the review panel, may reallocate funds between or among project types.

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

In FY 2005, S-IPM applications may be submitted as one of the following types of requests:

#### **1. New Application**

This is a project application that has not been previously submitted to the S-IPM. All new applications will be reviewed competitively using the selection process and evaluation criteria described in Part V.

#### **2. Resubmitted Application**

This is an application that had previously been submitted to the S-IPM but was not funded. Project Directors (PDs) must respond to the previous review panel summary (see Part IV, B., 5., Response to Previous Review). Resubmitted applications must be received by the application due date, will be evaluated in competition with other pending applications in appropriate areas to which they are assigned, and will be reviewed according to the same evaluation criteria as new applications.

### **C. Project Types**

The S-IPM solicits applications to support one, two or three year research or Extension projects, and joint research-Extension projects for one, two or three years.

Applicants must indicate the type of project they are proposing. (See Part IV,B.4.).

#### **1. Research Project**

This funding category provides support for evaluation and development of IPM programs. Where possible and appropriate, research should emphasize field-scale experiments that address multiple pests over more than one season or location. Long-term, fundamental research is not appropriate for funding in this category. Research to incorporate non-chemical strategies into pest management systems is encouraged. However, research involving chemical pesticides is

permissible if pesticides are one component within an integrated system. Applications that focus solely on the development and evaluation of pesticides will not be considered for funding under this program.

NOTE: Applications should clearly demonstrate how the tactic or system, once developed, would be incorporated into a production system management program.

## **2. Extension Project**

This funding category provides support for the educational outreach efforts that are critical for the implementation of IPM. Projects should provide IPM training and education, field-scale or on-farm demonstrations, or develop educational materials and information delivery systems without a required research component.

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

It is expected that this funding category will support one large-scale project to increase the level of adoption of IPM practices by Southern Region producers in a specified production system. Projects should: 1) provide for reduced reliance on single pest management tactics, such as pesticides or resistant varieties, by developing and implementing new technologies and strategies for managing pests; and 2) provide for reduced risk to the environment and human health, while addressing the economic needs of producers. The ultimate purpose is to provide new IPM systems based on producer-identified needs, and to provide the basis for privatization of IPM systems in a production system or region. Projects must demonstrate multiple-discipline and multiple-state cooperation. Projects must have a strong evaluation component, demonstrating improvements in risk (economic, environmental, and/or human health) between the situation prior to and after the project.

## **PART III—ELIGIBILITY INFORMATION**

### **A. Eligible Applicants**

Organizations eligible to receive research awards are: 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 research projects, eligible land-grant colleges and universities include all 1862, 1890, and 1994 land-grant institutions.

Eligibility for Extension projects is limited to 1862 land-grant colleges and universities.

Award recipients may subcontract to organizations not eligible to apply, provided such organizations are necessary for the conduct of the project. (See Part IV, B.6.(d), **Cooperation and Institutional Units Involved**, for information concerning multi-region applications.)

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

There are no matching requirements associated with the Regional IPM Competitive Grants Program and matching resources will not be factored into the review process as evaluation criteria.

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

### **A. Address to Request Application Package**

Program application materials (forms) are available at the following CSREES web site: <http://www.csrees.usda.gov/funding/forms.html> or Grants.gov. To access the materials via Grants.gov, go to <http://www.grants.gov>, click on “Find Grant Opportunities,” click on “Search Grant Opportunities,” and enter “10.200” or “10.500” to search by CFDA number. From the search results select the item that correlates the title of the RFA. If you do not have access to the web page or have trouble downloading material and you would like hard copies of the forms, you may contact Mr. Jim VanKirk, S-IPM Grants Manager at (919) 513-1432.

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

Applications should be prepared following the guidelines and the instructions below. Each application must contain the following elements in the order indicated:

#### **1. General**

Use the following guidelines to prepare an application. Proper preparation of applications will assist reviewers in evaluating the merits of each application in a systematic, consistent fashion.

(a) Prepare the application on only one side of the page using standard size (8 1/2" x 11") white paper with one-inch margins, type or word processed using no type smaller than 12-point font, and single-space the document. Use an easily readable font face (e.g., Geneva, Helvetica, Times Roman), and number each page sequentially. Avoid printing the application on a dot-matrix printer.

