

*Integrated Pest Management
Collaborative Research Support Program*

IPM CRSP

Policies and Operating Procedures (POPs) Manual

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ACRONYMS

ADS – Automated Directives System
ANCAR – Agence Nationale de Conseil Agricole et Rural
AVRDC – World Vegetable Center
CEDAF – Centro para el Desarrollo Agropecuario y Forestal, Inc.
CFR – Code of Federal Regulations
CG – Consultative Group
CICP – Consortium for International Crop Protection
CIP – International Potato Center
CNFA – Citizens Network for Foreign Affairs
CRSP – Collaborative Research Support Program
CTO – Cognizant Technical Officer
DPV – Direction de la Protection des Végétaux
EARO – Ethiopian Agricultural Research Organization
EEP – External Evaluation Panel
ERP – External Review Panel
EGAT/NRM – USAID Bureau for Economic Growth, Agriculture and Trade/Office of Natural Resources Management
FGDC – Federal Geographic Data Committee
FHIA – Fundación Hondureña de Investigación Agrícola
FIELD – Farmer Initiatives for Ecological Literacy and Democracy
HAC – Health and Accident Coverage
HC – Host Country
IARC – International Agricultural Research Center
ICARDA – International Center for Agricultural Research in the Dry Areas
ICIPE – International Centre of Insect Physiology and Ecology
ICRISAT – International Crops Research Institute for the Semi-Arid Tropics
IDIAF – Instituto Dominicano de Investigaciones Agropecuarias y Forestales
IER – Institut d'Economie Rurale du Mali
IFPRI – International Food Policy Research Institute
IITA – International Institute of Tropical Agriculture (<http://www.iita.org>)
ILRI – International Livestock Research Institute
INIAP – Instituto Nacional Autónomo de Investigaciones Agropecuarias
INERA – Institut de l'Environnement et Recherches Agricoles
INSAH – Institut du Sahel
IPM – Integrated Pest Management
IPP – Institute of Plant Protection
IPR – Institut Polytechnique Rural
IRAD – Institut de Recherche Agricole pour le Développement
IRAG – Institut de Recherche Agricole
IRRI – International Rice Research Institute
ISRA/CDH – Institut Sénégalais de Recherches Agricoles/Centre pour le Développement de l'Horticulture
KARI - Kenya Agricultural Research Institute

KCRF – Kenya Coffee Research Foundation
LDC – Less-developed Countries
LRMT – Land Resources Management Team in EGAT/NRM
M&E – Monitoring and Evaluation
M&IE – Meals and Incidental Expenses
ME – Management Entity
MINAG – Ministry of Agriculture
MOU – Memorandum of Understanding
NARI – National Agricultural Research Institute
NARO – National Agricultural Research Organisation
NASULGC – National Association of State Universities and Land-Grant Colleges
NGO – Non-Governmental Organization
OMB – Office of Management and Budget
OHVN – L'Office de la Haute Vallée du Niger
OIRED – Office for International Research, Education, and Development
ONAPES – Organisation Nationale des Producteurs Exportateurs de Fruits et Légumes du Sénégal
PAB – Program Advisory Board
PD – Program Director
PhilRice – Philippine Rice Research Institute
PI – Principal Investigator
PL – Program Leader
POPs – Policies and Operating Procedures
PPRI – Plant Protection Research Institute
RADA – Rural Agriculture Development Authority
RFA – Request for Applications
SANREM – Sustainable Agriculture and Natural Resource Management
SEVIS – Student and Exchange Visitor Information System
SKB – Sustainable Agriculture and Natural Resource Management Knowledge Base
SODEFITEX – Société de Développement et des Fibres Textiles
TACRI – Tanzania Coffee Research Institute
TC – Technical Committee
UWI – University of the West Indies
US – United States
USAID – United States Agency for International Development
USDA-APHIS-PPQ – United States Department of Agriculture Animal and Plant Health Inspection Service Plant Protection and Quarantine Program
UZNIIR – Uzbek Scientific Research Institute for Plant Protection
VCS – Visa Compliance System
VT – Virginia Polytechnic Institute and State University

PURPOSE AND AUTHORITY OF THE POLICIES AND OPERATING PROCEDURES

The purpose of the Policy and Operating Procedures (POPs) is to ensure that the Integrated Pest Management Collaborative Research Support Program (IPM CRSP) operates in a consistent and efficient manner to promote IPM research, training, and technology transfer.

Authority for Policy and Operating Procedures for the IPM CRSP is contained in the Leader-with-Associate Cooperative Agreement No. EPP-A-00-04-00016-00, from the United States Agency for International Development (USAID) to Virginia Polytechnic Institute and State University (Virginia Tech). The Office of International Research, Education, and Development (OIREED) serves as the Management Entity. The Cooperative Agreement document contains the Schedule, Program Description, Standard Provisions, Sample Associate Awards, and Program Administration and Implementation provisions. This Cooperative Agreement extends the authority for the IPM CRSP from 30 September 2004 to 30 September 2009.

In case of discrepancies between the Policy and Operating Procedures and the Cooperative Agreement, the Cooperative Agreement document takes precedence.

PROGRAM STRUCTURE AND MODE OF OPERATION

The Integrated Pest Management Collaborative Research Support Program (IPM CRSP) is an initiative of USAID. Virginia Tech designed the program to develop and implement a replicable approach to IPM that will help reduce: a) agricultural losses due to pests; b) damage to natural ecosystems including loss of biodiversity; and c) pollution and contamination of food and water supplies. By combining strong regional IPM programs with work on critical global cross-cutting themes, the goals of the IPM CRSP are to: a) measurably reduce crop and animal losses due to pests; b) increase farmer income; c) reduce pesticide use; d) reduce pesticide residues on export products; e) improve IPM research and education program capabilities; f) improve ability to monitor pests; and g) increase the involvement of women in IPM decision-making and program design. By reaching these goals, the IPM CRSP program will directly contribute to the strategic objective of the Land Resources Management Team (LRMT) of the Natural Resource Management Program in the Bureau for Economic Growth, Agriculture and Trade (EGAT/NRM) to increase the capacity of USAID and its partners to advance land resource management practices that provide long-term social, economic, and environmental benefits.

The IPM CRSP has four program objectives:

- Advance IPM science, and develop IPM technologies, information, and systems for sound land resource management;

- Improve IPM communication and education, and the ability of beneficial practitioners to manage knowledge, resulting in widespread adaptation, adoption, and impact of ecologically-based IPM technologies, practices and systems;
- Provide information and capacity building to reform and strengthen policies and local/national institutions that influence pest management; and
- Develop and integrate sustainable resource-based local enterprises into national regional and global markets.

In order to accomplish these program objectives, IPM CRSP will:

- Identify and describe the technical factors affecting pest management;
- Identify and describe the social, economic, political, and institutional factors affecting pest management;
- Work with collaborating groups to design, test, and evaluate appropriate participatory IPM strategies;
- Work with collaborating groups to promote training and information exchange on participatory IPM;
- Work with collaborating groups to foster policy and institutional changes.

Key IPM outcomes include:

- Ecologically-based participatory IPM science advanced, with ecologically-based IPM technologies, information, and systems developed for managing key pests on important crops in Africa, Asia, Latin America/Caribbean, and Eastern Europe.
- Improved IPM communication, increased capacity of host-country scientific and outreach institutions, enhanced ability of practitioners to manage IPM knowledge, and widespread adoption of ecologically-based IPM technologies, practices, and systems, with measurable impacts.
- Information provided and capacity built that reform and strengthen policies and local/national institutions that influence pest management.
- Sustainable, resource-based local enterprises developed and integrated into regional, national, and international markets.

IPM CRSP Organizational Structure

OIRED at Virginia Tech is the Management Entity (ME) for the IPM CRSP and is the primary grantee of USAID. The ME is accountable to USAID for the IPM CRSP both programmatically and fiscally.

