



2022 Request for Proposals Guidelines

The 1995 Washington State Legislature created the Washington State Commission on Pesticide Registration (WSCPR) to assist users of pesticides in obtaining and maintaining pesticide registrations for minor uses in Washington State. To more fully meet the state's pest management needs, the 1999 Legislature authorized the WSCPR to fund all forms of pest management options including biological, cultural, and chemical control of pests.

Purpose of Request for Proposals

The purpose of this request for proposals (RFP) is to solicit studies and activities that will result in pesticide registrations for minor uses and to support research, implementation, and demonstration of any aspect of integrated pest management and pesticide resistance management programs in Washington. The WSCPR's enabling legislation defines IPM and will therefore adhere to the following definition:

"Integrated pest management is a strategy that uses various combinations of pest control methods, biological, cultural, and chemical in a compatible manner to achieve satisfactory control and ensure favorable economic and environmental consequences." RCW 15.92.010(4)

Proposal is defined as a written request for funding to address a particular pest control need for specific site(s) or crop(s). Submit one proposal per project.

Proposals dealing with use of pesticides on a wide variety of sites may be submitted, including but not limited to the following areas: agriculture, forestry, aquaculture, structural pest control, right-of-way, noxious weeds, nursery, greenhouse, landscape, ornamental plants, and mosquito control districts. Pesticide users of sites or crops **not among Washington's top 20 agricultural commodities** produced (as ranked by Washington Agricultural Statistics Services) are especially encouraged to submit proposals.

If you have any questions, please contact the WSCPR Research Coordinator's Office: Vicky Scharlau at vicky@501consultants.com (cc marissa@501consultants.com) or 509-782-1200.

TIMELINE (<i>subject to change</i>)
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- RFP Release: September 27, 2021
- **Proposals Due: November 19, 2021 by 5:00 pm Pacific**
- Proposal Presentations & Evaluations: December 14 and 15, 2021. This meeting will be in person.
- Notification to Applicants: December, 2021

REQUIREMENTS

Proposals must originate from and be submitted by an affected pest management user group (e.g., tree fruit growers, vegetation management applicators, pest control operators, organic vegetable growers, etc.). An individual, company or organization **may** make the request on behalf of a pest management user group, if there is demonstrated support by the affected pest management user groups.

Because data generated in other states can benefit Washington in the pesticide registration process and/or in development of integrated pest management and/or pesticide resistance programs, pest management user groups *outside of Washington* may submit proposals if they can prove the project is actively supported by a Washington pest management user group.

Proposals may be submitted without a researcher identified to perform the study(s); however, a researcher must be identified prior to execution of the grant contract. Submitters are encouraged to suggest field and/or laboratory researchers or other individuals to carry out project activities; however, WSCPR reserves the right to select the individual or organization to complete WSCPR-funded projects.

It is the responsibility of the grant recipient to obtain necessary state or federal permits (such as state experimental use permits).

Note: WSCPR will consider emergency requests for funding under extenuating circumstances outside of the normal funding cycle. An emergency is defined as imminent pest control situation that will cause significant economic losses or other kinds of harm to the affected pest management user community, to human health or the environment. Submission is required 14 days before the meeting where the proposal is reviewed.

Ineligible Submitters

Requests will not be accepted from manufacturers, pest management companies, dealers, or distributors that sell, manufacture or would benefit from any of the product or service being tested.

Attendance

The WSCPR hears proposals at its December meeting. A designated representative of the user group **must** attend the December meeting when the proposal is reviewed. The designated representative *may* also be the researcher. The representative should be prepared to show evidence of support and answer questions. If inclement weather or other reasons prevent attendance, arrangements must be made for a replacement.

FUNDING

WSCPR funding awards, to date, range from \$2,500 to \$35,000. Funding is one year, beginning as early as January 1, 2022, but must be completed before June 30, 2023.

Projects needing multiple-year funding may be submitted, but reports and a new proposal must be submitted each year. Subsequent requests are contingent upon availability of funds and satisfactory progress toward meeting project objectives.

Fund Contributions

(Referred to as User Group Support, Matching Funds, In-Kind Funds, etc.)

