

Washington State Commission on Pesticide Registration

Request for Proposals

Guidelines -- Updated August 2008

A. WSCPR Information and Mandates

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, mechanical, cultural, and chemical control of pests.

B. Purpose of Request for Proposals

Intent: 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 intends to allocate equal funds to pesticide registration projects and to integrated pest management projects not directly related to pesticide registrations. 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)

Users of pesticides on sites or crops not among the top 20 agricultural commodities produced in Washington (as ranked by the Washington Agricultural Statistics Services)

are especially encouraged to submit proposals. 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.

C. General Proposal Submission Information

Proposals must be received at least 30 days prior to the meeting at which it will be presented. Proposals will be presented at the November 5th and 6th, 2008 and January 13th and 14th, 2009 meetings. A proposal is defined as a written request for funding to address a particular pest control need for specific site(s) or crop(s). One proposal should be submitted per project. WSCPR provides funding one fiscal year at a time. Projects in need of multiple-year funding may be submitted, but a progress report and new proposal must be submitted every year. Subsequent requests are contingent upon availability of funds and satisfactory progress toward meeting project objectives.

1. Eligible Submitters of Proposals. Proposals must originate from 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 supported by the affected group. Requests will not be accepted from manufacturers, pest management companies, dealers or distributors. University or USDA scientists, private researchers or laboratories, and other individuals may not submit proposals or carry out projects without demonstrable collaborative support from pest management user groups. Individuals and organizations in other states may submit proposals or work collaboratively on Washington-based projects. 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. Proposals originating outside of Washington State must be actively supported by a Washington pest management user group. Submitters are encouraged to suggest field and/or laboratory researchers or other individuals to carry out project activities; however the WSCPR reserves the right to select the individual or organization to complete WSCPR-funded projects.

2. Deadlines, Meetings and Attendance Requirements. Proposals are accepted at any time during the year, but must be received at least 30 days prior to the WSCPR meeting at which they will be presented for consideration. The Commission will hear proposals at its November and January meetings. These meetings are currently scheduled for November 5th and 6th, 2008 in Ellensburg and January 13th and 14th, 2009 in Portland, Oregon. We recommend checking the commission website,

www.wscpr.org, to keep abreast of any changes or new developments. Deadlines for proposal submission are October 6th and December 12th, 2008 for the November and January meetings, respectively. Emergency requests are considered at any time, but should be submitted no later than 14 days before the meeting at which the proposal is to be reviewed.

A designated representative of the user group requesting support must attend the meeting at which the proposal will be reviewed. The representative should be prepared to make a brief presentation to the Commission and to answer questions. Non-attendance can result in deferred consideration of the proposal. Manufacturer support for registration resulting from the successful completion of projects should be included as part of the proposal. It is the responsibility of the researcher or grant recipient to obtain any necessary state or federal permits, such as state experimental use permits.

3. Funding Categories. (The proposal must indicate which funding category the project addresses. More than one funding category may apply to a proposal.)

Category A - Protection of Human Health

The Commission does not accept the concept that a project expected to result in a reduction in pesticide use to automatically be considered an improvement in human health without supporting documentation.

- I. Prevention of acute illness (e.g. organophosphate poisoning)
- II. Prevention of chronic illness (e.g. carcinogenicity)
- III. Prevention of illness in domestic animals
- IV. Registration of pesticide to address non-chemical control tactic that adversely affects human health (e.g. grass seed field burning)

Other projects that would benefit Washington State pest management needs.

Category B - Protection of the Environment

- I. Protection of wildlife (e.g. birds, mammals, fish and other non-target organisms)
- II. Protection of natural resources (e.g. groundwater, surface water)
- III. Control of non-native, invasive pests (e.g. Spartina)
- IV. Other projects not included in the above subcategories.

Category C - Significance to Local or Regional Economy

- I. Existence of an emergency situation with no effective alternative
- II. Resistance management; only one alternative exists and pest has a history of developing resistance
- III. Development of an integrated pest management tactic
- IV. Registration of an additional pest control tactic

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.