Certain programmatic and fiscal responsibilities are delegated from the ME to participating U.S. and host country institutions through subawards for collaborative research programs between individual U.S. scientists and their host country counterparts.

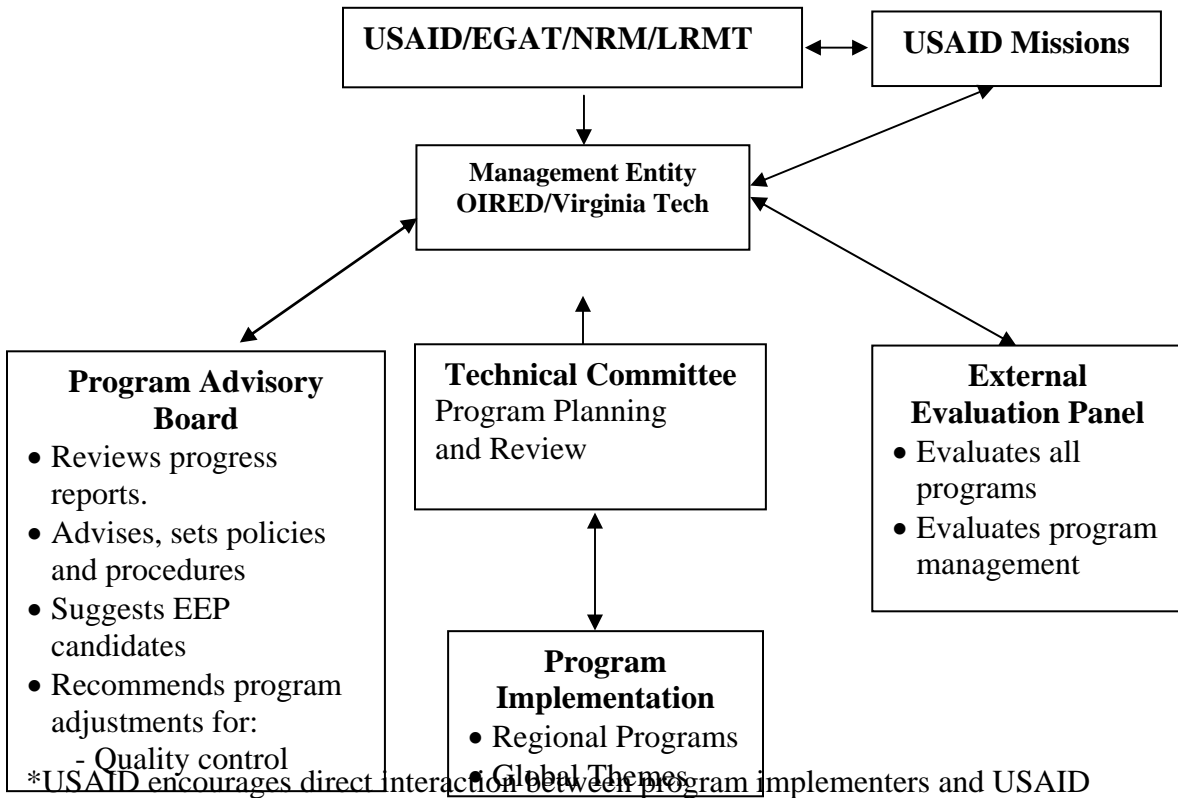
Collaborative research arrangements between participating U.S. and host country institutions are enabled by Memoranda of Understanding (MOU) between host country institutions and the IPM CRSP Management Entity or the lead U.S. institution. The MOU formalizes the means by which U.S. and host country institutions initiate and carry out

collaborative programs and specifies the conditions, responsibilities and resource commitments of the collaborating institutions, and are the responsibility of each IPM lead institution. The MOU also creates the official environment under which “Host Country Activities” are identified and implemented. An MOU, however, is not a binding document, and does not commit USAID or any other institution to the allocation of resources.

USAID Missions have the option of being involved in the development of the CRSP program as relevant to their own programs, and in the agreement with the host country government or its institutions. The Mission will receive a copy of the final agreement and will be given the opportunity to be a cosigner if it so desires.

The Program Advisory Board (PAB) of the IPM CRSP provides administrative and policy guidance to the ME and serves as the top policy-making body for the CRSP.

IPM CRSP Organizational Structure



The Technical Committee (TC) will review and critique annual workplans and budgets developed by the various programs in the CRSP, evaluate the technical merits of research and training activities, recommend funding and provide input into the subaward RFAs.

An External Evaluation Panel (EEP) will review programs and prepare a report to the ME and USAID annually. Members will make host country site visits at least once during the duration of the program. EEP recommendations will be used to select programs for continued funding and to make adjustments in program implementation.

An External Review Panel (ERP) is an ad hoc committee established to evaluate competitive proposals.

Management Entity

Purpose

The Management Entity (ME) is an institution with the legal status of a judicial body that administers the Cooperative Agreement from USAID and manages the IPM CRSP and its activities. The ME is ultimately responsible for the conduct of the cooperative agreement.

Responsibilities

The responsibilities of the ME include, but are not limited to:

- Receiving and administering cooperative agreement funds and monitoring and accounting for all expenditures to USAID;
- Developing sub-agreements with participating U.S. universities for approved projects;
- Implementing research programs in coordination with U.S. and HC Institutions;
- Accounting to USAID for program accomplishments and expenditures, including the required U.S. match, through annual reports;
- Obtaining the necessary USAID clearances for international travel by CRSP personnel and the required approvals for equipment purchases;
- Developing and implementing review and evaluation procedures to assure the CRSP's overall performance meets stated objectives;
- Coordinating and facilitating meetings of the PAB, TC and EEP;
- Providing leadership in the enhancement of leveraging financial resources other than the core grant;
- Designating appropriate institutions for implementation of Associate Awards;
- Representing the CRSP on the CRSP Council; and
- Issuing RFAs for competitive sub-awards.
- Facilitate TraiNet.

Staff*

The ME, which handles all of the day-to-day management of the CRSP, is staffed by a Program Director, Associate Program Director, Program Coordination Assistant, a Gender Specialist, a Communications Specialist/Editor, a Business Manager and additional faculty and support staff. This team, representing research management expertise as well as strong financial administrative competence, works closely with the university to ensure the Cooperative Agreement is administered within the rules and regulations of Virginia Tech, the CRSP Guidelines, and with federal regulations put forth by USAID/Washington. Through acceptance of this Cooperative Agreement, the Management Entity University (Virginia Tech) agrees to provide other programmatic and fiscal backup to the CRSP.

Administrative Principal Investigator – Dr. S.K. DeDatta

The OIRED Director shall serve as the Administrative Principal Investigator, similar to all donor-funded projects led by the office. The Administrative Principal Investigator is the overall leader of the IPM CRSP and ensures financial and institutional accountability in accordance with standard university procedures and USAID requirements. He will complement other ME member and research leader efforts to liaise with the USAID missions for the associate awards.

Responsibilities:

- provide administrative and financial oversight of the IPM CRSP, monitoring conformance with university and USAID procedures;
- supervise the core management team; and
- serve as a scientific resource for the program, including non-voting ex-officio membership on the TC and PAB.

Program Director – Rangaswamy Muniappan (Muni)

The Program Director shall have the same authority and responsibilities typically ascribed to other CRSP Directors. This individual will represent the ME in all forums and will be a member of the CRSP Council. He will be the primary contact person for the CTO and will manage the project on a day-to-day basis.

Responsibilities:

- manage technical, administrative, and budgetary matters regarding the CRSP;
- coordinate the efforts of the core management team;
- lead and coordinate preparation of the annual workplan and budget;
- report program accomplishments and expenditures to USAID through annual reports and other required reports;
- represent the ME in CRSP Council meetings;
- develop and implement monitoring and evaluation procedures to ensure that the overall performance of the CRSP meets program objectives;
- monitor programs and use of funds by participating institutions that are assigned responsibility for the same through sub-awards;

* Contact information is provided in Appendix 2.

