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# Integrated Pest Management Collaborative Research Support Program (IPM CRSP)

## **Request for Applications for:**

- a. Regional IPM programs (RPs)
- b. Global IPM theme programs (GTPs)
- c. Proposal Preparation Grants (PPGs) for a) and b)



## **Schedule of Relevant Dates**

Date of Release:	Dec. 6, 2004
Proposals for PPGs and Impact Assessment (IA) GTP due:	Jan.. 20, 2005
Announcement of Selections for PPGs and IA GTP:	March 1, 2005
Proposals for RPs and GTPs due:	June 1, 2005
Announcement of Selections for RPs and GTPs:	Aug. 1, 2005

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This request for proposals is issued by the Management Entity (ME) of the IPM CRSP, Virginia Tech, Blacksburg, VA, 24061-0334 USA.

Website: <http://www.ag.vt.edu/ipmcersp/index.asp>

Email: [IPM-DIR@vt.edu](mailto:IPM-DIR@vt.edu) Tel: 540-231-3513

All proposals must be submitted by email and in hard copy.

## **Request for Applications under the Integrated Pest Management Collaborative Research Support Program (IPM CRSP)**

The Integrated Pest Management Collaborative Research Support Program (IPM CRSP) invites proposals for (a) Proposal Preparation Grants (PPGs) to design Regional IPM and Global theme IPM Research Programs and (b) full regional and global theme programs. This call for proposals is open to all U.S. institutions acceptable to the U.S. Agency for International Development (USAID) (Land Grant Universities), according to the CRSP guidelines of the Board for International Food and Agricultural Development (BIFAD) regardless of prior participation in the IPM CRSP (<http://crsps.org/CRSP%20GUIDELINES-08-03-00.pdf>).

The IPM CRSP plans to fund as many as 15 PPGs of approximately \$15,000 each. Each grant will support the development of a proposal for either (1) a regional IPM program or (2) a global theme IPM program. Proposals for regional programs are solicited for any of the following regions or combinations of them: West Africa, Eastern Africa, Southern Africa, Central Asia, South Asia, Southeast Asia, Mekong Region, Central America, Caribbean, South America, and Eastern Europe/NIS. Each Global Theme proposal should address one of five priority global themes: Insect-transmitted viruses/pathogens, invasive species, regional diagnostic laboratories, information technologies and database development, and IPM impact assessment. Details are provided below under “Technical and Programmatic Considerations for full Global IPM Themes proposals.”

Institutions successful in receiving PPGs will use the funds to prepare a full regional or global theme proposal by June 1, 2005. The level of funding for full multi-institutional and multidisciplinary regional proposals is envisioned at \$150,000 to \$200,000 per year for four years, and funding for each global theme proposal is envisioned at \$75,000 to \$130,000 per year for four years (depending on the theme). All allocations for selected proposals are contingent on: (1) the level of annual funding level received by the IPM CRSP from USAID; and (2) performance under sub-award provisions. Institutions need not apply for or have received a proposal preparation grant to apply for a full regional or Global Theme grant. As many as seven (7) full regional and five (5) full Global Theme proposals will be funded.

### **Goals and Objectives of the IPM CRSP**

The Collaborative Research Support Programs (CRSPs) were initiated by USAID to link the capabilities of the U.S. Land Grant Universities and their public and private partners to the needs of developing nations worldwide. The IPM CRSP implements participatory, farmer-focused, innovative, interdisciplinary research, training, and outreach programs in IPM. The goals of the IPM CRSP are to develop improved technologies and institutional changes that measurably reduce crop losses, increase farmer income, reduce pesticide use and residues, improve IPM research and education program capabilities, improve the ability to monitor pests, and increase the involvement of women in IPM decision making and program design. Over time, reduced pesticide use and residues should improve water quality, reduce the rate of loss of biodiversity, improve human health, and enhance trade.