4. Proposal Format. WSCPR Commissioners have directed the Administrator to reject any proposal not adhering to these guidelines. Project requests are limited to a maximum of five pages, including the cover page. Each proposal should have a cover page and a budget conforming to the attached forms, a problem description, project description and a description of funding categories for which you are submitting. Font size must be 12 point, with one-inch margins. Names, addresses and phone numbers of “Contact Person(s)” and Personnel must be included. Qualifications of the group or individual that will conduct the work must be provided upon request. Project priorities and procedures must be outlined. Any project that involves generation of pesticide residue data in support of a registration must include provisions for use of Good Laboratory Practices (GLP). Anyone preparing a proposal that would require GLP research should contact the WSCPR prior to proposal submission. The time frame for project completion and a budget for anticipated fund expenditure must be indicated. Individuals submitting proposals using previous years’ proposal should carefully review the new submission for “cut and paste” errors (dates, etc.).

5. Emergency Submission. The WSCPR will consider emergency requests for funding. Under extenuating circumstances, the Commission will review proposals between regularly scheduled meetings. An emergency situation is defined as an 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.

6. Assistance. The processes for 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. Anyone needing assistance in preparing proposals is encouraged to contact Alan Schreiber at Washington State Commission on Pesticide Registration, 2621 Ringold Road, Eltopia, WA 99330, 509-266-4305 or aschreib@centurytel.com. It is recommended that requests for assistance occur in advance of the proposal deadline. A copy of the Request for Proposal and examples of successful proposals are available on the WSCPR web site at <http://www.wscpr.org>. For further assistance, WSCPR Commissioners may be contacted (see list of Commissioners on our web site).

D. Proposal Preparation.

1. Application Form.

Please fill out all items to the best of your knowledge. The information that is provided by this application is the only source Commissioners can use to determine scoring of the application.

- 1) Fill in the Applicant Name and Address.
- 2) List the crop/site affected, the chemical being used, the pest management issue, and pest.
- 3) Fill in the project contact name, phone number and email address.
- 4) Fill in the name of the person who will be the research lead on the project – please include their institution, phone number and email address.
- 5) Fill in the percent of money requested for registration and non registration. If project is covered in both mandates, please provide percentages for each in the space provided. Check all categories that apply.
- 6) Fill in the start and end dates for your project.
- 7) Fill in the total project cost, WSCPR request, and co-funding from your budget page.
- 8) Please be precise on your project summary – be sure to use size 12 font.
- 9) Have the application signed by the appropriate people. The person whose signature appears in this section should be an acknowledged representative of the commodity group, such as an association director, commission member, or other designee.

After the application is complete and checked for accuracy, please send to the Washington State Commission on Pesticide Registration, 2621 Ringold Road, Eltopia, WA 99330 or e-mail to aschreib@centurytel.net .

2. Description of Problem: Each proposal should contain a brief description of the affected industry and a detailed description of the pest problem including as many of the following details as possible. The website USDA National Agricultural Statistics Service (NASS) website: <http://www.usda.gov/nass/> may be of use for some crop statistics.

1. Crop farmgate value stating the estimated per acre value of the site or crop.
2. Per acre/unit impact including potential monetary losses if appropriate.
3. Acres impacted.
4. Aggregate impact to the industry, including aggregate value of the site or crop in the state.
5. Effect of the problem on the industry.

6. Effect of the problem on consumers, society, environment, non-target species or human health.
7. Description of alternative control measures and why they are not effective or additional information on the specific need.

3. Funding Categories. (Include all that apply)

Designate the priorities within each category that best describes your project (e.g. Category A, I.) and provide an explanation for your designation.

General Criterion (I, II, other):

Category A: Protection of Human Health (I, II, III, IV, other):

Category B: Protection of the Environment (I, II, III, IV):

Category C: Significance to the Local or Regional Economy (I, II, III, IV, other):

4. Project Description. Include all methodologies used in the proposed experiment. The description should include the location of the experiment, the laboratory performing any analysis, number and size of plots, concentration and frequency of application, control plots, and other quality assurance information. The project description will be scored on the basis of the overall merit and quality of the proposal, the likelihood the experiment will yield useful data, and the appropriateness of the costs and co-funding provided in the project budget.

5. Budget. Indirect or overhead costs are not allowed. Money used for matching Commission projects may not be used to support other projects and efforts. Funding for professional or technical support and for lease or purchase of equipment is permissible; however, such requests must be made within a project proposal to the WSCPR. 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. The WSCPR will not purchase equipment for researchers or projects outside of the State of Washington. The WSCPR expects Commission funds to be spent during the life of the project. All foreign travel supported by WSCPR must be cleared with the Commission. Travel to Canada is not considered foreign travel for WSCPR purposes.