- liaise with consortium partners and external IPM CRSP collaborators;
- facilitate equipment purchase approval through the CTO and the USAID Contracts Office;
- provide leadership in seeking and negotiating supplemental financial resources, such as USAID Mission “buy-ins” through Associate Awards;
- coordinate rapid deployment of technical assistance at the request of USAID missions;
- participate in PAB and TC meetings (non-voting);
- implement PAB policies and recommendations;
- represent the CRSP to USAID/Washington and internationally; and
- lead and coordinate the publication of newsletters, annual reports, workshop proceedings, etc.

Associate Program Director – Larry Vaughan

Associate Program Director shall provide back-up and assistance to the Program Director in the fulfillment of all ME responsibilities including but not limited to those listed below.

Responsibilities:

- coordinate implementation of research programs with U.S., host country, and IARC institutions;
- coordinate degree and non-degree training programs in the U.S. and other sites;
- prepare IPM fact sheets and technical bulletins;
- manage the monitoring and evaluation (M&E) system;
- maintain records on all training, workshops, CRSP publications and “buy-ins”;
- facilitate Memoranda of Understanding with host country institutions to be signed off by Virginia Tech Officials;
- contribute updates to the IPM CRSP website;
- represent the Program Director at CRSP Council and other meetings;
- edit the scientific content of the annual report;
- prepare minutes of the PAB and TC meetings;
- update the IPM CRSP Policy and Procedures Manual after each PAB Meeting and post the updated version on the IPM CRSP website; and,
- represent the Program Director as needed and appropriate.

Gender Equity Coordinator – Maria Elisa Christie

The Gender Equity Coordinator shall work across all program sites to ensure that gender equity is an integral part not only of the planning of the IPM CRSP, but also of its implementation and impact. She will provide input on gender implications of all IPM CRSP interventions. She will be an integral part of the ME and participate in all planning processes including voting at the TC meetings. The Gender Equity Coordinator for the IPM CRSP shall be responsible for ensuring that gender considerations are properly integrated into research and training activities, and that a high level of gender scholarship is maintained regarding IPM development and technology transfer.

Responsibilities:

- ensure that gender equity is an integral planning, implementation and impact component of all IPM projects;
- provide input on gender implications of all IPM CRSP interventions;
- participate in all ME planning processes and activities;
- participate as a voting member of the TC; and
- ensure that gender considerations are properly integrated into all research and training activities, and that a high level of gender scholarship is maintained in IPM development and technology transfer.

Communications Specialist/Editor – Miriam Rich

The Communications Coordinator shall be responsible for implementing the communications strategy. Target audiences of this strategy will be the scientific community, international community and the general public.

Responsibilities:

- facilitate the development and maintenance of electronic communication linkages to all IPM CRSP institutions;
- coordinate with CICP for widespread dissemination of research results, IPM interventions and IPM knowledge management;
- maintain the IPM CRSP web site;
- produce and edit the annual report and other publications; and
- produce and edit brochures, newsletters, news releases, etc.

Program Coordination Assistant – Debbie Francis, CPA

The Program Coordination Assistant shall assist the ME in all aspects of program support for smooth operations of the IPM CRSP Project.

Responsibilities:

- processing invoices for subgrantees;
- processing participant activities into TraiNet;
- assist in the revision of budgets and pre-approval documents for subgrants;
- produce IPM CRSP financial reports for USAID; and
- process international travel requests.

Business Manager – Gene Ball

The Business Manager shall assist the ME in all aspects of financial management and shall serve as part of the IPM CRSP management team.

Responsibilities:

- institutional oversight for Virginia Tech university guidelines;
- assist in database management for the project; and
- assist in reconciling budgetary issues.

Program Advisory Board

Purpose

The Program Advisory Board (PAB) will provide policy-level oversight to the ME in conformance with the CRSP Guidelines. The PAB helps the ME guide the CRSP.

Composition*

The IPM CRSP Board shall comprise six to eight high-level administrators of active U.S. consortium partner institutions, host country institutions, and the international agricultural research centers (IARCS) serving on a rotating basis, with the option to increase the number of members, if necessary. In addition, the IPM CRSP PD, Associate PD, and the Administrative PI will serve as ex-officio non-voting members. The USAID CTO will serve as an ex-officio, voting member.

The ME will nominate board members who will then be approved by USAID.

Some of the U.S.-based partner institutions will be represented on the Board in a given year. Representation of these institutions will rotate to have greater participation of the partner organizations. The term of service will be either two or three years, to ensure continuity. Individual service time will be determined by consensus of the full Board.

The Program Advisory Board will elect a Chair by simple majority for a one-year term. The incumbent may be re-elected. The ME serves as the executive secretariat to the Board.

Responsibilities

The Program Advisory Board is responsible for overall policy concerning programs and operations for the IPM CRSP. These responsibilities include, but are not limited to:

- Providing the ME with advice on program policy issues;
- Evaluating the content and balance of the program, and the adequacy of funding and resources;
- Reviewing the progress/accomplishments of the CRSP through reports from the annual TC review or major reviews conducted by the EEP;
- Recommending actions in cases of poor performance and making suggestions for funding modifications;
- Approving additions/deletions/modifications to components of the CRSP; and
- Suggesting and approving nominations for the EEP to be submitted to USAID/W.

Meetings

The Board will meet once annually. Whenever face to face meetings are not possible, a conference call will be used for PAB meetings. Other meetings may be called by the PAB Chair or the ME, when deemed necessary. The ME, in consultation with the Chair of the Board, determines the date and location of the meetings. Meeting options include conference calls or other electronic communication. Participation by at least 50 percent

* A list of member names and institutions is provided in Appendix 3.

of the PAB members is considered a quorum for transaction of business and simple majority of members present is required for decisions by the PAB. The meeting agenda will be developed jointly by the ME and the PAB Chair and sent to members along with supporting material in advance of the meeting. Board meeting minutes will be distributed within two weeks after the conclusion of the meeting. The ME will seek approval of the minutes from PAB members electronically.

Action without Meeting

Meetings may be held through telephone conference. Any action required or permitted to be taken by the Board may be taken by a mail/e-mail ballot without a congregate meeting if members of the Board, individually or collectively, consent in writing to such a procedure. Actions duly taken without a congregate meeting will be recorded and will have the same force and effect as an action or resolution duly adopted at a meeting of the Board.

Fees and Compensation

PAB members receive no compensation for their services on the PAB, but expenses for participating in the meetings are reimbursed.

Extent of PAB Authority

While the ME has the authority to make the final decisions relative to program assignments, budget allocations and authorization, the ME will carefully consider the advice and guidance of the Board. Departure from the Board's recommendations by the ME must be justified, recorded and reported in writing to the Board by the ME.

Technical Committee

Purpose

A technical committee (TC) will provide programmatic input to workplans and assess progress on program implementation. It shall also advise the ME with respect to resource allocation in the context of program performance or budget cuts.

Composition*

Each Program Leader is a member of the TC. The TC will also include the CTO, a member from a host-country consortium institution, an IARC representative, a gender specialist and an external member from one of the following: the private sector; an NGO; a relevant U.S. Federal Agency; or a non-participating U.S. university. The Program Director, Associate Program Director, and Administrative PI will participate in TC meetings as non-voting members. If additional TC members are desirable, the ME, in consultation with the PAB, will appoint additional individuals as invited external members.

The TC Chair will be elected by a simple majority of TC members for a two-year term beginning with the initial meeting, with the possibility of re-election. The ME will be

* A list of member names and institutions is provided in Appendix 3.

responsible for seeking nominations for a new Chair from among remaining members. The elections will be conducted either by e-mail or a brief conference call (two-four weeks) prior to the first TC meeting of the year.

