



# ALLIANCE GRANT PROPOSAL APPLICATION GUIDANCE DOCUMENT

## I. GETTING STARTED WITH YOUR ALLIANCE GRANT PROPOSAL APPLICATION

Here are some tips and recommendations to help you get started with your Proposal:

- Carefully review the [Solicitation](#).
- Refer to the Considerations for Developing Your Proposal Application in Section II of this document for additional information and/or considerations that will aid you in creating a complete Proposal.
- Familiarize yourself with the Ranking Considerations for Reviewers in Section III of this document to identify the criteria that will guide DPR staff and Pest Management Advisory Committee (PMAC) members when reviewing Proposal Applications and placing Proposal Applications in rank order.
- Complete all mandatory documents, and any desired optional documents, and submit them with the [Proposal Application](#).

Please contact the Alliance Grants Program Lead, Dr. Tory Vizenor, with any additional questions you may have by email to [Tory.Vizenor@cdpr.ca.gov](mailto:Tory.Vizenor@cdpr.ca.gov).

## II. CONSIDERATIONS FOR DEVELOPING YOUR PROPOSAL APPLICATION

The following additional information and/or consideration points may assist you in developing a complete and competitive Proposal.

### 1. **Proposals must be a good fit to the funding priority stated in the Solicitation.**

DPR is soliciting Alliance Grant Proposal Applications that seek to promote or increase the implementation, expansion, and/or adoption of effective and proven integrated pest management (IPM) systems or practices that reduce risks to public health and the environment in agricultural, wildland, or urban settings.

Successful applications will demonstrate strong partnerships, outreach, and/or an educational or training component to promote IPM and the broad application of the proposed IPM systems or practices. The most competitive Alliance Grant projects are those that can serve as a model for similar situations, and have a high potential for wide adoption.

The project must not focus primarily on research; however applied research can be a minor component of the overall project. Projects that have any basic research component, or which include substantial amounts of applied research as a major component, are encouraged to apply to DPR's [Research Grants Program](#). For the purposes of this Grant Solicitation, a substantial amount of applied research is defined as the sum of applied research activities comprising more than 25% of Tasks or the Budget (as described in the submitted Scope of Work).

**2. Alliance Team Formation, IPM Adoption, and Implementation**

Assembling an effective Alliance Team is essential to the success of the project. Alliance Team members should include active participants such as: commodity group representatives, growers, academic and private researchers, school district representatives, representatives of public health entities, urban or industry representatives, sustainability or certification programs, non-governmental organizations (NGOs), and other entities with a regional scope. Roles and expectations for each member should be developed, along with the project goals and objectives, to ensure Alliance Team members have a significant stake in the project.

A needs assessment survey can be an efficient and useful way to begin and plan for a new project. It can provide beneficial insights and the results can be used to modify project plans. Depending on the complexity of the project, a needs assessment may be an important first step in planning the project.

The creation of training programs should include time and travel funds for trainers to meet and practice as part of the Statement of Work and Budget. The creation of on-line courses requires experienced online course designers and a realistic estimate of time required. Content must come from those who are “experts” and their costs, if any, must be included in the Statement of Work and Budget.

**3. Ensure the Budget aligns with the work being performed and is fully justified.**

Reviewers sometimes find it difficult to reconcile the amount of money being requested with the work proposed to be performed. In some cases, the amount may seem inadequate; and in others, overestimated. Please be clear and thorough in justifying the project's Budget in the Budget Justification section of the Scope of Work and Budget Information document. Note that DPR cannot fund out-of-state travel.

**4. Ensure all personnel and staff belong to the same organization as the Grantee's Principal Investigator.**

To receive grant funds as personnel, staff must be paid through the same organization as the Principal Investigator (see the Terms and Conditions section of the Grant Agreement template for who can be a Principal Investigator). If staff cannot receive funds through the Principal Investigator's organization, they must instead be listed as Subcontractors.

University of California/California State University System (UC/CSUS) institutions have internal budgeting procedures that classify some personnel within a Subawardee category. Please note that personnel classification exceptions may exist for federal agencies that establish Research Service Agreements (RSAs) with State cooperative institutions and other colleges or universities for the acquisition of goods and services. Those classifications and exceptions do not pertain to DPR grants.