(b) Staple the application in the upper left-hand corner. Do not bind. The original and eight (8) copies of the application (9 total) must be submitted in one package.

(c) Include original illustrations (photographs, color prints, etc.) in all copies of the application to prevent loss of meaning through poor quality reproduction.

(d) The contents of the application should be assembled in the following order:

- (1) Application Cover Page (Form CSREES-2002) \*
- (2) Table of Contents
- (3) Project Summary (Form CSREES-2003) \*
- (4) Response to Previous Review
- (5) Project Description\*
- (6) References
- (7) Appendices to Project Description
- (8) Key Personnel
- (9) Collaborative Arrangements (including Letters of Support)
- (10) Conflict-of-Interest List (Form CSREES-2007)
- (11) Budget (Form CSREES-2004)\*

- (12) Budget Narrative\*
- (13) Current and Pending Support (Form CSREES-2005)
- (14) Assurance Statement(s) (Form CSREES-2008)
- (15) Compliance with the National Environmental Policy Act (NEPA) Form CSREES-2006)
- (16) Page B, Application Cover Page (Form CSREES-2002), Personal Data on Project Director
- (17) Relevance Statement

(e) In addition to the printed copies of the proposal, an electronic copy in Word or WordPerfect should be prepared containing the parts indicated by a \* in (d) above (Forms CSREES-2002 and -2003, Project Description, CSREES-2004, and Budget Narrative). The electronic copy should be e-mailed as an attachment to [jim\\_vankirk@ncsu.edu](mailto:jim_vankirk@ncsu.edu) or included on a diskette or CD with the paper submission).

## **2. Application Cover Page (Form CSREES-2002)**

### **(a) Page A**

Each copy of each grant application must contain an Application Cover Page, Form CSREES-2002. One copy of the application, preferably the original, must contain the pen-and-ink signature(s) of the proposing PDs and the authorized organizational representative (AOR), the individual who possesses the necessary authority to commit the organization's time and other relevant resources to the project. If there are more than three co-PDs for an application, please list additional co-PDs on a separate sheet of paper (with appropriate information and signatures) and attach to the Application Cover Page (Form CSREES-2002). Any proposed PD or co-PD whose signature does not appear on Form CSREES-2002 or attached additional sheets will not be listed on any resulting grant award. Complete both signature blocks located at the bottom of the Application Cover Page form. Please note that Form CSREES-2002 is comprised of two parts - Page A, which is the Application Cover Page and Page B, which is the Personal Data on Project Director. NOTE: Applications received without appropriate signatures by the specified deadline will not be considered for funding.

Form CSREES-2002 serves as a source document for the CSREES grant database; it is therefore important that it be accurately completed in its entirety, especially the e-mail addresses requested in Blocks 4.c. and 18.c. However, the following items are highlighted as having a high potential for errors or misinterpretations:

- (1) Type of Performing Organization (Blocks 6a. and 6b.) For Block 6a., a check should be placed in the appropriate box to identify the type of organization that is the legal recipient named in Block 1. Only one box should be checked. For Block 6b., please check as many boxes that apply to the affiliation of the PD listed in Block 16.
- (2) Title of Proposed Project (Block 7.) The title of the project must be brief (140 character maximum, including spaces), yet represent the major thrust of the effort being proposed. Project titles are read by a variety of nonscientific people; therefore, highly technical words or phraseology should be avoided where possible. In addition,

introductory phrases such as "investigation of," "research on," "education for," or "outreach that" should not be used.

(3) Type of Request (Block 14.) Check the block for New or Resubmitted.

(4) Total Funds Requested (Block 15.) Accurately include the amount requested from Research funds (Pub. L. 89-106) and/or Extension funds (Smith-Lever 3(d)).

(5) Project Director (PD) (Blocks 16.-19.) Blocks 16.-18. are used to identify the PD and Block 19. to identify co-PDs. If needed, additional co-PDs may be listed on a separate sheet of paper and attached to Form CSREES-2002, the Application Cover Page, with the applicable co-PD information and signatures. Listing multiple co-PDs, beyond those required for genuine collaboration, is discouraged.