Responsibilities

The primary responsibilities are to review and critique annual workplans developed by the various programs in the CRSP, evaluate the technical merits of research and training activities, recommend funding and provide input into sub-grant RFAs.

Further responsibilities of the TC include, but are not limited to:

- Monitoring the technical research of the CRSP and proposing modifications therein;
- Reviewing the annual workplans and budgets and recommending technical and/or budget adjustments based on performance;
- Recommending actions in cases of poor performance and making suggestions for funding modifications;
- Reviewing the recommendations of the EEP and recommending adjustments and responses as appropriate;
- Making recommendations to the ME for program actions; and
- Recommending approval of workplan for CTO, through the ME.

Meetings

To carry out its responsibilities, the TC is expected to meet once a year either face to face, via conference call or via video conference. TC members may also participate in electronic conferences at other times of the year. Meetings may be called by the TC Chair or the ME. Participation by at least 50 percent of the TC members is considered a quorum for transaction of business, and a simple majority of members present is required for decisions by the TC.

Action without Meeting

Any action required or permitted to be taken by the TC may be taken by a mail or email ballot without a meeting, if members of the TC individually or collectively consent in writing to such a procedure. Actions duly taken without a congregate meeting shall be recorded and shall have the same force and effect as an action or resolution duly adopted at a meeting of the TC.

Fees and Compensation

TC members receive no compensation for their services on the TC but external members may be offered an honorarium. TC members will make provisions to include meeting costs in their respective budgets. In the event that a member does not have the necessary budget support, the ME will consider covering associated expenses. External TC members' costs will be covered by the ME and will be offered an honorarium for services.

Extent of TC Authority

The TC recommendations will be reported in writing to the ME and the Program Advisory Board for further consideration.

External Evaluation Panel

Purpose

The External Evaluation Panel (EEP) is charged with overall program guidance and evaluation of the IPM CRSP, which include the competitive awards program, program direction, and research collaboration with host countries. The EEP will conduct evaluations according to the need and availability of funds. The EEP provides written evaluations and recommendations for retention, addition, elimination, and/or modification of IPM CRSP component projects.

Composition and appointment*

EEP members are nominated by the ME, approved by USAID and appointed by the ME. Nominations for EEP members are solicited from CRSP personnel, TC and PAB members as well as current EEP members. When a slate of candidates is prepared, the ME contacts each of them to determine his/her willingness to be nominated. A list of the people who accept is submitted to the PAB for ranking and approval. The approved names are submitted to the IPM CRSP Cognizant Technical Officer for processing through the appropriate USAID offices.

The EEP comprises up to five members appointed for terms of up to five years. The EEP Chair is elected, by a simple majority from and by the EEP members and confirmed by USAID. The term of office normally consists of the time remaining in the member's appointment to the EEP.

Responsibilities

The responsibilities of the EEP include, but are not limited to:

- Reviewing the progress of the CRSP's research program on an annual basis, either through a review of the workplans and annual reports or a combination of a paper review and selected site visits;
- Completing a second year review of any competitively awarded program;
- Making recommendations to the ME relative to program direction; and
- Completing a comprehensive review at the end of the third year or early in the fourth year of implementation, up to two years prior to the termination of the Cooperative Agreement.

Meetings

Substantial workplan reviews and site visits will typically be done independently by EEP members. The EEP may be convened at the request of the ME or PAB to meet in person or electronically, as deemed necessary to fulfill its responsibilities.

Fees and Compensation

Members of the EEP will be reimbursed for expenses incurred as a result of their participation in reviews or meetings and may also receive an honorarium. The EEP

* A list of member names and institutions is provided in Appendix 3.

members will be paid the honorarium by the ME shortly after the acceptance of their report by USAID.

Extent of EEP Authority

The IPM CRSP should make full use of the EEP and its recommendations. The ME will respond in writing to EEP reports clarifying acceptance or rejection of each recommendation and report. The EEP recommendations may serve as the basis for bringing about salutary changes in the CRSP. In the event the ME disagrees with the EEP's recommendations, the rationale for such disagreement shall be recorded by the ME and forwarded to USAID. The EEP reports are submitted to USAID through the ME. The ME also submits to USAID a written response to each EEP recommendation within 30 days of receiving the report.

External Review Panel for Subaward Competition

Purpose

An ad-hoc external review review panel (ERP) will be established for expert review of pre-proposals and proposals for competitive IPM programs such that the existence and appearance of conflicts of interest is avoided.

Composition

The ME will appoint members who are experts in the subject matter of the RFA. Selection of additional members will have the concurrence of the chair of the PAB.

Responsibilities

The responsibilities of the ERP include, but are not limited to:

- Reviewing and evaluating pre-proposals/proposals received in response to an RFA distributed by the CRSP for its relative scientific merit in meeting the performance requested in the RFA.
- Making recommendations, in writing, to the ME on the acceptability of pre-proposals/proposals.

Meetings

Meetings of the ERP will be held to discuss the merits of pre-proposals/proposals at the request of the ME. Meeting options include face to face, telephone conference calls, e-mail, and other electronic means.

Fees and Compensation

ERP members will be reimbursed for travel expenses incurred for their participation in meetings and may also receive an honorarium.

Conflict of Interest Policy

The Conflict of Interest policy is designed to prevent apparent and actual conflicts of interest. Members of the EEP and ERP shall not be affiliated with current IPM partner

institutions. Members of the EEP and ERP shall not participate in evaluating (scoring and voting) an application if:

- they are a PI or collaborator on an application,
- their institution has a stake in the application (lead or sub-contract),
- they were the major professor of an application PI, or
- they feel they cannot objectively evaluate the application for any other reason.

Members of the EEP and ERP with clear or potential conflicts of interest shall notify the IPM CRSP Program Director immediately so that these conflicts can be avoided through reassignment of reviews or replacement of EEP and ERP members.

Program Leaders

Program Leaders (PL) are the lead U.S. co-principal investigators who have responsibility for implementing a particular competitive program. Their responsibilities include establishment of contractual relationships with partner institutions, work plan development reporting, and self-evaluation of program performance. Each Program Leader is a member of the TC and has a responsibility to participate in TC deliberations.

Program Coordinators

Program Coordinators are host country research partners or employees of regional partner institutions who have been assigned high level coordination responsibilities for a competitive regional or global theme program or an associate award. They may be hired personnel paid by the CRSP.

OPERATING PROCEDURES

Environmental Compliance

Environmental Policy

The IPM CRSP, like all USAID projects must comply with the Title 22 Part 216 of the Code of Federal Regulations (22 CFR 216). USAID's Environmental Policy Compliance Procedures booklet (available at:

http://www.usaid.gov/our_work/environment/compliance/regulations.html) explains how projects comply. Any IPM CRSP program using "pesticides" in a very broad sense of the word (including biopesticides and pheromones) must submit an Initial Environmental Examination (IEE) before work with pesticides can begin. The IEE must provide the required information as stated in section 216.3(b) "Pesticide Procedures". Examples of completed reports are available from the ME upon request.

Requesting Use of Plant Protection Products in the Course of IPM CRSP Programs

For every synthetic pesticide, botanical pesticide, microbial biopesticide, or pheromone, used as a plant protection product in the course of research or extension activities, the IPM CRSP must obtain authorization from a USAID environment officer. This requirement applies to all USAID projects (Title 22, Code of Federal Regulations, Part 216). The report that must be submitted to request authorization is called an Initial Environmental Examination (IEE). When pesticides (in the broad sense above) are being proposed for use, the report must respond to specific questions by which the IEE takes the form of a Pesticide Evaluation Review and Safe Use Action Plan (PERSUAP). Activities involving importation or release of non-native biocontrol agents (classical biocontrol) must also be approved through the IEE process.

