

# WASHINGTON STATE



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## 2018 Request for Proposals Guidelines

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### **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, 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)

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. 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.

**Proposal Submission Information.** Proposals must be received at least 30 days prior to meeting at which it will be presented.

- Proposal deadline is Monday, November 13 and presented at a meeting held Tuesday and Wednesday, December 12 and 13 at the Washington Cattlemen's Association, 1301 N Dolarway Road, Ellensburg, WA.
- 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.
- Funding is one fiscal year at a time.

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

**Eligible Submitters.** 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 WSCPR reserves the right to select the individual or organization to complete WSCPR-funded projects.

**Deadlines, Meetings and Attendance Requirements.** WSCPR will hear proposals only at its December meeting. Check the WSCPR website at: [www.wscpr.org](http://www.wscpr.org) for changes or developments. The deadline for proposals is Monday, November 13. Emergency requests are considered any time but must be submitted within 14 days before meeting where proposal will be reviewed.

A designated representative of the user group requesting support **must** attend the meeting when proposal is reviewed. If inclement weather or other reasons prevent attendance, arrangements must be made for a replacement to attend. The representative should be prepared to make a brief presentation and answer questions. Not attending can result in deferred consideration.

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 necessary state or federal permits, such as state experimental use permits.

**Funding Categories.** Proposal must indicate which funding category the project addresses (A, B or C). More than one funding category may apply to a proposal as outlined below:

**Category A - Protection of Human Health**

- I. Prevention of acute illness (e.g. organophosphate poisoning)
- II. Prevention of chronic illness (e.g. carcinogenicity)
- III. Prevention of illness in domestic animal
- IV. Registration of pesticide to address non-chemical control tactic that adversely affects human health (e.g. grass seed field burning)
- V. Other projects that would benefit Washington State pest management needs

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

**Category B - Protection of 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 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.

**Proposal Format.** WSCPR Commissioners have directed the Research Coordinator to reject proposals not adhering to these guidelines. Project requests are limited to no more than five pages including cover page. Each proposal must have:

- Cover page
- Budget--conforming to attached form
- Problem description
- Project description
- Funding category(ies) description
- 12 point font with one-inch margins
- Name, address and phone number of contact person(s) and personnel
- Project priorities and procedures outlined
- Time frame for completion with budget for anticipated fund expenditure
- Qualifications of group or individual conducting work, upon request

Note: Submitting proposals using previous years' proposal should carefully review the new submission for "cut and paste" errors (dates, etc).

**Good Laboratory Practices (GLP).** 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 Research Coordinator prior to submission.

**Emergency Submission.** WSCPR will consider emergency requests for funding. Under extenuating circumstances, Commission will review emergency proposals outside of the normal funding cycle. 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.

**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 the WSCPR Research Coordinator. Requests for assistance must be made 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).

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## **Proposal Preparation**

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**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.

- Fill in Applicant Name and Address.
- List crop/site affected, chemical being used, pest management issue, and pest.
- Fill in project contact name, phone number and email address.
- Fill in name of research lead on project including institution, phone number and email.
- Fill in percent of funds requested for registration and non registration. If project is covered in both mandates, provide percentages for each in space provided. Check all categories that apply.
- Fill in start and end dates for project.
- Fill in total project cost, WSCPR request, and co-funding from your budget page.
- Be precise on project summary: use 12 point font.
- Ensure application is signed by appropriate parties: the signature that appears in this section should be an acknowledged representative of commodity group, such as an association director, commission member, or other designee.

After application is complete and checked for accuracy, send to WSCPR Research Coordinator at: [yicky@501consultants.com](mailto:yicky@501consultants.com)

**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.

- 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.

**Funding Categories.** (Include all that apply)

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

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

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

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

**Project Description.** Include all methodologies used in the proposed experiment. The description should include location of experiment, 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 proposal, likelihood the experiment will yield useful data, and appropriateness of costs and co-funding provided in project budget.

**Budget.** Indirect or overhead costs are not allowed. Money used for matching Commission projects may not be used to support other projects and efforts. The WSCPR expects funds to be spent during life of the project. Applications involving requests for support of WSU graduate students and staff should coordinate requests for funding with appropriate fiscal agents.

*Salaries.* Funding requests for salaries, temporary and hourly workers are allowed. WSU researchers should be aware that funding requests for graduate students, staff, and other WSU personnel should not include employee benefits or tuition in the budget. If funded, these will be paid by WSU.

*Equipment.* Requests, for lease or purchase of equipment, are permissible; however, such requests must be made within a project proposal. Equipment should be leased if possible. If purchased, ownership of equipment may be retained by 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 the State of Washington.

*Travel.* Travel to conduct research is allowed. Foreign travel supported by WSCPR must be approved. Travel to Canada is not considered foreign travel for WSCPR purposes.