(6) Other Possible Sponsors (Block 21.) List the names or acronyms of all other public or private sponsors including other agencies within USDA to which your application has been or might be sent. In the event you decide to send your application to another organization or agency at a later date, you must inform the identified CSREES program contact as soon as practicable. Submitting your application to other potential sponsors will not prejudice its review by CSREES; however, submitting the same (i.e., duplicate) application to another CSREES program is not permissible.

## **(b) Page B**

Page B should be submitted only with the original signature copy of the application and should be placed as the last page of the original copy of the application. This page contains personal data on the PD(s). CSREES requests this information in order to monitor the operation of its review and awards processes. This page will not be duplicated or used during the review process. Please note that failure to submit this information will in no way affect consideration of your application.

## **3. Table of Contents**

For consistency and ease in locating information, each application must contain a detailed Table of Contents immediately following the Application Cover Page. The Table of Contents should contain page numbers for each component of the application. Page numbering should begin with the first page of the Project Description.

## **4. Project Summary (Form CSREES-2003)**

The application must contain a "Project Summary," Form CSREES-2003. The summary should be approximately 250 words, contained within the box, placed immediately after the Table of Contents, and not numbered. The Project Summary should include the title of the project and must indicate the project type being proposed: (a) research only, (b) Extension only, or (c) joint Research-Extension. For the joint Research-Extension category, the project summary statement must indicate how many dollars are being requested from each respective funding source (Smith-Lever versus P.L. 89-106). The summary should be a self-contained, specific description of the activity to be undertaken and should focus on: overall project goal(s) and supporting objectives; plans to accomplish project goal(s); and relevance of the project to the goals of S-IPM. The importance of a concise, informative Project Summary cannot be overemphasized. If there are

more than three co-PDs for an application, please list additional co-PDs on a separate sheet of paper (with appropriate information) and attach to the Project Summary (Form CSREES-2003).

## **5. Response to Previous Review**

This requirement only applies to "Resubmitted Applications" as described under Part II, B., Types of Applications. PDs must include a summary that clearly states how they responded to the previous review panel's suggestions. This summary should be no more than one page in length. It should be titled "RESPONSE TO PREVIOUS REVIEW", and placed directly after the Project Summary, Form CSREES-2003.

## **6. Project Description**

NOTE: The Project Description shall not exceed 10 pages total. The Project Description of Joint Research-Extension applications may span an additional 4 pages (14 pages total) to accommodate the additional requirements itemized in section (e). These restrictions have been established to ensure fair and equitable competition. The Project Description must include all of the following:

### **(a) Problem, Background and Justification**

Describe why current technologies and practices are inadequate and how the proposed approach will help improve the pest management system. Address the specific need(s) identified in this solicitation and identify the relative importance of the strategy(ies) to an improved pest management system in the region/area, and the potential applicability of the proposed approach to other production regions. Review ongoing or completed works (local/regional/national) that are relevant and include references.

### **(b) Objectives**

Provide clear, concise, complete, and logically arranged statement(s) of the specific aims of the proposed effort along with details of the anticipated accomplishments. In joint Research-Extension applications, the Research and Extension objectives should be delineated separately.

### **(c) Approach and Procedures**

Describe how each of the stated objectives will be reached. Include appropriate experimental design and experimental units, reference methods to be used, and appropriate statistical analysis. Include a timetable for the start and completion of each phase of the project. For a joint Research-Extension application, describe how the project will be managed, particularly how coordination between research and Extension components will be achieved and maintained. Provide detailed plans for evaluation of the project and indicate how successful impacts and outcomes will be measured. Include specific evaluation objectives with specific impact indicators (e.g., adoption rate, number of areas impacted, pesticide use, profitability) that will be used to measure the success of the project.

#### **(d) Cooperation and Institutional Units Involved**

Identify each institutional unit contributing to the project. Identify each State in a multiple-state application and designate the lead State. When appropriate, the project should be coordinated with the efforts of other State and/or national programs. Clearly define the roles and responsibilities of each institutional unit of the project team, if applicable.

Research and Extension personnel from other IPM regions (North Central, Northeastern, and Western) and other state and federal organizations can participate as members of project teams, but they cannot serve as PDs. The lead PD of a multi-regional project must be employed at a qualified institution within the Southern Region. The results of such research and Extension activities must be applicable to problems in the Southern Region. A majority of the funds for each application (i.e., more than 50%) must be utilized by institutions within the Southern Region.