In addition to its original role in requesting authorization for the IPM CRSP to use pesticides, the PERSUAPs prepared for IPM CRSP programs, are expected to be read and used by program personnel. The report contains important information on pesticide characteristics, human and environmental risks, and means to reduce those risks. The reports also outline the obligations programs have to ensure that pesticide workers associated with the project (be they researchers or farmers) possess the necessary knowledge and skills to use pesticides safely for on-station or on-farm research. Ensuring that proper personal protection equipment is available is always an obligation when working with toxic substances.

The following procedure has been established to ensure that each IPM CRSP regional and global theme program satisfies the requirements for a PERSUAP if required.

No pesticides can be used until a PERSUAP is submitted to USAID and approved.

For simplicity, all plant protection products will henceforth be referred to as "pesticides."

Steps in Completing a PERSUAP

The approach of the IPM CRSP to preparing PERSUAPs is to divide the report into two sections. The Pesticide Evaluation Review section addresses the twelve informational elements required in the USAID's pesticide procedures for each pesticide plus some important supplemental information. The Safe Use Action Plan addresses safety issues across the IPM CRP program.

In the IPM CRSP, gathering information for a program's PERSUAP is tied to development of the annual workplan. Once completed, a PERSUAP may require occasional amendment as new pesticides need to be included. These amendments should also be prepared during annual workplan development to the extent possible. However, if changing circumstances require a mid-year change in proposed pesticide use, a mid-year supplement to a program's PERSUAP may be prepared.

The process for preparing a PERSUAP involved the following steps:

1. *Submit a pesticide list.* By the annual workplan submission date (usually 31 July), a list of any biocontrol agents or pesticides (local trade name and generic names) must be submitted to the ME. The list should indicate the workplan activity number for which each pesticide will be used. The list will specify if the pesticide will be used in research, extension recommendations, or in maintenance of research plots (i.e. pesticide application used to control pests other than the research target). Pesticides used in research should indicate whether the product will be used as a control representing existing farmer practice or a potential improved product. Improvement means that the product is safer, cheaper, more effective, or provides a means to discourage development of resistance to pesticides when combined with currently used pesticides.
2. *Supply pesticide use information.* Within two weeks after the submission of the pesticide list and workplan, detailed information on each product must be submitted to the ME according to a template provided by the ME and available on the project website. The division of responsibility between different IPM CRSP personnel is described in the tables below. Include a brief description (one to three sentences) explaining proposed experiments or extension recommendations for which the pesticide is needed. An explanation is also required regarding how proposed pesticides do or do not fit into an IPM program and why they were selected. The justification for use presented to USAID will rely upon these explanations.
3. *Draft a safe use action plan.* The safe use of proposed pesticides is an essential part of a PERSUAP. It must be evident that the program is committed to minimizing risk. Above all, this duty includes ensuring that applicators have the proper skills to safely use the proposed pesticides. Assurances are usually supported by training or verification of prior training. Applicators and handlers who require training may be research technicians, graduate students, farmers, or extension agents. The text of the safe use action plan is applicable to all pesticides in the PERSUAP. Specific additional cautions may be required for certain

- products (i.e. special personal protective equipment or training). These additional safety requirements for specific products will be proposed by host country personnel or the ME. If the applicator does not possess the necessary personal protection equipment, the project must provide it. This responsibility should be taken into account when budgets are developed.
4. *Describe host country national pesticide regulation.* Submit a brief explanation of each country's ability to regulate pesticide registration and use.
 5. *Describe the program.* The program description can usually be compiled by the ME from the Program Leader's proposal, but may require additional help from the Program Leader.

Division of responsibilities

Responsibilities for preparation of the PERSUAP are shared between U.S. Program Leaders, Regional/National Coordinators, other host country personnel, and the Management Entity.

The **Program Leaders'** responsibilities (**Table 1**) begin with early stages of workplan development. The need for pesticides and the reason for their selection should be discussed with the host country personnel proposing them. It is the Program Leader's responsibility to decide: 1) if the program description is accurate; 2) whether the list of pesticides is complete and; 3) whether the Safe Use Action Plan is appropriate and sufficient. The Program Leader provides coordination between the host country team and the ME and fills narrative gaps that the host country team is unable to fill.

Table 1. Program Leader responsibilities

a. Submit proposed pesticide list with initial workplan
b. Manage acquisition of the pesticide information and safe use information from host country personnel
b. Assist ME in preparing the program description (ME takes primary responsibility to compile it from existing documents)
c. Provide a brief description of the agricultural environments where pesticides are being used
d. Review the text submitted by host countries for the Safe Use Action Plan
e. Fill narrative gaps that the host country team is unable to fill.

The **host country research team** has responsibility to provide the generic and local commercial name of the plant protection product, explain why it was chosen over other products, why it is necessary, and how it will be used (**Table 2**). The Regional or National Coordinator is responsible for preparing the program's assurances for safe use, including provisions for providing training if necessary (**Table 3**).

Table 2. Host country personnel responsibilities (for each pesticide)

a. Pesticide name: generic and local commercial
b. The registration status of the requested pesticide in the host country (ies)
c. The basis for selection of the pesticide including the availability and effectiveness of other pesticides or nonchemical control methods

(addressed in A2)
d. The effectiveness/appropriateness of the pesticide for the proposed use
e. The method of application
f. The extent to which the proposed pesticide is or can be part of an IPM package
g. Experimental comparisons being made
h. Target pest(s)
i. Plant(s) being protected

Table 3. Regional/National Coordinator responsibilities

a. The requesting country's ability to regulate or control the distribution, storage, use, and disposal of the pesticides
b. Provisions made for training users and applicators or verification of their qualifications
c. The availability of appropriate application and safety equipment

There are some **special circumstances** that should be documented by the host country team if they are applicable to a particular pesticide. Special circumstances can favor approval by USAID.

- There is low risk to the environment because fewer than 5L on a total of ten hectares per season will be used.
- The pesticide will be used as an experimental control to test alternative products or to otherwise incorporate it into an IPM program. (Candidate alternatives may be safer, cheaper, more effective, or provide rotation opportunities to prevent development of pest resistance.)
- The product has no toxic mode of action, such as a pheromone or biopesticide.

The **Management Entity** has ultimate responsibility for the final version of the report that is submitted to USAID (**Table 4**). Broadly, the ME gathers information on U.S. registration status and toxicological properties of each proposed plant protection product. It will review the proposed products and provide feedback on proper use. It may ask additional questions regarding a pesticide or how it may be used within the project. The ME prepares the report and submits it to USAID on behalf of the Program Leader.

Table 4. Management Entity responsibilities

a. The registration status of the requested pesticide in the United States
b. Acute and long-term toxicological hazards, either human or environmental, associated with the proposed use
c. Measures available to minimize risk
d. Compatibility of the proposed pesticide with target and nontarget ecosystems
e. In the case of significant effects on the environment, steps to mitigate adverse effects
f. Evaluation of user hazards or other hazards, if the pesticide is a U.S. EPA Restricted Use Pesticide
g. Program description (compiled from existing documents)

h. Compilation of all information
i. Preparation and submission of PERSUAP to USAID

Compliance: Budget and Implementation

The annual budget for a program cannot be released until the information requirements for the PERSUAP are met.

Any specific activity for which a pesticide is being proposed cannot be carried out until a PERSUAP that authorized the use of that pesticide has been submitted by the ME and approved by USAID.

Biotechnology Policy

If an activity will potentially involve the use of genetically modified organisms in research, field trials, or dissemination, the activity must be reviewed and approved for compliance with applicable U.S. requirements by USAID’s Biosafety Committee before the obligation of funds and before transfer, testing, or release of biotechnology products into the environment.

Procedures for Enacting Organizational Changes

Changing priorities may require changes in the research program, such as adding or deleting a research activity or U.S. institution, changing host countries or geographic regions, or changing program objectives. The IPM CRSP will use its normal planning and review process in accordance with the CRSP Guidelines to make such changes, including input from the PAB, TC, Program Coordinators, EEP, ME and the USAID CTO, and in accordance with the CRSP Guidelines.