Prepare your budget according to categories listed and Project Budget template provided. Include all co-funding or matching funds in appropriate columns, including such in-kind matching as equipment usage and crop destruct (including value and detail). Please describe in-kind matching and calculate its cash equivalent value. Provide estimates for expenditures by quarter. WSU researchers must have their budgets approved by a CAHNRS grants administrator. Inaccurate or unclear budgets may be cause for proposal rejection.

**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 user group requesting WSCPR*

*support the more importance Commission will place on matching funds. For example, grower assessment funds are considered more important match than funds from USDA research grant.* Estimated 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 into consideration. Ensure completion of the budget page column describing in-kind project participant time contributions.

**Proposal Evaluation Criteria.** Ranked in order of importance:

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

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

**Criterion III:** Other projects not included in above categories will also be considered.

Each proposal will be reviewed for compliance with WSCPR guidelines. Proposals not adhering to guidelines will be returned; additional guidance may be provided for returned proposals. Submitters are encouraged to submit proposals prior to deadline to allow Research Coordinator sufficient time to review. Proposals must contain a timeline for carrying out each major project component and timeline for expenditure of Commission funds. Accepted proposals will be reviewed for:

- Experimental design, project description and statistical analysis
- Clear definition of problem
- Co-funding
- Relevancy to requesting user group
- Conciseness (terse, pithy and succinct)
- Attention to detail (following WSCPR guidelines)
- Quality of budget and expenditure detail

**Submission.** Submit an electronic copy of proposal to WSCPR Research Coordinator. All proposals received will be acknowledged. Submitters will be informed as to time and location of meeting for proposal presentation. To ensure timeliest consideration by Commission, view meeting dates posted at [www.wscpr.org](http://www.wscpr.org) or call Vicky Scharlau, the Research Coordinator at 509.782.1200.

**Reporting.** An electronic annual report is required for all WSCPR-funded projects, plus, a final report is required to be submitted within 30 days of project completion. Principal investigator and submitting organization is responsible to prepare and submit reports. Reports submitted to other organizations suffice for Commission annual or final reports. Note that funds will not be disbursed if researcher has delinquent reports. If you are unsure if you have delinquent reports, contact Vicky Scharlau, the Research Coordinator at 509.782.1200.

**Washington State Commission on Pesticide Registration - Application Form**

**Project #** \_\_\_\_\_  
*(To be filled in by WSCPR)*

<b>Project Title:</b>	
<b>Applicant</b> (user group) <b>Name and Address:</b>	<b>Project Contact:</b> Name, Phone, Email
<b>Project Details:</b> Crop/Site _____ Chemical _____ <i>(if specific to a particular chemical(s))</i> Pest Management Issue _____ Pest _____	<b>Research Lead:</b> Name, Institution, Email
<b>Project Category:</b> Check all that describe focus of project.	
Registration _____%	Non Registration _____%
<input type="checkbox"/> Efficacy Trial	<input type="checkbox"/> Integrated Pest Management <span style="float:right"><input type="checkbox"/> GLP</span>
<input type="checkbox"/> Phytotoxicity Study	<input type="checkbox"/> Pesticide Resistance Study
<input type="checkbox"/> Residue Study	<input type="checkbox"/> Other _____ <span style="float:right"><input type="checkbox"/> non-GLP</span>
<b>Project Duration</b> Start Date : _____ End Date : _____	
<b>Total Project Cost</b> \$ _____	<b>WSCPR Request</b> \$ _____
	<b>Co-funding</b> \$ _____
<b>Project Summary:</b> <i>In less than 150 words describe pest control situation project will address, its impact on crop, and how WSCPR support will resolve problem in a 5-year time frame.</i>	
<i>To the best of my knowledge, my signature certifies that information in this application is true and correct.</i>	
_____	_____
<b>Applicant Name Printed</b>	<b>Applicant Signature</b>
_____	_____
<b>Applicant Title</b>	<b>Date Signed</b>
Send original application to WSCPR Research Coordinator: <a href="mailto:vicky@501consultants.com">vicky@501consultants.com</a>	

**Washington State Commission on Pesticide Registration - Project Budget Form**

Expenditures	Request (WSCPR)	Co-funding (CASH or IN-KIND)			TOTAL
		Source:	Source:	Source:	
		Cash Amount	In-kind Amount	In-kind Time Amount	
Salaries <sup>1</sup>					
Employee Benefits					
Temporary or hourly workers					
Travel <sup>2</sup>					
Equipment					
Other (specify)					
Other (specify)					
<b>TOTAL</b>					

<sup>1</sup> Specify type of position

<sup>2</sup> Provide brief justification for travel funding requested. All travel must be directly related to project.

**For University researchers. Has this budget been reviewed for accuracy? YES NO**

**By Whom?** \_\_\_\_\_

**Projected (Estimated) Expenditures (by quarter):**

Time Period	Jan-Mar 2018	Apr-Jun 2018	Jul-Sept 2018	Oct-Dec 2018	Jan-Mar 2019	Apr-Jun 2019
WSCPR Funds						
<b>Total Funds</b>						

**Has this project been funded previously by WSCPR? YES NO**

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