



## **Western Integrated Pest Management Center**

### **Request for Applications - Ongoing**

#### **Special Issues**

The Western Integrated Pest Management Center announces the availability of funds and requests proposals to address special issues in the West. Special issues may be requested to bring together a group of people to address emerging issues such as a new pest, water issues, development of proposals for larger grants based on documented stakeholder needs, or development of Pest Alerts.

#### **I. FUNDING OPPORTUNITY DESCRIPTION**

The Western IPM Center will give priority to requests that are multi-state in scope. Projects must be completed within one year of funding and be single-issue oriented. Funds are available until exhausted. The maximum amount of a request can be \$5,000.

#### **II. REVIEW PROCESS AND PROPOSAL EVALUATION CRITERIA**

All proposals received will be acknowledged. Requests will be judged by the following criteria:

- a. Importance of the issue to the west.
- b. Feasibility of completing the project objectives within the proposed time frame.
- c. Appropriateness and clarity of the requested budget.

#### **III. PROJECT AND AWARD INFORMATION**

##### **A. Available Funding**

Approximately \$50,000 is available for this program.

##### **B. Eligibility**

Geographically, the Center covers the following states and territories: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, Wyoming, American Samoa, Federated States of Micronesia, Guam and Northern Marianas. Applications from private individuals and institutions, businesses, commodity organizations, and governmental and non-governmental organizations are invited. The primary project director must be from within the Western Region; however, collaboration with individuals outside the region is allowed.

#### IV. APPLICATION FORMAT

**Application must include:**

**A. Title:** Should be brief, clear, and specific. The title must be limited to 100 spaces (letters, punctuation, and spaces between words).

**B. Abstract:** Must be a clear summary of the project, its objectives, procedures for accomplishing the objectives and expected outcomes. This should appear on the first page and not exceed 1,000 spaces (letters, punctuation, and spaces between words).

**C. Probable Duration:** An estimate of the time that will be required to complete the objectives must be a component of all proposals. The duration of a project must be for less than one year.

**D. Length of Proposal:** Proposals should not exceed three (3) pages in length, excluding budgets and other attachments. Proposals must be typed in a 12 point font using 8-inch by 11-inch paper, single-sided and single-spaced with one inch vertical and horizontal margins. Easily read fonts such as Arial, Bookman Old Style, Times New Roman or Times are preferred. Pages must be numbered beginning with the proposal narrative.

**E. Budget:** Each proposal must include a detailed budget and a brief budget justification statement (i.e., Budget Narrative) is required and must provide details for each item in the budget. Indirect costs of up to 20% of the total cost of the project can be supported by these funds. Additional details on budget issues are available, upon request, at the Western Integrated Pest Management Center office.

**F. Final Report:** A short final report must be submitted to the Director within 90 days of completion of the project. This report should include the outcomes of the activity that was supported by the funds.

**V. SUBMISSION OF PROPOSALS. One electronic version** (Word or RTF for Windows) on CD, diskette or e-mailed file of each proposal. Send proposals to:

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