These Policies and Operating Procedures have been developed to help the IPM CRSP operate in a transparent, consistent, and efficient manner. They may be changed at any time based on suggestions from any component of the IPM CRSP and subject to approval by the Board and the ME. The POPs Manual will be updated once a year to reflect these changes.

Procedure to Initiate New Competitive Programs

New research programs may be created on an as-needed basis through guidance from the advisory bodies. To initiate a new activity, the ME will prepare a Request for Applications (RFA). Requests for Applications will be disseminated to all U.S. institutions through the National Association of State Universities and Land-Grant Colleges (NASULGC) and the Community of Science, posted on the IPM CRSP website, and e-mailed to IPM-related listservs. When proposals are received by the ME, they will be forwarded to the ERP for evaluation and ranking. The ME in full consultation with the ERP then selects applications for funding.

Change in Research Activities

Approval from the ME, TC and PAB are required whenever a program leader proposes a major change in the approved project objectives, research plan or budget. Reason for this action may include:

- changes in country, regional, or global priorities;
- completion of program objectives;
- performance of the program below an acceptable standard; and
- decreased USAID support for the CRSP which requires elimination or significant reductions in research activities.

Change in Program Leaders

When a program leader terminates his/her role with the IPM CRSP, the ME should be notified in advance whenever possible. By the next annual meeting of the TC and the PAB, the representative from the lead institution is expected to notify the ME of (a) its interest in continuing its involvement in the IPM CRSP and (b) its proposal for designating a new program leader. An interim program leader will be identified by the ME to continue the project until a replacement is identified.

The PAB and TC reviews this information and works with the ME and CTO to determine if the project should continue. If not, the ME may initiate procedures to identify a suitable replacement program leader, and possibly a replacement lead institution.

Change in Participating Institutions

A participating U.S. or host country institution may be replaced or placed on inactive status because:

- The component has achieved the research and training goals of the approved Five-Year Work plan for which it was responsible;
- The institution no longer has the staff and resources to maintain its participation;
- The performance of the institution has fallen below an acceptable standard; or
- Decreased USAID support for the IPM CRSP requires elimination of program components (programs, activities, and/or institutions).

The process of replacing a lead or participating U.S. institution involves the ME, TC and PAB acting in accordance with the established procedures. The PAB and ME will work with an institutional representative from the affected institution to bring about the appropriate action. The ME will work with the USAID/Washington Cognizant Technical Officer throughout the process.

Multi-Institutional Involvement

Recognizing that effective collaborative research requires multi-institutional involvement, the ME, through the TC, shall encourage all programs to involve multiple U.S. and host country institutions in their activities in a proactive way.

Carry-Over Funds Policy

When unexpended program funds from the previous year's budget exceed 10 percent of the year's allocation, the excess may be de-obligated from the current year's program budget and re-allocated to other programs as determined by the ME. Requests for carryover in excess of 10% of an annual budget will should be made in writing 30 days before the end of the previous budget year and will be considered for ME approval on a case by case basis.

Fund Terminology

Core Funds:	Core funds are funds coming directly to the IPM CRSP from USAID/EGAT.
Associate Award Funds:	Associate award funds are funds directed from USAID missions, bureaus, or offices to the ME for associate award implementation.
Technical Assistance Funds:	Technical assistance funds are core funds specifically designated for the performance of short-term technical assistance tasks requested by USAID.
Carry-Over Funds:	Carry-over funds are those funds allocated, but for which no invoices have been submitted to the ME during previous budgetary year(s).
Pipeline:	Difference between the cumulative amount funded and the cumulative invoiced amount.

Coordination and Clearance of International Travel

Travel Request

International travel associated with IPM CRSP activities must be in the approved annual travel matrix. The annual travel matrix is considered part of the workplan. Each program leader is responsible for sending the ME travel destination information for the coming year by 1 July each year. For international travel to be approved, travel expenses must be provided for in the annual program budget and must have been submitted for inclusion in

the annual travel matrix. Any additional international travel must be recommended by the ME and approved by the USAID agreement officer.

The traveler should submit an IPM CRSP International Travel Request no later than 30 days before international travel is anticipated at the following web link: http://www.ipmcrsp.ag.vt.edu/Sub_documents.php. Upon submission of the form, the ME checks the requested trip against the approved travel matrix. Upon approval, the trip is assigned an International Travel Authorization Number. Trips not included in the annual travel matrix will be refused authorization. Each trip should have a narrative that describes the purpose of the travel and expected outcomes, should include contact (by advance arrangement) with the relevant USAID Mission, preferably through the USAID CTO, and should be followed by an informative report describing discussions, decisions, accomplishments and the reasons for not achieving any of the expected purposes of the trip.

These International Travel Authorization Numbers should be submitted by subawardees with the documentation accompanying invoices for the associated travel. International travel will not be reimbursed without these authorization numbers. The IPM CRSP invoice form contains a worksheet for travel information.

Fly America Act

Participants must follow their respective institution's rules and regulations for both domestic and international travel. However, there are some USAID-specific guidelines that also need to be taken into account.

The term "international travel" means travel to all countries outside of the country of residence of the traveler. Under the Fly America Act (Section 301-3.6 of the Federal Travel Regulations), all international air travel and shipments into and out of the United States are required to be made on U.S. flag air carriers to the extent service by such carriers is available. American carriers are also required for transportation between countries outside the U.S. when such services are available. Flights that are code shared between a foreign and U.S. carrier are considered to be U.S. carrier flights if the tickets show the U.S. carrier flight numbers. For more information on the Fly America Act, see <http://www.tvlon.com/resources/FlyAct.html>.

Per Diem for International Travel

Maximum per diem for international travel on USAID projects is determined by the U.S. State Department. Per diem is divided in to two categories:

- Lodging, which is reimbursable for exact costs up to a specified maximum
- Meals and Incidental Expenses (M&IE), which is a fixed rate payable to the traveler to cover meals and most miscellaneous costs.

The lodging and M&IE rates vary among countries, among places within countries, and over time. For up-to-date information on international per diem rates, see: <http://www.state.gov/m/a/als/prdm>. Click on the appropriate year in the column on the left. Choose the month of travel, then scroll through the country list.

Transportation for business (not travel to restaurants) is reimbursable separately from per diem.

International Travel – TraiNet

TraiNet/Visa Compliance System (TraiNet/VCS) is a system for recording and reporting training efforts by USAID, as well as for managing the visa process for project participants coming to the U.S. on USAID funds. All trainees who travel from their home country to another country must be entered.

TraiNet/VCS is used to obtain form DS 2019, and then subsequently J-1 visas for international travelers coming to the United States. This system is also used to record project-related travel between countries outside the United States. This system is web based and interacts with USAID missions and the Student and Exchange Visitor Information System (SEVIS) in Washington, DC.

Please note that *all* international travelers funded in part, or in whole, by USAID funds *must* be entered into TraiNet. If they are coming to the United States, they must travel on a J-1 visa issued through this system. This requirement includes travelers who are only funded in small part by USAID. By definition, that includes all travelers using IPM CRSP funds to travel, whether it is for a one day meeting or a multi-year degree program.

If someone has traveled on non-USAID funds to the U.S. (e.g. an international graduate student with non-IPM CRSP funding) and then is switched to IPM CRSP funds, the student must be entered in TraiNet and his/her visa must be changed to a J-1 under this system.

To install TraiNet (at the university level), you may contact Steve Tavella (stavella@devis.com), Chris Kagy (ckagy@devis.com), or the jvisa help desk (jvisa@devis.com) – all work for a company Devis. For questions related to the actual policies for visas, contact Marina Gelles (mgelles@devis.com).