WSCPR's funding is contingent upon demonstrated user group financial support. The following are given preference but not required:

- Projects that have at least 50% in fund contributions
- Up to 50% of fund contributions are in-kind
- Fund contributions from a close source to the user group requesting WSCPR support *(i.e. grower assessment funds are considered more important than funds from a USDA research grant or from an individual USDA agency or state agency)*

Estimated anticipated fund contributions in cash or in-kind (i.e., donated materials, time, donated crop for experimental purposes, or loaned equipment) must be clearly described in the proposal. Fund contributions may not be used to support other projects and efforts.

User groups must provide documented proof of all fund contributions (including in-kind) to the WSCPR Research Coordinator's office in order for funds to be released. A printed or digital letter signed by the contributor, outlining the funds provided and timeline, is considered sufficient documented proof. WSCPR will direct release of project funding from Washington State University when proof is received.

Notify the Research Coordinator's office immediately in the event that fund contributions are eliminated or significantly reduced at any time. WSCPR reserves the right to withhold or amend the monetary award based on a:

- Significant reduction that would effectively eliminate an objective(s)
- 25% or more reduction of the stated fund contributions

Funding Out

Contract payments after the State's current biennial budget (July 1, 2021 - June 30, 2023) are contingent upon continued state funding for the program. In the event the Legislature fails to appropriate funds beyond the current fiscal year, The Commission shall only be liable for the payment of those costs incurred before July 1, 2023. The payment of such costs constitutes the sole and exclusive remedy available in the event such non-appropriation occurs.

SUBMISSION GUIDELINES

Send completed electronic applications to the WSCPR Research Coordinator's Office. Acknowledgment of receipt will be sent.

A proposal is considered submitted when it is complete in adherence to the RFP. If you intend to use a previous years' proposal, carefully review the new submission for "cut and paste" errors. Applications may be sent back along with requested changes to ensure the

proposal adheres to RFP Guidelines, in which case a revised proposal must be provided by November 24, 2021, at 5:00pm PST. Applicants are encouraged to submit prior to deadline to allow sufficient time for review.

Proposal Format

Proposals not adhering to guidelines will be rejected. Project requests must have:

- Application Form (Cover Page)
- Problem Summary
- Project Description
- Good Laboratory Practices (GLP) Qualifications, if applicable
- Budget Form
 - ↳ Original WSCPR # if Continuing Project
- No more than five pages including all forms
- 12-point font with one-inch margins (forms may match the formatting provided)

Assistance

Pursuing pesticide registrations and developing integrated pest management and pesticide resistance programs can be complex, expensive and difficult. Developing a proposal to fund these projects can be challenging. The RFP and examples of successful proposals are available on the WSCPR website: <http://www.wscpr.org>. WSCPR Commissioners may be contacted for input as well (see website).

APPLICATION FORM (COVER PAGE)

Please fill out all items to the best of your knowledge, including:

1. Project title
2. Applicant (User Group) name and contact information
3. Lead PI/Researcher on project, their institution, and contact information
4. Crop you are trying to protect, pest you are trying protect it from, and treatment method
5. Percent of funds requested for registration and nonregistration. If project covers both mandates, provide percentages for each
6. Whether the project is or includes Good Laboratory Practices (GLP)
7. Impact category(s)
8. Type of project
9. Project funding start and end dates between January 2022 - June 2023
10. Total project cost, how much is WSCPR requested funds and how much is contributed funds
11. A brief project summary
12. Signed by an acknowledged representative of the User Group (such as an association director, commission member, or other designee)

Impact Category(s)

WSCPR shall establish priorities to guide it in approving the use of moneys for evaluations, studies, and investigations. In addition to prioritizing GLP research, priority is placed on projects based on their anticipated impact.

Proposals must indicate which category (A, B, and/or C) as well as which sub-category (1-5) their project addresses. More than one category and sub-category may apply:

Category A - *Protection of Human Health*

- Sub-Category #1 - Prevention of acute illness (e.g. organophosphate poisoning)
- Sub-Category #2 - Prevention of chronic illness (e.g. carcinogenicity)
- Sub-Category #3 - Prevention of illness in domestic animals (e.g. pesticide poisoning)
- Sub-Category #4 - Registration of pesticide to address non-chemical control tactic that adversely affects human health (e.g. grass seed field burning)
- Sub-Category #5 - Other projects that would benefit Washington State pest management needs

Category B - *Protection of Environment*

- Sub-Category #1 - Protection of wildlife (e.g. birds, mammals, fish and other non-target organisms)
- Sub-Category #2 - Protection of natural resources (e.g. groundwater, surface water)
- Sub-Category #3 - Control of non-native, invasive pests (e.g. Spartina)
- Sub-Category #4 - Other projects not included in above subcategories