#### **(e) Additional Requirements for Joint Research-Extension Project Applications**

Joint Research-Extension applications (see Part II, C., Project Types) should cover items (a)-(d) above and should also:

- (1)** Describe a process with measurable goals to address research and Extension needs identified by a planning process for implementation of IPM practices. Applications should also address research and Extension needs identified by state and production region IPM planning teams consisting of farmers, agribusiness, crop consultants, land grant university research scientists and Extension specialists, appropriate state and federal agency personnel, public policy interest groups, and others.
- (2)** Clearly outline the planning process used to develop the application, including how the project was identified by the user/producer community as a key priority.
- (3)** Describe elements of the proposed and existing IPM system.
- (4)** Present a precise and prioritized set of research, Extension, and education training, and technology transfer objectives, and the expected outcomes of the objectives. New pest management technologies or strategies to be developed and implemented should also be identified and described.
- (5)** Identify indicators that will be used to measure the levels of IPM adoption in the production region and a process that will be used to evaluate the impact of the program. The project should include an impact assessment component to assess, at the project level, the economic, environmental and/or public health impacts of the IPM technologies being developed and implemented by the project.
- (6)** Present a timeline for specific activities and a plan that identifies responsibilities for specific activities including technology transfer or privatization of the IPM system.

## **7. References**

All references to works cited should be complete, including titles and all co-authors, and conform to an acceptable journal format. References are not considered in the page limitation for the Project Description.

## **8. Appendices to Project Description**

Appendices to the Project Description are allowed if they are directly germane to the proposed project. The addition of appendices should not be used to circumvent page limitations.

## **9. Key Personnel**

The following should be included, as applicable:

- (a) The roles and responsibilities of each PD and/or collaborator should be clearly described; and
- (b) A current curriculum vitae of the PD and each co-PD, senior associate, and other professional personnel. This section must include vitae of all key persons who are expected to work on the project, whether or not CSREES funds are sought for their support. The vitae should be limited to two pages each in length, excluding a listing of the most relevant publications. It should include a presentation of academic and research credentials, as applicable, e.g., earned degrees, teaching experience, employment history, professional activities, honors and awards, and grants received. A chronological list of all publications in refereed journals during the past four years, including those in press, must be provided for each project member for whom a curriculum vitae is provided. Also, list only those non-refereed technical publications that have relevance to the proposed project. All authors should be listed in the same order as they appear on each paper cited, along with the title and complete reference as these usually appear in journals.

## **10. Collaborative Arrangements**

If it will be necessary to enter into formal consulting, collaborative, or subcontractual arrangements with others, such arrangements should be fully explained and justified. If the consultant(s) or collaborator(s) are known at the time of application, vitae or resume should be provided. In addition, evidence (e.g., letter of support) should be provided that the collaborators involved have agreed to render these services. The applicant also will be required to provide additional information on consultants and collaborators in the budget portion of the application.

## **11. Conflict-of-Interest List (Form CSREES-2007)**

A Conflict-of-Interest List, Form CSREES-2007, must be provided for all individuals who have submitted vitae. Each Form CSREES-2007 should list alphabetically, by the last names, the full names of the individuals in the following categories: (a) all co-authors on publications within the past four years, including pending publications and submissions; (b) all collaborators on projects within the past four years, including current and planned collaborations; (c) all thesis or postdoctoral advisees/advisors within the past four years; and (d) all persons in your field with

whom you have had a consulting or financial arrangement within the past four years, who stand to gain by seeing the project funded. This form is necessary to assist program staff in excluding from application review those individuals who have conflicts of interest with the personnel in the grant application. The program contact must be informed of any additional conflicts of interest that arise after the application is submitted.

## **12. Budget**

### **(a) Budget Form (Form CSREES-2004)**

Each application must include a detailed Budget Form for each year of requested support and a Budget Form that summarizes total project costs for the duration of the project. Applicants proposing joint Research-Extension projects must submit: a separate Budget Form for each year for both the Research component and the Extension component of the project; a summary Budget Form for the Research component and a summary Budget Form for the Extension component; and a single combined summary Budget Form which includes all proposed project costs (Research and Extension). Clearly label each Budget Form with Fiscal Year and funding source (Research or Extension).