You can find complete guidance on training at the following site: <http://www.usaidtraining.net/site/index2.htm>. This website will show you USAID's Automated Directives System (ADS) directives that we operate under, as well as provide guidelines, procedures and other policies.

As part of the “training” process, health and accident coverage (HAC) insurance must be purchased for all international travelers to the U.S. You will find additional information on the website above for that. Click on Quick Links and look for Key References and Resources. There you will find a section on HAC insurance.

Procedures for Equipment Purchase

The term “equipment” is used in two different circumstances, and the meaning of the term is different depending upon purpose.

- **Prior USAID Authorization:** For an item of equipment costing \$5000 or more and lasting at least two years, authorization must be obtained from USAID to make the purchase. Authorization must be obtained before purchase even if the equipment was part of a competitive proposal awarded by the ME.
- **Budgeting and overhead:** Every institution has a definition of “equipment” for budgeting purposes. At Virginia Tech, for example, any item that costs \$2000 and has a useful life of at least three years is categorized as equipment. Items outside this definition are considered supplies. Lead universities should use their own definition of equipment. Any host country sub-awards managed by Virginia Tech should be budgeted using the \$2000 limit. Overhead may not be charged for equipment. Overhead is charged for supplies. Therefore, the distinction between supplies and equipment is important when developing budgets.

U.S. Source and Origin

Equipment purchased under either definition must be of U.S. source and origin or any area or country including the cooperating country, but excluding foreign policy restricted countries. This requirement specifies commodities of code 935 origin if the value of the transaction does not exceed the local currency equivalent of \$5000. Purchases exceeding this amount require USAID approval, prior to the purchase. All procurement requirements are based on Title 22 of the U.S. Code of Federal Regulations 22 CFR Part 228 (http://www.access.gpo.gov/nara/cfr/waisidx_02/22cfr228_02.html) and is incorporated by reference into the IPM CRSP cooperative agreement.

Equipment Labeling and Inventory

All equipment purchased with USAID IPM CRSP funds and used in host countries must be labeled and branded in accordance with USAID branding guidelines. See: <http://www.usaid.gov/branding/>.

An inventory of equipment must be kept at the acquiring institution. Inventory information is required to be submitted with the invoice. There is an equipment inventory worksheet within the IPM CRSP invoice spreadsheet.

Authorization for Purchasing Equipment Costing \$5000 or More

To purchase equipment meeting the following requirements on CRSP project funds in compliance with the Office of Management and Budget’s Circular A-21, the ME must obtain USAID CTO approval. Under normal circumstances, this approval should be acquired through the annual work plan and budget approval process.

1. Purchase of *Special Purpose Equipment*, which is defined as an article of nonexpendable tangible personal property, which is used only for research, medical, scientific, or other technical activities, and which has a useful life of more than two years and an acquisition cost of **\$5,000 or more** per unit.

2. Purchase of *General Purpose Equipment*, which is defined as an article of nonexpendable tangible personal property, the use of which is not limited only to research, medical, scientific, or other activities (e.g., office equipment and furnishings, air conditioning equipment, reproduction and other equipment, motor vehicles, and automatic data processing equipment), having a useful life of more than two years and an acquisition cost of **\$5,000 or more** per unit.

Begin the authorization request by filling out the IPM CRSP Equipment Authorization and Request to Purchase form http://www.ipmcrsp.ag.vt.edu/Sub_documents.php.

Among the required information is:

- a. Reason the item is needed—relating to stated project objectives
- b. Ownership and responsibility for maintenance, liability and operation costs—whether U.S. or HC, CRSP or collaborating institution expenses
- c. Availability of budgeted funds for purchase, shipping, etc.

One copy of the completed form should be sent to the ME where it will be reviewed by the ME and the Program Director to confirm that the item requested supports research on identified project objectives and has been budgeted. USAID approval for purchase will be transmitted in writing to the ME, which will forward copies to the Program Leader and designated Contracts and Grants Officer.

The ME will not process equipment purchase authorization requests for items already purchased. Without USAID approval for purchase, equipment costs will be disallowed by federal auditors. These costs will then be borne by the U.S. lead institution or the entity or individual responsible for authorizing the purchase.

Invoicing

Subawardees shall submit invoices at least quarterly but not more than monthly for approval to the ME. In order to be eligible for reimbursement, invoices shall be for allowable, approved costs incurred in accordance with the terms of their subawards and shall display expenses for reimbursement in accordance with the approved budget and following the format provided by the ME. Cost sharing must be reported for each invoice submitted. All invoices submitted under IPM CRSP activities, must be received by Virginia Tech no later than 45 days after the termination of the subaward. An authorized representative of the Subawardee shall certify on each invoice that the costs and are actual costs as recorded in the Subawardee's records and as expended for the work actually performed in accordance with the terms of the subaward. Failure to follow these instructions may result in non-payment.

IPM CRSP Communications

Through research reports, scholarly publications, IPM “briefs,” and the IPM CRSP web site, the IPM CRSP seeks to spread the word about the benefits of integrated pest management. IPM CRSP communications include, but are not limited to, the instruments described below.

Following guidelines about the specific instruments, we present additional considerations: USAID branding requirements, and 508 compliance (see below) for web sites.

Research Reports and Scholarly Publications

Data collected using IPM CRSP funds are considered to be in the public domain and must be released to the public within a reasonable period of time. IPM CRSP partners may hold data for up to two years before release to facilitate publications and scholarly activities, but ultimately all IPM CRSP-generated data must be made available to the public with proper documentation (meta-data) so that it can be used by others. Release of data may take one of several forms, all described below. Before data are released, full sharing of all data collected is expected among collaborating individuals and institutions. Data may be released through the IPM web site, publication in professional journals, or IPM CRSP technical and annual reports, and ultimately as the raw data with appropriate meta data and processing to correct errors, protect respondent confidentiality, and facilitate use by other researchers and development specialists. All publications resulting from IPM CRSP support are expected to show joint authorship of U.S. and host country scientists.

Publication in professional journals is strongly encouraged and is used as an indication of the quality of the research conducted. Publication in journals that allow free web-based access by developing country scientists and professionals is preferred. Thousands of journals now exist in this category. One list of such journals is available at <http://www.aginternetwork.org/en/journals.php>. The order in which authors are listed will be decided among the involved researchers on a case-by-case basis. However, host country collaborating scientists who have made significant contributions to the reported research must be included as authors or co-authors of the papers generated from the site research. All collaborators are expected to be involved with data collection, analysis, and preparation of the paper. Acknowledgment of the IPM CRSP and USAID is required in all publications under “Public Attribution of USAID Support” as specified later in this section.

A series of IPM CRSP technical reports are periodically produced. These reports contain information that is important and is rigorously obtained, but which may not find acceptance in an academic journal. Guidelines for authorship are the same as for journal articles.

IPM CRSP Briefs

IPM Briefs are stories about a specific IPM practice that illustrate the positive impact the practice has had. These are similar to USAID “Telling Our Story” pieces. (See: <http://www.usaid.gov/stories/index.html> .) They are designed to appeal to a broad audience—not just scientists and researchers, but policy-makers and the general public as well. Examples appear at: <http://www.oired.vt.edu/ipmcrsp/IPM%20CRSPProgress.htm>

The ME encourages partners and sub-awardees to create their own IPM Briefs using our template, or to send raw material to the ME communications officer, to be transformed into a brief.

Briefs are a great way to communicate the work of the IPM CRSP, and may be translated into foreign languages as well. Often in developing countries it is useful to have hard copy material, such as the briefs, to leave around as Internet access may not be readily available.

IPM CRSP Principal and Related Web Sites

The IPM web site (<http://www.oired.vt.edu/ipmcrsp/>) provides an online space for collecting and distributing information about the activities of the project. It seeks to provide appropriate information for multiple audiences: USAID personnel; host country scientists, IPM practitioners, government representatives and local media; academic professionals (scientists, researchers, students) at American and international universities; members of the U.S. Congress; representatives of development NGOs; and simply members of the interested public.