The IPM CRSP receives USAID support and oversight from the Land Resources Management (LRM) Team, in the Office of Natural Resources Management (NRM), Bureau for Economic Growth, Agriculture and Trade (EGAT). The LRM mission is to spur economic growth, manage the environment and promote good governance. It provides assistance to developing countries and USAID Missions on: land management from a local to a landscape level; technical and policy issues regarding conservation, agriculture and other production uses of land; communication and education for behavioral change; and capacity building and institutional strengthening for land management. The IPM CRSP directly supports the EGAT/NRM/LRM's Strategic Objective: "Increased capacity of USAID and its partners for advancing land management practices that provide long-term social, economic, and environmental benefits". Under Virginia Tech's management, the IPM CRSP is further dedicated to supporting the Strategic Objectives (SOs) of USAID Missions around the world through its regional IPM research programs and global research themes. The SOs can be found at <http://www.usaid.gov/>

The objectives of the IPM CRSP are to:

1. Advance IPM science, and develop IPM technologies, information, and systems for sound land resource management
2. Improve IPM communication and education, and the ability of practitioners to manage knowledge, resulting in widespread adaptation, adoption, and impact of ecologically-based IPM technologies, practices, and systems
3. Provide information and capacity building to reform and strengthen policies and local/national institutions that influence pest management
4. Develop and integrate sustainable resource-based, local enterprises into national regional and global markets

The IPM CRSP is a collaborative effort between U.S. and host country scientists and includes participation among farmers, international agricultural research centers (IARCs), non-governmental organizations (NGOs), private sector groups, and relevant public agencies. The IPM CRSP technical approach is to implement Ecologically-based, Participatory IPM (EP-IPM) programs with a strategy for local, national, regional, and global diffusion of IPM capacity and knowledge. Broad participation and communication are critical components of the strategy, along with a competitive process and a management plan designed to ensure high quality research and accountability. EP-IPM programs are focused around regional centers of excellence and global IPM themes.

### **Technical and Programmatic Considerations for Regional IPM Programs**

Additional details on what is expected of the regional programs on the IPM CRSP are provided in the IPM CRSP proposal submitted to USAID by Virginia Tech posted on the IPM CRSP website: <http://www.ag.vt.edu/ipmcrrsp/index.asp> under "A New Paradigm for Implementing Ecologically-Based Participatory IPM in a Global Context." The following is a summary of expected components of the IPM CRSP regional programs.

1. Programs must include a multi-institutional approach to IPM research, training, and outreach. The institution taking the lead in submitting the planning and/or full proposal must be a U.S. university, with other host country, international, and U.S. institutions integrated into the proposed effort. Proposals should attempt to foster linkages with US minority institutions (such as 1890 and 1994 Land Grant universities), international agricultural research centers (IARCs), NGOs, and other private sector organizations, national agricultural research institutions, and other CRSPs, wherever appropriate.
2. The approach must be participatory and facilitate interactions among farmers, scientists, extension workers, agricultural marketing agents, USAID personnel, etc. The proposed participatory process for regional IPM programs must involve farmers in problem definition and also consider the extent to which the sources of pest management problems and solutions lie beyond the farm-household, community, region, and nation.
3. Programs must include a multidisciplinary approach incorporating both technical and social sciences inclusive of social/cultural/economic and gender analysis.
4. Programs must address IPM problems with potential for significant impact within the selected region. The specific region(s) and countries, cropping and/or livestock systems, and pest complex(es) should be identified and justified.
5. There must be an USAID presence in countries included in a program (see USAID website: <http://www.usaid.gov>)
6. A biotechnology/bio-safety component may be included where appropriate. Regional IPM programs should include a component on policy and regulatory analysis. These components should link to the Systemwide Program for IPM (SP-IPM) of the Consultative Group for International Agricultural Research to produce regional workshops for scientists and policymakers that address these components.
7. Regional IPM programs should include a component on systems modeling and GIS. Proposals should indicate how they plan to incorporate mathematical models of biological systems as well as information technologies into their programs.
8. Although the primary focus will be collaborative research, proposals must contain an approach and plan for technology dissemination and adaptation, within the relevant country(s) and region. Regional programs will a) leverage a variety of resources to extend the results of the CRSP and other sources of IPM knowledge; b) investigate innovative means of transferring IPM knowledge cost-effectively to the masses; c) maximize user incentives for IPM adoption; and d) communicate IPM information broadly across countries, regionally, and globally.

