

## 2008-2009 Clemson University IPM Grants Program Request for Proposals

**Proposal Submission Deadline: September 19, 2008**

**Program Objective:** The purpose of the CUIPM Grants Program is to facilitate the adoption of environmentally-sound integrated pest management (IPM) in South Carolina through extension outreach and applied research. The Program is supported through USDA-CSREES formula funds earmarked for IPM program development. Given the limited funds available extension-type projects are usually most appropriate for funding, however limited scale research projects may be funded, particularly if they will generate information to support grant proposals for additional funding. Examples of Extension projects appropriate for the program may include:

- Organize on-site, in-field IPM demonstrations or workshops.
- Conduct IPM training seminars, workshops and meetings.
- Write IPM bulletins and other publications; develop videos; write software; design websites.
- Conduct surveys to document levels of IPM adoption; to identify factors involved in IPM adoption or non-adoption; to document reductions in pesticide use
- Organize planning meetings with advisory groups to determine local IPM needs;
- Develop annual report on IPM activities and milestones. To facilitate reporting to USDA, funds will be available to support the development of annual reports in the following emphasis areas: cotton, peaches, vegetables, landscape and ornamentals, and urban pest management.

These are only suggestions. If you are uncertain whether your project idea fits with the program guidelines, please contact Geoff Zehnder ([zehnder@clemson.edu](mailto:zehnder@clemson.edu); 864-656-6644).

The CUIPM Program is open to extension and research personnel, including extension agents and extension/research specialists (research faculty must have active Hatch projects to be eligible).

The program is open to all plant and animal commodity areas, **excluding tobacco** (CSREES funds cannot be used to support tobacco projects). The program will also consider landscape and urban/residential pest management projects. Preference will be given to projects that:

- Have a high potential for reducing pesticide use or improving pesticide use efficiency.
- Involve a diverse mix of expertise.
- Involve farmers, pest managers, commodity groups, industry, other stakeholders, etc. in project planning.
- Leverage funding from other sources.

**Funding:** Proposals should be developed with a one-year budget. Projects may be supported for more than one year based on relevance and satisfactory progress, but a request for continuation of project funding will have to be submitted as a new proposal each year. It is anticipated that the average amount approved per project in FY 2008/2009 will be in the \$2,000 to \$5,000 range. The average amount approved for 2007/2008 projects was \$2,600. Projects that identify sources of cost share or potential sources for leveraging additional funds as a result of the CUIPM project will receive additional consideration for funding.

**Program Requirements:** Please note that the funding cycle is October 1, 2008 to September 30, 2009. To accommodate fiscal year accounting, project funds **MUST** be spent by September 30, 2008. No carryover of funds will be allowed. Proposals for multiple year funding **MUST** include a timetable for completion, and continuation of funding **MUST** be requested annually through the proposal process (e.g., a request for continuation of a FY 2007/2008 project should be submitted as a new proposal for FY 2007/2008). **If you plan to submit a request for continuation of a FY 2007/2008 project, you MUST submit a report on previous year's progress with your proposal.** **All project leaders who receive funding in 2008/2009 will be required to prepare a written final report to facilitate program evaluation.** Guidelines for final reports will be provided by email in October 2009.

**Submission:** Proposals must be received by Geoff Zehnder, IPM Coordinator, ([zehnder@clmson.edu](mailto:zehnder@clmson.edu)) **by 5:00 PM on September 19, 2008.** Proposals **MUST** be transmitted electronically as an e-mail attachment in MS Word or WordPerfect format. Confirmation of receipt will be returned via e-mail.

## **PROPOSAL FORMAT**

*(Maximum length - 4 pages, not including title page, references or progress report (for continuation projects); single-spaced; use at least a 12 CPI font.)*

### **Proposals not prepared according to the prescribed format will not be considered for funding.**

- 1. Title page:** Include the Project Title and Names/Mailing Addresses/E-mail Addresses of Project Leaders/Cooperators.
- 2. Executive Summary:** Include a brief, one-paragraph summary of project justification, approach, and potential outcomes.
- 3. Background and Justification:** State the problem and include a description of the process used to determine that a need for the project exists. Provide references to previous work if appropriate. Provide names of producers and/or industry/commodity groups that identified a need for the project. Documentation in the form of letters, survey results, etc., will demonstrate higher levels of stakeholder involvement than identification of stakeholders without documentation.
- 4. Objectives:** The objectives should be clearly stated, e.g., *“Develop a training program for farmers on habitat enhancement strategies to enhance biologically-based pest management in vegetable crops”*.
- 5. Approach and Procedures:** Include a description of the project work plan. Describe WHO will do WHAT; WHERE and WHEN they will do it; WHAT impacts you expect; and HOW you will measure these impacts.
- 6. Budget:** Proposals should be developed with a one-year budget. Provide a table listing proposed expenditures by category, and also a budget narrative to provide justification for expenditures in each category. Identify sources that may provide additional funds on a cost share basis, and potential sources of leveraging (e.g., agencies or groups that would be encouraged to support future projects or programs resulting from the CUIPM project). Funds may be used for salaries and wages (temporary technical support, post docs, research assistantships), materials and supplies, and travel expenses. ***The following expenses will NOT be allowed: travel and other expenses associated with out-of-state professional meetings, books and supplies not related to the project, computer hardware and generic software (i.e. MS Office, etc.), and meeting refreshments.***
- 7. Outcomes:** Describe how the project will lead to greater adoption of IPM programs by South Carolina producers or stakeholders and/or other positive impacts of the project.
- 8. Progress Report:** Required for proposals that are a continuation of the previous year's project. Maximum length is two pages. The progress report **MUST** include a list of the objectives of the previous year's proposal and an explanation of what has been done to

meet them.

**Proposal Review:** Proposals will be reviewed by a panel of extension/research specialists and county agents with multi-disciplinary expertise in agricultural production and pest management. South Carolina producers also may serve on the review panel. Proposals will be judged by the following evaluation criteria:

1. *Potential Impact:* Will clientele gain new IPM knowledge? Will they increase their use of IPM? Will pesticide use be improved or reduced? Will the project deliver environmental or economic benefits? (25 points)
2. *Relevance:* Does the project respond to a real need? Can this project be used as a model? Is it innovative? Does it meet the priorities in this request? Were stakeholders involved in project planning? (25 points)
3. *Feasibility:* Does the project leader(s) have the knowledge and skills to do the work? Is the necessary mix of expertise available to do the project? Is there a detailed plan of work? Can the project meet its objectives by September 30, 2008? (25 points)
4. *Outreach:* Effectiveness of process for transfer of results to end-users. (15 points)
5. *Budget:* Budgeting and potential for cost share or leveraging additional funds. (10 points)

**Stakeholder Input Sought:**

Clemson University Integrated Pest Management Program is requesting comments regarding this RFP. These comments will be taken into consideration in development of future CUIPM Program RFPs. Comments should be e-mailed or addressed to Geoff Zehnder, IPM Program Coordinator at [zehnder@clermson.edu](mailto:zehnder@clermson.edu) or at 114 Long Hall, Clemson University, Clemson, SC 29634, (864) 656-6644.