The Budget Form may be reproduced as needed. Funds may be requested under any of the categories listed on the form, provided that the item or service for which support is requested is allowable under the authorizing legislation, the applicable statutes, regulations, and Federal cost principles, and these program guidelines, and can be justified as necessary for the successful conduct of the proposed project. Applicants must include a budget narrative to justify their budget requests (see (b), below, for details).

### **(b) Budget Narrative**

A detailed budget narrative must be included for each application. All budget categories, with the exception of Indirect Costs, for which support is requested, must be individually listed (with costs) in the same order as the budget and justified on a separate sheet of paper and placed immediately behind the Budget Form. If consulting, collaborative arrangements, or subcontractual arrangements are included in the application, these arrangements should be fully explained and justified. The rate of pay for any consultant must be included, if known at the time of application. Letters of intent or other evidence should be provided to show that collaborators have agreed to participate. A proposed statement of work, vitae, and a budget for each arrangement involving the transfer of substantive programmatic work or the provision of financial assistance to a third party must be supplied. In multi-state applications, a budget and budget narrative must be included for each state involved. The lead state and each participating state must be identified.

## **13. Current and Pending Support (Form CSREES-2005)**

All applications must contain Form CSREES-2005 listing other current public or private support (including in-house support) to which personnel (i.e., individuals submitting vitae in response to 9.(b) of this part) identified in the application have committed portions of their time, whether or

not salary support for person(s) involved is included in the budget. Please follow the instructions provided on this form. Concurrent submission of identical or similar applications to the possible sponsors will not prejudice application review or evaluation by the CSREES. However, an application that duplicates or overlaps substantially with an application already reviewed and funded (or to be funded) by another organization or agency will not be funded under this program. Please note that the project being proposed should be included in the Pending section of the form.

#### **14. Assurance Statement(s) (Form CSREES-2008)**

A number of situations encountered in the conduct of projects require special assurances, supporting documentation, etc., before funding can be approved for the project. In addition to any other situation that may exist with regard to a particular project, applications involving any of the following elements must comply with the additional requirement, as applicable.

##### **(a) Recombinant DNA or RNA Research**

As stated in 7 CFR Part 3015.205 (b)(3), all key personnel identified in the application and all endorsing officials of the proposing organization are required to comply with the guidelines established by the National Institutes of Health entitled, "Guidelines for Research Involving Recombinant DNA Molecules," as revised. If your project proposes to use recombinant DNA or RNA techniques, you must so indicate by checking the "yes" box in Block 20. of Form CSREES-2002 (the Application Cover Page) and by completing Section A of Form CSREES-2008. For applicable applications recommended for funding, Institutional Biosafety Committee approval is required before CSREES funds will be released. Please refer to the application forms for further instructions.

##### **(b) Animal Care**

Responsibility for the humane care and treatment of live vertebrate animals used in any grant project supported with funds provided by CSREES rests with the performing organization. Where a project involves the use of living vertebrate animals for experimental purposes, all key personnel identified in an application and all endorsing officials of the proposing organization are required to comply with the applicable provisions of the Animal Welfare Act of 1966, as amended (7 U.S.C. 2131 et seq.), and the regulations promulgated thereunder by the Secretary in 9 CFR Parts 1, 2, 3, and 4 pertaining to the care, handling, and treatment of these animals. If your project will involve these animals, you should check "yes" in Block 20. of Form CSREES-2002 and complete Section B of Form CSREES-2008. In the event a project involving the use of live vertebrate animals results in a grant award, funds will be released only after the Institutional Animal Care and Use Committee has approved the project. Please refer to the application forms for further instructions.

##### **(c) Protection of Human Subjects**

Responsibility for safeguarding the rights and welfare of human subjects used in any grant project supported with funds provided by CSREES rests with the performing organization.

Guidance on this issue is contained in the National Research Act, Pub. L. No. 93-348, as amended, and implementing regulations promulgated by the Department under 7 CFR Part 1c. If you propose to use human subjects in your project, you should check the "yes" box in Block 20. of Form CSREES-2002 and complete Section C of Form CSREES-2008. In the event a project involving human subjects at risk is recommended for award, funds will be released only after the Institutional Review Board (IRB) has approved the research plan and CSREES has accepted documentation of the IRB approval. Please refer to the application forms for additional instructions.