9. Proposals should include a plan for training, both degree and short-term scientist training, recognizing that details of the plan will need to be completed once the project is underway and a detailed assessment of training needs is completed. Collaborative efforts that involve graduate students are encouraged.
10. Programs require an impact assessment component. This component will link to the IPM impact assessment global theme described below.
11. At least 50% of the funds must be expended in or on behalf of the HC or region. U.S. institutions are required to provide a 25% matching commitment.
12. Progress on each IPM CRSP program is reviewed annually by a Technical Committee (TC) internal to the IPM CRSP and by an External Evaluation Panel, approved by USAID and appointed by the ME. Continued funding is contingent on satisfactory progress in achieving proposed objectives.

### **Technical and Programmatic Considerations for Full Global IPM Themes Proposals**

Global IPM themes proposals (GTPs) are solicited in the areas of insect-transmitted viruses, invasive species, regional diagnostic laboratories, information technologies and database development, and IPM impact assessment. Global theme proposals should be multi-institutional, multi-disciplinary, link to mission priorities, and include training and impact assessment. The following describes the themes.

**i) Invasive species** -- Proposals on invasive species should identify the existing status of the invasive or potentially invasive species in the United States and host countries, how technological issues regarding the species and species management would be addressed, and indicate the key institutional, implementation, and policy issues and how they would be addressed. An invasive species is defined as a species that is (1) non-native (or alien) to the eco-system under consideration and (2) whose introduction is likely to cause economic or environmental harm or be detrimental to human health. The IPM CRSP global theme program on invasive species should work to minimize invasive species' impacts on world agriculture and natural landscapes through (a) monitoring and research to study plant communities to avoid or curtail the invasion of alien species to the detriment of native species and/or agriculture enterprises; (b) developing novel methods to detect invasive species especially pathogens, insects, and weeds in export commodities; and (c) developing production systems that alter invasive species' competitiveness, invasiveness, or abundance. The group selected to work on this global theme should attempt to coordinate with USDA/APHIS, and their Offshore Pest Information System (OPIS), the Global Pest and Disease Database (GPDD) and the National Council on Invasive Species <http://www.invasivespecies.gov/> c/o James Hester, [jhester@usaid.gov](mailto:jhester@usaid.gov), (202) 712-5176).

**ii) Insect-transmitted viruses** -- Proposals on insect-transmitted viruses should address the significance of virus disease outbreaks and epidemics in horticultural cropping systems within a global context. An integrated approach to management of virus epidemics must be

included that considers relevant features of the ecology and biology of virus-vector-host complexes. The proposal should indicate how a multi-site, local, and regional capacity will be developed to address and respond to existing and future viral disease problems as a part of an integrated pest management program. The approach should involve: 1) identification of major crop(s) threatened by virus disease outbreaks and epidemics; 2) precise identification of the virus(es) involved; 3) evaluation of varieties for resistance to the viral-vector complex (both traditionally bred and genetically engineered); and 4) an examination of the specific virus-crop epidemic within the overall agricultural ecosystem of a country or region. To identify specific viruses in different regions and crops, efforts should be made to utilize or develop new, innovative identification technologies that do not involve transport of virus-infected plants or live viral cultures across country borders. For example, new advances in membrane-based detection systems offer promise for rapid and specific detection of DNA and RNA plant viruses. To have access to a broad range of germplasm for screening, linkages should be made with seed companies, NARs, IARCs, other CRSPs and other appropriate organizations. The project should involve collaborative approaches across multiple disciplines and sites. The management of specific virus epidemics should emphasize an integrative approach that takes into account relevant features of the ecology, biology, and economic impacts of virus-vector complexes. A training component should be developed that strengthens institutional capacities within host countries.