5. **The proposed project must be a ‘stand-alone’ project even if it is a component of a larger outreach endeavor.**

If all external aspects of the outreach endeavor were removed, the DPR-funded project must still be able to achieve all Objectives and Deliverables with the amount funded under the grant agreement. Additionally, the project Budget should not contain funds that support activities outside of the described Scope of Work. Please note that this requirement precludes any sources of matching funding.

6. **The full text of each key cited reference (limited to a maximum of five references) supporting the proposal’s merits, whether the reference is an unpublished report or a published paper, must be provided as a PDF document.**

Key cited documents supporting your Proposal Application are an important way to show the viability of your idea. Key cited documents that show the efficacy of an idea, economic feasibility, and potential value to the public can significantly strengthen a Proposal Application’s merits.

### **III. RANKING CONSIDERATIONS FOR REVIEWERS**

The criteria below will be used by DPR staff and the PMAC members when ranking Proposal Applications:

*Question 1 – Benefits to Californians (25 percent weight):* Is there a need for this project and will the people of California and expected beneficiaries of the IPM systems or practices significantly benefit from the project?

- Does the project align with the Alliance Grant Program’s mission to promote or increase the implementation, expansion, and/or adoption of proven and effective integrated pest management systems or practices that reduce risks to public health and the environment in agricultural, wildland, or urban settings through the utilization of an Alliance Team representing state, local, public, private, educational, and other stakeholders?
- Are the pesticides and pests being addressed in the project relevant to concerns of the people of California?
- Will California stakeholders benefit from this project?

- Will implementation, expansion, and/or adoption of the established IPM systems or practices result in a significant reduction in the usage of pesticides of high regulatory concern or considered high-risk?
- Are the specific IPM systems or practices being advocated ready for adoption?
- Has efficacy for the proposed IPM system or practices already been established?
- Do Letters of Support come from people who can attest to the quality or effectiveness of the applicant's similar work?
- Do Letters of Support come from the appropriate people who would be involved in implementing, expanding, and adopting the proposal's goals and objectives?
- Are the risks from current pesticide use practices clearly identified and described?

*Question 2 – IPM Adoption, Alliance Formation, and Implementation (25 percent weight):* Will this project aid in the implementation, expansion, and/or adoption of established IPM systems or practices?

- Is the project likely to aid in the implementation, expansion, and adoption of established IPM systems or practices and lead to a reduction in public health or environmental risks?
- Are the Alliance Team members, roles, and expectations for the successful completion of the project adequately described?
- Are the Alliance Team members committed to fully completing their portion of the project?
- Are the project Goals and Objectives, and how the Alliance Team will assist in accomplishing these Goals and Objectives, adequately described?
- Are the processes proposed to achieve the project Goals and Objectives, whether by surveys, trainings, on-line courses, etc., adequate and sufficiently identified and described?

*Question 3 – Economic Benefits and Feasibility (25 percent weight):* Does this project have economic benefits and will it be economically feasible to implement?

- How does the project show economic feasibility?
- What are the economic benefits of the project?
- From an economic standpoint, how do the IPM systems or practices proposed for implementation, expansion, and/or adoption in the Proposal Application compare to others currently available or in use?
- How will the project overcome economic barriers to implementation, expansion, and/or adoption in the relevant agricultural, urban, or wildlands setting?
- Does the project involve collecting cost information on the IPM systems or practices it promotes? If not, is there an acceptable reason?

*Question 4 – Project Details (25 percent weight):* Considering all submitted Proposal Application materials, are the materials and methods sufficient to support the completion of the project?

- Is the described target audience and geographical area appropriate for the project’s Scope of Work?
- Is the outreach/communication framework in place appropriate for the project’s Scope of Work?
- Is the described potential for expansion appropriate for the project’s Scope of Work?
- Are the methods for measuring success appropriate for the project’s Scope of Work?
- Do the provided Key Cited Documents and optional illustrative graphics support the proposed project?
- Are the outreach methods adequately described and sufficient to support the completion of the project?
- Are the project Goals, Objectives, Tasks, and Deliverables clearly stated and reasonably achievable within the grant period?
- Will the successful completion of the Tasks achieve the Objectives?
- Do the Principal Investigator and Key Personnel have the background, technical experience, and commitment needed to complete the project?
- Is the Budget reasonable to complete the project?
- Does the Budget Justification appropriately justify project expenses?