## **15. Certifications**

Note that by signing Form CSREES-2002 the applicant is providing the certifications required by 7 CFR Part 3017, regarding Debarment and Suspension and Drug-Free Workplace, and 7 CFR Part 3018, regarding Lobbying. The certification forms are included in the application package for informational purposes only. These forms should not be submitted with the application since by signing Form CSREES-2002 your organization is providing the required certifications. If the project will involve a subcontractor or consultant, the subcontractor/consultant should submit a Form AD-1048, Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions, to the grantee organization for retention in their records. This form should not be submitted with the application to USDA.

## **16. Compliance with the National Environmental Policy Act (NEPA) (Form CSREES-2006)**

As outlined in 7 CFR Part 3407 (the CSREES regulations implementing NEPA), the environmental data for any proposed project is to be provided to CSREES so that CSREES may determine whether any further action is needed. In some cases, however, the preparation of environmental data may not be required. Certain categories of actions are excluded from the requirements of NEPA.

In order for CSREES to determine whether any further action is needed with respect to NEPA, pertinent information regarding the possible environmental impacts of a particular project is necessary; therefore, Form CSREES-2006, "NEPA Exclusions Form," must be included in the application indicating whether the applicant is of the opinion that the project falls within a categorical exclusion and the reasons therefore. If it is the applicant's opinion that the proposed project falls within the categorical exclusions, the specific exclusion(s) must be identified.

Even though a project may fall within the categorical exclusions, CSREES may determine that an Environmental Assessment or an Environmental Impact Statement is necessary for an activity, if substantial controversy on environmental grounds exists or if other extraordinary conditions or circumstances are present which may cause such activity to have a significant environmental effect.

## **17. Relevance Statement**

A Relevance Statement must be included that describes the relevance of the project to Southern IPM priorities (see Part I, B.). The Relevance Statement is the only part of the submission that will be viewed by the Relevance Panel.

The Relevance Statement should be submitted with, but not attached to, the full application. Formatting requirements (font, spacing, margins) for the Relevance Statement are the same as those for the application.

(a) Relevance Statement Title Page (not to exceed one page in length):

Project title, and

Names and institutions of PDs and major cooperators.

(b) Project description (not to exceed three pages):

Description of the problem, background and justification (may be copied from the application, as long as the three-page limit is not exceeded);

Project objectives and procedures;

Description of ways the project addresses national IPM goals (see Part I, B.1.) and importance to the southern region (see Part I, B.2.). Discuss the probability of project results being widely implemented.

### **C. Submission Date and Time**

Applications must be received by COB on December 15, 2004 (5:00 p.m. Eastern Time). Applications received after this deadline will not be considered for funding.

### **D. Funding Restrictions**

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.

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

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

The address for applications submitted via the U.S. Postal Service, express mail, or overnight courier service is:

James VanKirk  
Grants Manager, S-IPM  
Southern Region IPM Center  
1730 Varsity Drive, Suite 110  
Raleigh, N.C. 27606  
Telephone: (919) 513-1432

In addition to the printed copies of the proposal, an electronic copy in Word or WordPerfect should be prepared containing Forms CSREES-2002, CSREES-2003, Project Description, CSREES-2004, and Budget Narrative). The electronic copy should be e-mailed as an attachment to [jim\\_vankirk@ncsu.edu](mailto:jim_vankirk@ncsu.edu), or included on a diskette or CD with the paper submission).

The receipt of all applications will be acknowledged by e-mail. Therefore, applicants are strongly encouraged to provide accurate e-mail addresses, where designated, on Form CSREES-2002. If the applicant does not receive an acknowledgment within 60 days of the submission deadline, please contact the S-IPM Grants Manager. Once the application has been assigned an application number, please cite that number on all future correspondence. If you have any questions regarding this Request for Applications or the proposal review process, please contact the Southern IPM Grants Manager.