**iii) Regional diagnostic laboratories** – Prompt and accurate diagnosis of plant diseases and detection of plant pathogens is crucial for integrated crop health management. However, researchers, extension personnel and farmers in developing countries seldom have access to modern diagnostics. Global trade in seeds, vegetative planting material and fresh produce enhances the prospect for long-distance movement of pests and plant pathogenic microorganisms. Biotechnology-based diagnostic approaches combined with traditional microbiology and with researcher training in these methods are needed, especially in export crop production areas. Techniques including polymerase chain reaction (PCR) assays and immunoassays have already been developed for several pathogens, including select agents, and can be used in developing country laboratories with appropriate equipment and technical training. These assays can be used to detect pathogens in plant material, insect vectors, water, air and soil, thus providing early identification of the causal agent and ability to initiate management or eradication procedures, depending on the pathogen and crop. The IPM CRSP solicits proposals to develop capacity for modern diagnostics in developing regions, particularly Africa and Central America, focusing on areas producing export crops. Proposals are expected to demonstrate linkages with APHIS/OPIS, the USDA/CREES U.S. National Plant Diagnostic Network, NARs, IARCs, private firms, and in-country and U.S. universities with expertise in diagnostics. Emphasis should be placed on identification of appropriate sites through regional participatory processes, equipping laboratories and training personnel, transferring available technology, and adapting assays to specific identified needs, e.g. pathogen detection in water samples or insect vectors.

**iv) IPM Information technologies and databases** -- Several decision support tools can be used to organize, analyze, communicate, and store IPM information. GIS can be used in many applications to overlay pest, crop, technical, social, political, rainfall, temperature, and economic data to provide geographically-referenced data bases. These databases can

facilitate computerized mapping for designing pest management systems and for impact assessment. The group selected to work on this global theme will analyze the data, model the interactions among the variables, and provide effective visualization and communication of results to decision makers through public and private sector means. Mapping pest presence or density/activity advances regional IPM programs, quarantine programs, export agriculture, and local eradication programs. It also helps to protect from invasive pests. A human and information technology infrastructure will be established for organization and delivery of agricultural pest monitoring information by region using integrated GIS, modeling, and WWW technologies. A database will be used to categorize IPM technologies (by commodity, climate, and other factors) and link them with contact information for the experts knowledgeable on the technologies, and develop and maintain an online, searchable database of this information. IT support and training is envisioned for this global theme. Finally, this global theme will include a direct link between the IPM CRSP and the USDA Regional IPM Centers and their information systems to provide current IPM information to CRSP partners and provide a mechanism for new technologies from the CRSP to reach US agriculture. Summaries of key research results from the CRSP would be linked directly to the USDA Regional IPM Centers via Web Services. All USDA Regional Centers could use the CRSP information in their specific regions.

**v) Impact assessment** – In contrast to the other global themes, the proposals for the global theme on impact assessment will be due by January 20. This global theme will provide the leadership and coordination with respect to impact assessment for each of the regional IPM programs mentioned above, and will help the CRSP assess IPM priorities world-wide. It will establish a common methodology for evaluating the economic, social, environmental/health, and gender impact of IPM programs. It will include a sub-component for coordinating with the IARCs and NARS on crop loss assessment due to pests on major crops by country. It will provide a mechanism for linking to USAID's SAKSS, which is being launched as an IFPRI-led initiative in support of the Initiative to End Hunger in Africa with several IARCs cooperating, such as IITA and ILRI. The group selected to work on this global theme will leverage their IPM CRSP sub-grant with other funds to compile tabular and spatially-referenced global datasets on production, consumption, yields, and prices, at relatively detailed resolution. Spatially-referenced analytical tools will be used to identify and characterize areas susceptible to specific pest problems and linked to the crop loss data mentioned above. The above information will be combined with other economic, technical, and technology adoption (realized and projected) data to: a) project where IPM programs are likely to have the greatest impact locally, regionally, and globally and b) to assess impact of specific IPM CRSP activities that have been completed in each region. The proposal should indicate how farm and household level impact will be measured and how those impacts would be combined with other information to provide assessments at the national and regional levels.

