

**Utah Extension IPM and Sustainable Agriculture Mini-Grant Program
CALL FOR PROPOSALS – 2013**

Deadline: January 7, 2013

What is IPM and Sustainable Agriculture?

Integrated pest management (IPM):

IPM utilizes various management tools and technologies to solve issues dealing with pest management (disease, insect, and weed, along with vertebrate) problems. Methods include pest monitoring and cultural, biological, and chemical techniques with an emphasis on reducing broad-spectrum pesticide use.

Sustainable Agriculture (SA):

Sustainable agriculture promotes good stewardship of natural resources by providing profitable, site-specific farming and ranching methods that strengthen agricultural competitiveness, satisfy human food and fiber needs, maintain and enhance the quality and productivity of soil, conserve soil, water, energy, natural resources and fish and wildlife habitat, and maintain and improve the quality of surface and ground water. It also enhances the quality of life of farmers and ranchers and ensures the viability of rural communities, along with protecting the health and safety of those involved in food and farm systems.

Goals of the Mini-Grant Program

1. To accelerate the adoption of IPM and SA practices in Utah via education outreach to other professionals and to the citizens of Utah.
2. To promote the use of IPM and SA systems in land use decision-making.

Who can apply for funds?

Utah State University Extension personnel may apply for projects on county, multi-county, or regional (within state) levels. Extension agents and specialists are encouraged to collaborate on projects.

Types of Projects Funded

Proposals must incorporate IPM and SA into education, demonstration, and/or professional development projects. Proposals strictly for research will not be funded. All past projects may be found on the IPM website at: <http://utahpests.usu.edu/ipm/htm/mini-grants>.

Applicants may develop a project that provides an on-site demonstration and/or train-the-trainer workshops on how specific IPM and/or SA systems can be used to solve pest problems or enhance the professional development opportunities regarding areas in sustainable agriculture.

Length of Funding Period

Project duration is one year (early February 2013 – late January 2014) and all funds should be spent by the project end date. Although some projects may require multiple years of funding, a new proposal (and reports) must be submitted each year. Subsequent funding of multi-year projects is contingent upon submission of a satisfactory report from the previous year and demonstration of adequate progress.

Funding Information

A total of \$10,000 is available from Utah IPM (\$5,000) the Western SARE Professional Development Program (\$5,000). Funds can be used for the following:

- technicians (hourly wages)
- supplies
- travel (including travel to professional meetings to present results)
- development and dissemination of educational materials.

Typically, project requests range from \$800 to \$3,000.

Proposal Format

Proposals should be brief (maximum of 5 pages) and adhere to the following format:

1. *Title*
2. *Project Personnel*, which may include:
 - a. Project leader (agent or specialists); Proposals must have only one project leader
 - b. Project co-leader(s)
 - c. Collaborators (specialists, researchers, others)
3. *Justification*
 - a. include brief statement about the problem this project will address
 - b. discuss the importance of this project to your county or region
 - c. note the target audience (producers, homeowners, professionals, etc.) that will be affected
4. *Objectives*
5. *Procedures*
 - a. Describe the working plan/description of methods
 - b. Discuss who will perform the duties, including any hired technicians
 - c. Include any cooperators (growers, master gardeners, etc.) involved and their commitment
6. *Educational Products (Outputs)*
 - a. Provide the educational products expected to be produced (PowerPoint, fact sheet, poster, published article, signage, demonstration sites, etc.).
 - b. Describe how the outputs will be distributed to other agricultural professionals and stakeholders in the county, region, or state (presentations, field day, workshop, etc.). If creating a demonstration site and/or signage, describe how stakeholders will be exposed to them.
 - c. Explain how project results will be presented to peers. All project leaders will be required to present results at two of the following:
 - i. One professional meeting
 - ii. Extension agriculture agents state meeting
 - iii. USU Extension Annual Conference “best management practices” session
7. *Evaluation*
 - a. Describe your plan to measure changes in knowledge and skills of your target audience (professionals and/or stakeholders) as a result of the project
8. *Project timeline*
 - a. in a table or list, provide estimated date ranges and what actions will happen in each timeframe
 - b. include methods/procedures, production of educational products, and evaluation plans in the timeline
9. *Budget*
 - a. Provide a detailed budget which includes the following categories:
 - i. Technician wages
 1. include hourly rate and total number of hours
 - ii. Supplies
 1. list products and associated costs
 2. include any printing costs under this category
 - iii. Travel
 1. include number of trips, mileage, and reimbursement cost/mile
 2. include costs (where applicable) to present results at a professional meeting (airfare, hotel, per diem)
 - iv. Other

Project Expectations

Successful completed projects will include all of the following:

- Educational tools (publications, PowerPoint slideshows, web-based materials, demonstration sites/signage, and other educational resources)
- Distribution of these educational tools to other professionals
- Presentation of project results at a professional meeting as well as USU Annual Extension Conference
- Completed WSARE project evaluation forms (provided with grant award notification)
- Proper acknowledgement of WSARE and Utah IPM on all materials produced

Proposal Evaluation Criteria

Proposals are evaluated by a committee composed of USU Extension IPM and WSARE staff and County Extension Agents. Funding is awarded based on the following point scale:

	<i>Points</i>
<i>Justification</i>	10
<i>Objectives</i>	10
<i>Procedures</i>	10
<i>Educational Products, Distribution, and Presentation of Results</i>	30
<i>Evaluation</i>	10
<i>Project Timeline</i>	10
<i>Budget</i>	10
<i>Past performance</i> (if you have never completed a mini-grant project, you will automatically get a score of 10)	10
Total	100

Proposal Deadline/Submission

Email your proposal by **January 7, 2013** to: Marion Murray, marion.murray@usu.edu

Funding Notification and Project Timeline

Notification of proposal awards will be made by **early February**. All project expenditures must be completed by **January 31, 2014**.

Required Reporting

A final report documenting the project's results, educational products, and evaluation results will be due to Marion Murray by **February 28, 2014**.

A guideline for report submission will be emailed to awarded projects in January 2013. The report will include project outputs (publications, images, slideshows, etc.) and WSARE evaluation forms. All materials (except evaluation forms) will be posted on the Utah IPM website.

Contact Information

Please contact Marion Murray (marion.murray@usu.edu, 435-797-0776) or Bob Newhall (bob.newhall@usu.edu, 435-797-2183) if you need assistance with development of project ideas or have any questions about the proposal process.