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

### **A. General**

Subsection (c)(5) of the Competitive, Special, and Facilities Research Grant Act (7 U.S.C. 450i(c)), as amended by Section 212 of the Agricultural Research, Extension, and Education Reform Act of 1998, (7 U.S.C. 450i(c)(5)) requires grantees to arrange for scientific peer review of their proposed research activities and merit review of their proposed Extension and education activities in accordance with regulations promulgated by the Secretary prior to the Secretary making a grant award under this authority. Review by the grantee is not automatically required for renewal or supplemental grants as defined in 7 CFR 3400.6. A subsequent grant award will require a new review if, according to CSREES, the funded project has changed significantly, other scientific discoveries have affected the project, or the need for the project has changed. Note that a new review is necessary when applying for another standard or continuation grant after expiration of the grant term. The application review process conducted by the Southern Region IPM Competitive Grants Program fulfills the scientific peer review and merit review requirements. Additional reviews are not necessary.

Scientific peer review is an evaluation of a proposed project for technical quality and relevance to regional or national goals performed by experts with the scientific knowledge and technical skills to conduct the proposed research work. Peer reviewers may be selected from an applicant organization or from outside the organization, but shall not include principals, collaborators or others involved in the preparation of the application under review.

Merit review is an evaluation of a proposed project or elements of a proposed program whereby the technical quality and relevance to regional or national goals are assessed. Peers with the appropriate expertise shall perform the merit review. Merit reviewers may not include principals, collaborators or others involved in the preparation of the application under review.

### **B. Evaluation Criteria**

The Relevance Panel will use only relevance statements (see Part IV, B.17.) to evaluate the project relevance to Southern Region priorities. The relevance review shall be performed by IPM stakeholders from within the region with expertise appropriate to evaluate the proposed project. Relevance reviewers may not include principals, collaborators or others involved in the preparation of the application under review.

The Review Panel, consisting of experts from outside the Southern Region will incorporate the Relevance Panel results with its own evaluation of technical merit and relevance to national IPM priorities to produce a final overall ranking of proposals. Review Panel members may be selected from an applicant organization or from outside the organization, but shall not include principals, collaborators or others involved in the preparation of the application under review.

Final funding recommendations to USDA/CSREES will be made by Southern Region IPM Center leadership in consultation with the Southern Region Experiment Station and Extension Directors.

Evaluation Criteria are as follows:

| <u>Criterion</u>   | <u>Scoring weight</u> |
|--|-----------------------|
| Technical merit (rated by Review Panel)                        |                       |
| Project design and methodology                                 | 20%                   |
| Project feasibility and prospects for implementation           | 10%                   |
| Composition and competence of project team                     | 5%                    |
| Budget appropriate to the project                              | 5%                    |
| IPM Centers national goals (rated by Review Panel)             |                       |
| Addresses IPM Roadmap issues                                   | 15%                   |
| Improves pest management risk avoidance or mitigation          | 10%                   |
| Uses innovative methods, techniques, approaches                | 5%                    |
| Southern Region Importance (rated by Relevance Panel)          |                       |
| Issue addressed is identified as important by stakeholders     | 10%                   |
| Issue addressed is important to two or more states/territories | 10%                   |
| Issue addressed is important to the region                     | 10%                   |

### **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.

## **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 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). NOTE: CRIS Forms AD-416 "Research Work Unit/Project Description-Research Resume" and AD-417 "Research Work Unit/Project Description-Classification of Research", apply only to the P.L. 89-106 funds and will be requested if an application is identified for funding.

### **B. Organizational Management Information**

Specific management information relating to an applicant shall be submitted on a one-time 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 that 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).

### **C. Award Notice**

The grant award document shall include at a minimum the following:

1. Legal name and address of performing organization or institution to whom the Administrator has awarded a grant 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 grant 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 grant is awarded;
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 review CSREES award terms and conditions);
10. Approved budget plan for categorizing allocable project funds to accomplish the stated purpose of the grant award; and
11. Other information or provisions deemed necessary by CSREES to carry out its respective granting activities or to accomplish the purpose of a particular grant.

#### **D. 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) 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 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).

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

In addition to the annual performance report required by CSREES' Terms and Conditions (which is part of the award package), successful applicants will be required to submit a detailed yearly progress report and a final technical report.

Reports should be no longer than 1.5 pages (12-point type or larger, one-inch margins) and written in language that can be understood by a diverse audience, including university personnel, various public and private organizations and budget staff. The report should include the title of the project and names of project leaders and affiliations, a description of the problem addressed by the project, a brief description of the methods used, and a summary of results. The report should also include an impact summary describing how the technology developed by the project will result in increased adoption or implementation of IPM, and how the information resulting from the project may lead to increased productivity, profitability and/or sustainability of the targeted agricultural system or area. Grant recipients will be notified as to the exact timing to whom it should be sent.