## **Instructions for the Preparation of Proposals**

Parties who decide to lead a proposal are requested to send a message of intent to the IPM CRSP Program Director at [ipm-dir@vt.edu](mailto:ipm-dir@vt.edu). This list will be used to communicate

subsequent amendments to the RFA. These amendments will also be posted on the IPM CRSP website.

An online Portal will be established to serve as a means of linking lead institutions with institutions or individuals wishing to partner with a lead institution. To use this Portal, lead institutions and potential partners may register by sending an email to [pbalte@vt.edu](mailto:pbalte@vt.edu). Then, a Password and User Name to use this Portal will be provided.

### **Format for Applications of Proposal Preparation Grants (PPGs)**

PPGs should be prepared for a 2-3 month implementation period ending by June 1, 2005  
PPGs should contain:

1. Cover sheet specifying the lead institution, lead principal investigator (PI) with contact information (address, telephone, fax, e-mail), and the regional program or global theme for which the proposal preparation grant is targeted. Partner institutions may be listed on the cover if letters of support are included. The original cover sheet must be signed by the lead PI and a representative of the university authorized to make contractual commitments on behalf of the lead institution.
2. Letters of support are acceptable but not required for proposal preparation grants. Potential partner institutions (U.S. universities, IARCs, NGOs, private sector entities, host-country institutions) and USAID missions may provide letters of support.
3. Executive Summary (400 words maximum)
4. Technical Proposal Narrative (**5 pages maximum**)
  - a. Problem statement and objectives
  - b. Description of envisioned program scope (including region, country(s), cropping system(s))
  - c. Workplan for the duration of the grant (three months)
  - d. Expected outcomes
  - e. Timeline for grant implementation and production of a full program proposal
  - f. Institutional capability (lead institution and sub-awardee if any)
5. Literature cited
6. Budget (see attached Budget Instructions)
7. Budget Justification (see attached Budget Instructions)
8. Brief CV for Lead PI and for all key U.S. co-PIs (2-page limit per CV) including relevant research, as well as appropriate educational and career information and relevant publications.

Format:	Paper Size	Standard (8.5 x 11")
	Line Spacing	Single spaced
	Margin	1 inch on all sides
	Minimum Font Size	12 point
	Software	MSWord



## Evaluation Criteria for Proposal Preparation Grant (PPG) Applications

- **Relevance to IPM CRSP objectives:** Expected impact of the proposed RRP or GRTP on the health and prosperity of farm households and specifically women farmers, environmental impacts including increased sustainability of targeted agro-ecosystems and relevance to USAID Mission Strategic Objectives
- **Implementation:** Potential of the workplan to produce a competitive RRP or GRTP proposal.
- **Scientific merit:** Potential to contribute to applied scientific knowledge.
- **Partnering plan:** Partnerships (including IARCs and NGOs) or plan for developing such partnerships, plan for determining host country institutional partners and process for identifying stakeholders and communities of interest for participatory planning.
- **Qualifications of lead institution and proposed project personnel:** Institutional capability to carry out the proposed activities, relevant expertise and experience of team members to conduct the proposed work including language skills (e.g. French for francophone West Africa, Spanish for Central and South America.)
- **Budget:** Adherence to budget instructions, ability within proposed budget to conduct proposed activities and proper cost-share.