Category C - *Significance to Local or Regional Economy*

- Sub-Category #1 - Existence of an emergency situation with no effective alternative
- Sub-Category #2 - Resistance management; only one alternative exists and pest has a history of developing resistance
- Sub-Category #3 - Development of an integrated pest management tactic
- Sub-Category #4 - Registration of an additional pest control tactic

A designation explanation should be included in your project summary. Note that projects expected to result in pesticide use reduction will not be automatically considered an improvement in human health without supporting documentation.

Project Summary

In 150 words or less, describe how WSCPR support will resolve the pest management problem. Provide a precise summary of what you are trying to protect, where it is located, and the project outcome(s) anticipated in this funding cycle.

PROBLEM DESCRIPTION

Each proposal must contain a brief description of the affected industry and a detailed description of the pest problem. The USDA National Agricultural Statistics Service (NASS) website may be useful for some crop statistics.

It is recommended to include as many details as possible to help justify need:

- Crop farm gate value stating estimated per acre value of the site or crop.
- Per acre/unit impact including potential monetary losses if appropriate.
- Acres impacted.
- Aggregate impact to industry, including aggregate value of site or crop in the state.
- Effect of problem on industry.
- Effect of problem on consumers, society, environment, non-target species or human health.
- Description of alternative control measures and why they are not effective or additional information on the specific need.

PROJECT DESCRIPTION

Project description is scored on the basis of overall merit and quality of proposal, likelihood the experiment will yield useful data, and appropriateness of costs and fund contributions provided in project budget.

Proposals must contain a timeline for each project component (objective) and for expenditure of WSCPR funds. It is recommended to include as many details as possible.

- Outline of objectives and procedures
- All methodologies used
- Location of experiment
- Time frame for completion
- Laboratory performing analysis
- Number and size of plots
- Concentration and frequency of application
- Control plots
- Quality assurance information
- Manufacturer support for registration resulting from the successful completion of projects
- Impact category explanation

GOOD LABORATORY PRACTICES (GLP)

Projects that involve generating pesticide residue data in support of a registration must include provisions for GLP use. Proposals that require GLP research must submit evidence of qualification. Qualifications may be requested.

BUDGET

Prepare your budget according to categories listed on the Budget Form. Include all fund contribution, including in-kind such as equipment usage and crop destruct. Describe in-kind fund contributions and calculate cash equivalent value. Indirect or overhead costs are not allowed.

Provide estimates for expenditures by quarter. WSCPR funds must be spent during the proposal timeline and may not be used to support other projects and efforts.

Ensure budgets are certified for accuracy. Inaccurate or unclear budgets will be returned along with requested changes to ensure:

- All calculations are correct
- Table 1 Total Expenditures match Table 2 Expenditures by Quarter
- Budget Form totals match the Application Form funding totals
- Table 2 Expenditures by Quarter are consistent with the Application Form funding dates

Labor

Funding requests for Salaries, Benefits, Temporary/Hourly Workers is allowed but exceptions are in place for WSU affiliated personnel.

Funding requests by WSU researchers cannot include student tuition or employee benefits for faculty, staff, and some temporary/hourly WSU personnel. If funded, tuition and mandatory covered benefits are paid by WSU. Student and nonstudent temporary/hourly employees who are retirement and medical benefit eligible are not covered by WSU so their benefit costs can be included. See the [WSU Personnel 60.26 Temporary Employment Program policy](#) for more details on benefit eligibility for student and nonstudent temporary/hourly employees.

Contract labor should also be allocated under salaries, benefits, and temporary/hourly workers.

Travel

Travel to conduct research is allowed. Travel to professional meetings is not allowed. Foreign travel (not including to Canada) must be approved. Justification for travel funding must be provided on the Project Budget Form.

Equipment

Equipment needed to conduct research is allowed. Requests for lease or purchase of equipment are permissible, but must be outlined within a project proposal.

Equipment should be leased if possible. If purchased, ownership of equipment may be retained by the WSCPR. Use of purchased equipment may be extended to other individuals involved in WSCPR-supported projects. WSCPR will not purchase equipment for researchers or projects outside Washington State.