Prepare your budget according to the categories listed. Include all co-funding or matching funds in the appropriate columns, including such in-kind matching as equipment usage and crop destruct. Please describe the in-kind matching and calculate its cash equivalent value. Expenditures by quarter are estimates only. The appropriate fiscal agent associated with the funding recipient should review the proposal budget. *Inaccurate or unclear budgets may be cause for proposal rejection.*

6. Co-funding. A one-for-one match of dollars is suggested to improve the likelihood of funding, **but is not required.** *The closer the source of co-funding is to the user group requesting WSCPR support the more importance the Commission will place on the matching funds. For example, grower assessment funds would be considered to be a more important match than funds from a USDA research grant.* Matching in-cash or in-kind (i.e. donated materials, donated crop for experimental purposes or loaned equipment) must be clearly described and the value of contributions provided. Projected expenditures by quarter must be provided. If WSCPR funds a project, the requesting user group must provide documentation to prove co-funding support. In-cash contributions must be verified in writing (i.e., copy of check or transferred funds) prior to project conclusion. The source of co-funding must be identified. The ability or inability of a particular commodity group to generate co-funding will be taken in to consideration. Make sure you complete the column on the budget page describing the in-kind contribution of project participant's time.

E. Submission.

Submit one electronic or written copy of the proposal identifying the word processing program used, to Alan Schreiber, Washington State Commission on Pesticide Registration; 2621 Ringold Road, Eltopia, WA 99330; aschreib@centurytel.net. Submitters will be informed as to the time and location of the meeting at which their proposal will be heard. To ensure the timeliest consideration by the Commission, view meeting dates posted on the WSCPR's web page at www.wscpr.org or call the Commission office at 509-266-4305.

F. Evaluation of Proposals

WSCPR Proposal Evaluation Criteria – ranked in order of importance

Criterion I: Project is expected to directly result in the registration of a pesticide or significantly develop an IPM program.

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

Other projects not included in above categories will also be considered.

All proposals received will be acknowledged. Each proposal will be reviewed for compliance with WSCPR guidelines. Proposals not adhering to these guidelines will be returned to submitters; additional guidance may be extended for any returned proposals. Submitters are encouraged to submit proposals prior to the deadline to allow Commission staff sufficient time to review the proposal. Proposals must contain a timeline for carrying out each major project component and a timeline for expenditure of Commission funds. All accepted proposals will be reviewed for:

1. Experimental design, project description and statistical analysis
2. Clear definition of the problem
3. Co-funding
4. Relevancy to the requesting user group
5. Conciseness (terse, pithy and succinct)
6. Attention to detail (did you follow our guidelines)
7. Quality of budget and expenditure detail

G. Reporting.

An annual report in electronic format is required for all WSCPR-funded projects. A final report is required and should be submitted within 30 days of project completion. It is the responsibility of the principal investigator and submitting organizations to prepare the final report. The Commission does not have a specific format for annual or final reports. Reports on WSPCR projects submitted to other organizations may suffice for Commission annual/final reports. Funds will not be disbursed if the researcher has delinquent reports.

Project Budget

Expenditure	WSCPR (Request)	Co-funding (CASH or IN-KIND)			TOTAL COST
		Source:	Source:	Source:	
		Amount (CASH)	Amount (IN-KIND)	Amount (IN-KIND TIME)	
Salaries ¹					
Employee Benefits					
Temporary or hourly workers					
Travel ²					
Equipment					
Other (specify)					
Other (specify)					
Total					

¹ Specify the type of position

² Provide a brief justification for travel funding requested. All travel must be directly related to the project.

Has this budget been reviewed for accuracy? _____ By Whom? _____

Projected Expenditures (by quarter)

Time Period	Jan-Mar 2009	Apr-Jun 2009	Jul-Sept 2009	Oct-Dec 2009	Jan-Mar 2010	Apr-Jun 2010
WSCPR Funds						
Total Funds						

Has this project been funded previously by WSCPR? _____

If so, for how long and with what progress? Please summarize progress in less than 200 words.