## Format for Applications of Regional IPM Programs (RPs) and Global IPM Theme Programs (GTPs)

Proposals should cover a four-year program (to September 2009) and contain:

1. Cover sheet specifying the lead institutional, lead principal investigator, PI contact information (address, telephone, fax, e-mail), and the regional program or global theme for which the proposal preparation grant is targeted. Partner institutions should be listed on the cover. The original cover sheet must be signed by the lead PI and a representative of the university authorized to make contractual commitments on behalf of the lead institution.
2. Letters of support from partner institutions (U.S. universities, IARCs, NGOs, private sector entities, and host-country institutions. USAID Missions may provide letters of support. A letter of interest to participate from the host country (HC) institution(s), with the names of the collaborating scientists, their disciplines, and involvement. If the proposal is selected, a Memorandum of Understanding (MOU) would then be developed between the IPM CRSP (OIREG/Virginia Tech) and the host country institution(s).
3. Executive Summary (one page)
4. Technical Proposal Narrative (**20 pages maximum**)
  - a) Introduction and justification
  - b) Problem statement and objectives (region, country(s), cropping system)
  - c) Research approach (ecologically-based integrating biological control, host plant resistance, resistance management, and habitat management)

- d) Extension, training, and institutional capacity-building methodologies
  - e) Regionalization/globalization strategy
  - f) Monitoring and evaluation plan
  - g) Impact assessment plan for proposed research and technology dissemination. Proposals should indicate expected impacts on trade, if any. Full proposals must indicate intended beneficiaries and anticipated quantifiable benefits. Proposals should indicate benefits that are expected to be realized by the United States as the IPM CRSP program is expected to demonstrate benefits, both to the HC and the U.S.
  - h) Previous IPM research results and impacts at the site or on the global theme
  - i) Time line of activities
  - j) Capability of U.S. institutions, including experience and track record in developing countries
  - k) Capability of selected host country (HC) institutions in technology development and transfer
5. Literature cited
6. Budget
7. Budget narrative
8. Brief CV for Lead PI, other key U.S. co-PIs, and IARC co-PIs (2- page limit per CV). Regional programs also require the CV of at least one a key host country co-PI. Include a list of current or completed projects relevant to the proposed research as well as appropriate educational and career information and relevant publications.

Format:	Paper Size	Standard (8.5 x 11")
	Line Spacing	Single spaced
	Margin	1 inch on all sides
	Minimum Font Size	12 point
	Software	MSWord

**Evaluation Criteria for Regional IPM Programs (RPs) and Global IPM Theme Program (GTP) Applications**

- **Relevance to IPM CRSP objectives:** Relevancy of proposed research, technology transfer and capacity-building activities to IPM CRSP priority regions and global themes, impact on the health and prosperity of farmer households with special attention to the opportunities created for and benefits offered to women farmers, and potential for beneficial environmental impact and increased sustainability of targeted agro-ecosystems.
- **Contribution to IPM CRSP objectives:** Extent of multi-disciplinary and multi-institutional integration of activities into a coherent program that addresses the four IPM CRSP objectives
  - Potential for contributing to USAID Mission Strategic Objectives
  - Potential for improved land resource management

- Quality of training, capacity-building, and communications plans
  - Contribution to host country or client IPM information and policies
  - Development of sustainable resource-based enterprises and improvement of livelihoods
- **Scientific merit of the application with respect to research, extension, and capacity building:** Demonstrated participatory methodology, expected results and products (e.g. measured in terms of number of adopters, publications, or increased dissemination of IPM practices and technologies, models, policy changes), innovation, and consideration of gender issues (USAID's training goal is 50% women).
  - **Partnering and implementation plan:** Proposed institutional partnerships (including IARCs), involvement of developing country stakeholders in the design and implementation of activities, and methods to assess the knowledge attitudes and skills of targeted populations against which change can be assessed.
  - **Qualifications of proposed project personnel:** Demonstrated institutional capability to carry out the proposed scientific work, ability of U.S. team members to work successfully in developing countries including language skills (e.g. French for francophone West Africa, Spanish for Central and South America.)
  - **Budget:** Adherence to budget instructions, value (outputs in relation to total program cost), thoroughness of budget narrative and proper minimal cost-share.