Other

Other funds including goods, services, and sequencing may be included in the proposed budget. Contract work for goods and services that are not considered labor (salaries, benefits, temp/hourly work) should be allocated and described here.

EVALUATION OF PROPOSALS

Submitted proposals that meet RFP guidelines will be evaluated by the WSCPR Board at their December meeting. Representatives will be provided a presentation timeslot and should be prepared to show evidence of support and answer questions. Applicants will be notified about meeting time and location for proposal presentation in advance. A designated representative should be prepared to attend.

If multiple proposals are submitted involving one crop, the WSCPR Commissioner representing that crop will be asked to rank those proposals.

Proposals are reviewed for compliance with WSCPR guidelines including:

- Relevancy to requesting user group
- Experimental design, project description and statistical analysis
- Clear definition of problem
- Fund contributions
- Quality of budget and expenditure detail
- Conciseness (succinct) and attention to detail (following WSCPR guidelines)

Proposal evaluation criteria ranked in order of importance:

Criterion I: directly results in pesticide registration or develops an IPM program

Criterion II: advances a product toward registration or enhances an IPM program

Criterion III: projects not included in above categories will be considered

Priority will be given to projects for which no cost-effective alternatives exist or those for which the sole alternative is in jeopardy of being lost.

The WSCPR Board will determine project awards following presentations at its December meeting. Award notifications will be sent by the WSCPR's Research Coordinator office shortly following this meeting.

REPORTING REQUIREMENTS

The Principal Investigator/Researcher and User Group are responsible to prepare and submit a Summary Progress Report and Final Report. Reports submitted to other organizations suffice for WSCPR final reports.

Funds will not be disbursed if researcher has delinquent reports. If you are unsure if you have delinquent reports contact the WSCPR Research Coordinator's Office.

Summary Progress Report

An electronic one-page summary progress report for WSCPR-funded projects must be submitted to the WSCPR Research Coordinator's office by December 1, 2022, if a final report has not already been submitted.

Final Report

A final report is due 30 days after the project's Funding End Date (indicated on the application form), unless a no-cost extension has been granted, at which point a final report is due 30 days after the extended end date.

EXTENSION REQUESTS

Grant contracts are locked by Washington State University 30 days after the final date of a research project. The WSCPR Research Coordinator will close and terminate contracts 60 days after the final date of a research project.

Extension requests may be made within 30 days of project end to the WSCPR Research Coordinator (cc arcgrants@wsu.edu). The length of extension being requested and justification as to why the funds were not spent within the original proposed period of performance must be included.

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Washington State Commission on Pesticide Registration - Budget Form

Who certified this budget for accuracy?

Name: _____ Title: _____

Email: _____

- Accurate Table 1 Calculations Accurate Table 2 Calculations
 Table 1 Totals = Table 2 Totals Totals = Funding Totals on Application Form

TOTAL PROJECTED [ESTIMATED] EXPENDITURES:

TABLE 1	WSCP Request	FUND CONTRIBUTIONS			TOTAL
		Cash	In-kind	In-kind Time	
Salaries ¹	\$	\$	\$	\$	\$
Benefits	\$	\$	\$	\$	\$
Temp/Hourly Workers	\$	\$	\$	\$	\$
Travel ²	\$	\$	\$	\$	\$
Equipment ³	\$	\$	\$	\$	\$
Other ⁴	\$	\$	\$	\$	\$
TOTAL*	\$	\$	\$	\$	\$

- ¹ Specify type of position.
² Provide brief description. Note foreign travel (not including Canada), if applicable.
³ Note requests for equipment leases or purchases, if applicable.
⁴ Specify. Add additional "Other" funding rows as needed

PROJECTED [ESTIMATED] EXPENDITURES BY QUARTER:

TABLE 2	2022 Q1 (Jan-Mar)	2022 Q2 (Apr-Jun)	2022 Q3 (Jul-Sept)	2022 Q4 (Oct-Dec)	2023 Q1 (Jan-Mar)	2023 Q2 (Apr-Jun)
WSCP Funds	\$	\$	\$	\$	\$	\$
Fund Contributions	\$	\$	\$	\$	\$	\$
TOTAL*	\$	\$	\$	\$	\$	\$

Has this project been funded previously by WSCP? YES NO

↳ **IF YES:** What was the WSCP Project # _____

↳ **IF YES:** For how long and with what progress? (Summarize in less than 200 words)

* The totals, as written, will be used.