PDs are required to acknowledge CSREES and the S-IPM Competitive Grants Program in all publications or other products that result from funds that are awarded. Reprints of copies of all publications would be appreciated.

## **PART VII—PROGRAM CONTACTS**

Applicants and other interested parties are encouraged to contact:

Jim VanKirk  
Grants Manager, S-IPM  
Southern Region IPM Center  
1730 Varsity Drive, Suite 110  
Raleigh, N.C. 27606  
Telephone: (919) 513-1432  
E-mail: [jim\\_vankirk@ncsu.edu](mailto:jim_vankirk@ncsu.edu)

## **PART VIII—OTHER INFORMATION**

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

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

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

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

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

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

(a) The permissible changes by the grantee, PD(s), or other key project personnel in the approved project grant 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 grantee 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 grantee 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 grantee 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 grantee and approved in writing by the ADO prior to effecting such transfers, unless prescribed otherwise in the terms and conditions of the grant.

(e) Changes in Project Period: 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 grantee and approval in writing by the ADO, unless prescribed otherwise in the terms and conditions of a grant.

(f) Changes in Approved Budget: Changes in an approved budget must be requested by the grantee 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 grant award.

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

When an application results in a grant, 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 a grant will be retained by the Agency for a period of one year. 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 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 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.

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 the organization designated in the grant award document as the responsible legal entity to which a grant is awarded.

Peer reviewers means experts or consultants qualified by training and experience in particular field of science, education, or technology to give expert advice on the scientific and technical merit of grant applications of the relevance of those applications to one or more of the application evaluation criteria. Peer reviewers may be ad hoc or convened as a panel.

Prior approval means written approval evidencing prior consent by an authorized departmental officer.

Project means the particular activity within the scope of the program supported by a grant award.

Project director (PD) means the single individual designated by the grantee 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.

Secretary means the Secretary of Agriculture and any other officer or employee of the Department of Agriculture to whom the authority involved is delegated.

USDA means the United States Department of Agriculture.

## **F. CSREES' Grants.gov Implementation Plans**

Grants.gov is an internet web site for grant and other financial assistance information (e.g., allows grant seekers to find funding opportunities). It also will serve to facilitate electronic transmission of information pertaining to grants and other financial assistance information (e.g., electronic application submission).

In FY 2004, CSREES initiated the receipt of applications electronically through the Grants.gov (<http://www.grants.gov>) storefront for limited programs. As a result of this initiative, it was evident that improvements are necessary prior to further implementation of electronic applications. CSREES is working hard to provide Grants.gov as an option for programs in FY 2005. More information about CSREES' Grants.gov plans, including important announcements, program implementation, and detailed requirements, is posted on the CSREES' web site, [http://www.csrees.usda.gov/business/other\\_links/egov/egov.html](http://www.csrees.usda.gov/business/other_links/egov/egov.html) which will be updated as appropriate. It is suggested that this site be visited periodically for important updates.

Grants.gov is not available for submission of applications in response to this RFA. See the section titled, “Other Submission Requirements” for information about the format (i.e., hard copy or electronic) for the submission of proposals under this RFA.

### **G. DUNS Number**

A Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of over 70 million businesses worldwide. A Federal Register notice of final policy issuance (68 FR 38402) requires a DUNS number in every application (i.e., hard copy and electronic) for a grant or cooperative agreement (except applications from individuals) submitted on or after October 1, 2003. Therefore, potential applicants should verify that they have a DUNS number or take the steps needed to obtain one. For information about how to obtain a DUNS number go to <http://www.grants.gov/RequestaDUNS>. Please note that the registration may take up to 14 business days to complete.

### **H. Required Registration for Grants.gov**

The Central Contract Registry (CCR) is a database that serves as the primary Government repository for contractor information required for the conduct of business with the Government. This database will also be used as a central location for maintaining organizational information for organizations seeking and receiving grants from the Government. Such organizations must register in the CCR prior to the submission of applications via grants.gov (a DUNS number is needed for CCR registration). For information about how to register in the CCR visit “Get Started” in the web site, <http://www.grants.gov>. Allow a minimum of 5 days to complete the CCR registration.