### **Adherence to IPM CRSP Norms of Governance**

Sub-awardee institutions leading regional or global theme programs will become partners in the IPM CRSP. Sub-award programs are subject to the normal procedures and governance mechanisms of the IPM CRSP including periodic progress reports and submission of an annual workplan and budget subject to approval by the IPM CRSP Technical Committee. Future annual workplans should be based on the timeline submitted in the original sub-award. Future annual budgets should be based on the four-year budget submitted in the original sub-award and may not exceed the original sub-award amount. The Year 1 annual workplan will contain a monitoring and evaluation (M&E) plan. Annual technical reports will provide a self-analysis of performance based upon this M&E program.

### **Budget Guidelines for All Proposals (PPGs, RPs and GTPs)**

The budget format to be used can be found on the IPM CRSP website: <http://www.ag.vt.edu/ipmcrsp/index.asp> Please note that partnerships with other institutions are encouraged for the PPGs, RPs and GTPs. Lead institutions may establish sub-awards with partner institutions and take overhead for the sub-awards (except that no overhead can be taken on sub-awards to HC institutions). If the lead institution is not willing to waive overhead for the sub-awards for HCs, then Virginia Tech will manage the sub-awards for all partners (including the HC institutions) and waive overhead for the HC sub-awards.

- **Cost Sharing-** Cost sharing on all non-exempt program funds is required of U.S. lead institutions participating in the IPM CRSP. Cost-sharing may include but is not limited to: 1) faculty participation; 2) in-kind contribution; and 3) other cost-sharing arrangements. The cost share must consist of non-federally funded contributions that meet all the criteria detailed in 22 CFR 226.23. Cost sharing must be presented in the budget and fully explained in the budget narrative. The cost-sharing requirement for CRSPs is 25% of non-exempted USAID funds as described in the CRSP Guidelines (<http://crsps.org>).
- **Indirect Costs for US institutions and CG Centers** - For all applications, indirect costs are limited to the lesser of federally negotiated off-campus research rates or 30 percent of modified total direct costs for U.S. universities, CG Centers, and non-host country organizations. No indirect costs are allowed on equipment and student tuition.
- **Indirect Costs on Host Country Sub-awards** – Indirect costs taken by lead institutions on PPG, GTP and RPs sub-awards to host country organizations are prohibited. Indirect costs for host country institutions and organizations are limited to 10 percent, unless they have proper documentation showing that they can take a different rate.
- **Sub-awards** – The IPM CRSP sub-award policy is designed to maximize the amount of funding going to host country organizations.

Lead institutions who waive indirect costs on sub-awards to host country organizations, may administer the host country organization sub-awards and the sub-awards with indirect costs to other participating US partners and CG Centers.

If the lead institution is unwilling to waive host country organization indirect costs, then the ME (Oired/VT) will manage sub-awards for the host country organizations, US partners, and CG Centers for the lead institution. The lead institution is still responsible for managing the programmatic components of the project. Virginia Tech will make payments to sub-awardees on receipt of invoices and copy the responsible lead institution PI so that the PI will know what has been expended against the approved budget. This policy will be followed by all participating institutions including Virginia Tech. By avoiding a multiple overhead schedule we shall have more funding for the program than is otherwise possible.

### **Required Forms for All Proposals (PPGs, RPs and GTPs)**

Proposals that are selected for funding will be required to submit the following federal forms prior to the awarding of sub-awards. These forms **should not** be submitted with the proposal. Upon notification of a selected bidder, the ME will facilitate the bidder's satisfaction of these federal requirements.

- Part I - Certifications and Assurances
- Part II - Other Statements of Recipient
- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions
- Key Individual Certification Narcotics Offenses and Drug Trafficking
- Participant Certification Narcotics Offenses and Drug Trafficking
- Self Certification Letter

## **Proposal Submission (PPGs, RPs and GTPs)**

1. An original technical and budget proposal with original signatures and five additional hard copies must be sent to the address in #4 below. An electronic copy of both the technical and the budget proposals is also required. The technical proposal must be in MSWord and the budget must be in Excel. The electronic versions should be emailed to: [ipm-dir@vt.edu](mailto:ipm-dir@vt.edu) Both hardcopy and electronic versions of the proposal must be received by 5 PM Eastern Time on the dates below.

Proposal Preparation Grants – January 20, 2005  
 Regional IPM programs – June 1, 2005  
 Global IPM themes programs – June 1, 2005

2. Do not exceed the proposal narrative page limits. Proposals exceeding the proposal narrative limits will not be considered.
3. Proposal Preparation Grants must have the formal signed approval of the lead institution. Proposals for regional and global programs must have the formal signed approval of the lead U.S. institution and all partner US institutions. All US universities included in the proposal must have the signed approval of their Sponsored Programs/Contracts and Grants Offices
4. Mail the hard copies of submissions to:

Program Director  
 IPM CRSP  
 OIRED  
 1060 Litton Reaves  
 Virginia Tech  
 Blacksburg, VA 24061-0334

## **Clarification of the RFA**

Any prospective applicant desiring an explanation or interpretation of this RFA must request it in writing within 15 days of the issuance date of this RFA. Questions regarding the proposal preparation grants or the regional or global themes programs should be emailed to: [ipm-dir@vt.edu](mailto:ipm-dir@vt.edu) Questions will be answered and simultaneously posted to the RFA web site as an amendment to the RFA. The origin of questions will be anonymous. Notice of the website posting will be given to those who have given prior notification to the ME that they

intend to lead a proposal. A second period for questions exclusive to the regional and global themes will be opened between March 1 and March 15, 2005, with a subsequent amendment posted by the ME.

Any information given to a prospective applicant concerning this RFA will be furnished promptly to all other prospective applicants as an amendment of this RFA, if that information is necessary in submitting applications or if the lack of it would be prejudicial to any other prospective applicants.

### **Disclaimer**

Virginia Tech intends to issue program grants according to the guidelines above. However, issuance of this RFA does not constitute an award commitment on the part of the Virginia Tech, nor does it commit the Virginia Tech to pay for costs incurred in the preparation and submission of an application. Applications are submitted at the risk of the applicant. All preparation and submission costs are at the applicant's expense.

#### **Administrative Structure of the IPM CRSP**

The IPM CRSP is administered as a grant to Virginia Tech and managed by the Office of International Research, Education, and Development (OIRE), which houses the project's *Management Entity (ME)*. The *Administrative Principal Investigator* for the IPM CRSP is the Director of OIRE and is the person ultimately responsible to USAID for Technical and fiscal matters. The *Program Director* is responsible for program development, coordinating activities across the program and overseeing daily operations of the IPM CRSP. The *Technical Committee* provides technical guidance and oversight of the program. The *External Evaluation Panel* provides objective evaluations of the program, suggests areas for improvement, and evaluates the competitive proposals solicited by the project. The *Policy Advisory Board* provides policy guidance to the ME.

## Annex 1. List of Acronyms

BIFAD	Board for Food and Agricultural Development
CGIAR	Consultative Group on International Agricultural Research
CRSP	Collaborative Research Support Program
CV	Curriculum Vitae
EP-IPM	Ecologically-based Participatory IPM
GIS	Geographical Information Systems
GTP	Global IPM Theme Program
HC	Host Country
IA	Impact Assessment
IARC	International Agricultural Research Center
IFPRI	International Food Policy Research Institute
IITA	International Institute for Tropical Agriculture
ILRI	International Livestock Research Institute
IPM	Integrated Pest Management
ME	Management Entity
M&E	Monitoring and Evaluation
NARS	National Agricultural Research Systems
NGOs	Non Governmental Organizations
NIS	Newly Independent States
OIRED	Office of International Research, Education, and Development
PI	Principal Investigator
PPG	Proposal Preparation Grant
RFA	Request for Applications
RP	Regional IPM Program
SAKKS	Strategic Analysis and Knowledge Support System
SO	Strategic Objective
TC	Technical Committee
USAID	United States Agency for International Development