The general access area of the web site includes: publications and reports, a photo gallery, the CRSP Guidelines, information on workshops, this manual, information and resources on pesticides and IPM, reference materials and maps, a bibliographic service, and links to other IPM sites.

Two restricted access areas of the web site provide information for partners and sub-awardees, respectively.

As partners create their own web sites, they need to remember to provide a link to the main IPM CRSP web site.

USAID Branding

As part of an effort to raise the profile of U.S. assistance overseas, USAID has developed a new logo and accompanied it with a branding initiative. Information about the branding initiative can be found at: <http://www.usaid.gov/branding/>.

The IPM CRSP supports this initiative by using the logo in all its publications and web sites, and requests that sub-awardees do the same. Specific instructions about use of the logo and branding may be found at the web site cited above. Additionally, a useful page is the FAQ page about branding on USAID's web site:

http://www.usaid.gov/branding/marketing_faq.html

Public Attribution of USAID Support

The following language is required on publications or other media produced with support of the IPM CRSP. It may be translated into host country languages for host country publications.

“This project was made possible by the United States Agency for International Development and the generous support of the American people through USAID Cooperative Agreement No. EPPA-00-04-000 16-00.”

508 Compliance

“508 compliance” refers to the 1998 law in which Congress stipulated that federal agencies make their electronic and information technology accessible to people with disabilities. This means that web sites funded all or in part through USAID need to meet the 508 law. As an example of 508 compliance, web sites must be able to be read by machine readers that translate web pages to audible output for the vision-impaired. Thus, web designers need to put “alt text” tags to serve as verbal descriptors for graphical images.

The IPM CRSP web site is 508 compliant. Subwardees must be compliant as well. The Communications Officer will assist in understanding and complying with this regulation. A government web site that explains 508 compliance is at:

<http://www.section508.gov/>

Other Communications Considerations

- After publication and/or clearance with the involved researchers, data may be released by the CRSP through various means, including the project website, online reporting system, and the Sustainable Agriculture and Natural Resource Management Knowledge Base (SKB) that is managed by the SANREM CRSP.
- All spatial and geographic information system activities financed by federal funds must comply with:
 - 1) OMB Circular A-16, Executive Order 12906;
 - 2) Automated Directives System (ADS) 507 (Freedom of Information Act);
 - 3) ADS 551 (Data Administration); and
 - 4) ADS 557 (Public Information).

These regulations essentially require the following:

- document digital spatial data according to Federal Geographic Data Committee (FGDC) Level 1 metadata standards;
- deliver to USAID digital copies of spatial data with accompanying metadata; and
- make spatial data available to the public at the cost of reproduction.

Project Reporting Requirements

This section outlines the reports required by the CRSP, indicating who is responsible for producing the report, and what the deadline is. Workplans, semiannual and annual reports are to be submitted via the password protected IPM CRSP online reporting system (<http://www.oired.vt.edu/IPMcrsp/reports>). Trip reports and budgets will be submitted via e-mail to the ME.

IPM CRSP Reports and Due Dates

Program leaders are responsible for submitting program reports, workplans, and travel plans to the ME according to the following schedule. Trip reports should be submitted to the ME by the traveler.

Report Due Dates

Report	Due Date
Semiannual Progress Report	April 15
Annual Program Report	October 15
Travel Plan	July 1
Annual Workplan and Budget	August 1
Trip Reports	Within 30 days of trip completion

Sustainable Agriculture and Natural Resource Management Knowledge Base Reporting

All IPM-funded participants are required to contribute to the Sustainable Agriculture Knowledge Base (SKB). The SKB is managed by the SANREM CRSP. It organizes sustainable agriculture and natural resource management knowledge into a searchable database that enables users to quickly locate information (articles, reports, books, projects, presentations, photos, videos, etc.) using user-specified keywords and criteria. Knowledge and products generated by the IPM CRSP will be located on or linked to the SKB (http://www.oired.vt.edu/sanremcrsp/menu_information/knowledgebase.php).

IPM partners are required to enter reportable material into the SKB. Examples of reportable knowledge include, but are not limited to:

- Reports
- Journal articles and other refereed publications
- Extension-type publications
- Miscellaneous articles and publications
- Presentations (PowerPoint and others)
- Training programs and activities
- Videos and other multimedia works
- IPM related photos

When this knowledge is entered via the SKB, the user will be asked to fill in bibliographic and other metadata (via a user-friendly template) so that the resource can be properly classified and retrieved. Procedures for entering and querying are available on the SKB website.

Semiannual Progress Reports

A semiannual report for each program must be submitted by the lead U.S. Program Leader by April 15. The report is submitted through the online reporting system, which provides a text box for a brief narrative on mid-year progress. The purpose of the report is to provide up-to-date information to the ME and USAID CTO on the status of all programs. This information permits the ME and CTO to fulfill their responsibility to effectively communicate. The semiannual progress report should cover:

- accomplishments
- obstacles encountered
- actions taken or proposed in response to obstacles encountered
- an assessment of whether the project timeline is being met

Annual Program Reports

Each Program Leader is required to submit via the online reporting system an annual program report by October 15 covering his/her program implementation for the previous project year (ending September 30). These reports will follow a hierarchical format that guides authors through the objectives and activities proposed in the previous year's workplan, as well as accomplishments of the previous year(s).

In addition to technical progress, the report will include: a self-evaluation based on performance indicators contained in the prior workplan; training and graduate program accomplishments; and citation of publications and presentations.

The ME will use the annual program reports to prepare and submit the IPM CRSP Annual Report to USAID by November 30 of each year.

Annual Workplans and Budgets (Due: August 1 of each year)

The annual workplan and budget is an annual update of the original proposal scope of work (e.g. competitive proposals, technology transfer workplans). The format is presented in the online reporting system. Objectives, activities, and performance indicators are defined. Budgets line items may be reallocated at this time. Budget adjustments may be required depending on the funding made available to the IPM CRSP and recommendations made by the PAB.

Trip Reports

Within 30 days following the completion of each international trip, the traveler must submit a trip report to the ME summarizing the accomplishments of the trip. If several individuals are traveling together, a single report representing the group will suffice. The report shall include the objectives of the trip (as described in the International Travel Request), participants, activities, technical observations, progress in meeting the objectives of the trip, suggestions, and recommendations for follow-up as appropriate. A list of contacts and each person's title and affiliation should be included. After review by the ME, these reports will be posted by the ME on the IPM CRSP web site:

<http://www.oired.vt.edu/IPMcrsp/>.

Appendix 1. Consortium Institutions

IPM CRSP U.S. Partner Institutions:

- Consortium for International Crop Protection (CICP)
- Clemson University
- Florida A&M University
- Michigan State University
- North Carolina A&T State University
- North Carolina State University
- Ohio State University
- Pennsylvania State University
- Purdue University
- University of California at Davis
- Virginia Tech (lead university and Management Entity (ME) institution)

United States and International IPM CRSP Collaborating Institutions:

- Asian Vegetable Research and Development Center (AVRDC)
- CARE/Bangladesh
- Citizens Network for Foreign Affairs (CNFA)
- Fort Valley State University
- Glades Crop Care
- HeinzSeeds
- International Food Policy Research Institute (IFPRI)
- International Center for Agricultural Research in the Dry Areas (ICARDA)
- International Centre of Insect Physiology and Ecology (ICIPE)
- International Crops Research Institute for the Semi-Arid Tropics (ICRISAT)
- International Potato Center (CIP)
- International Institute of Tropical Agriculture (IITA)
- International Livestock Research Institute (ILRI)
- International Rice Research Institute (IRRI)
- U.S. Department of Agriculture Animal and Plant Health Inspection Service Plant Protection and Quarantine Program (USDA-APHIS-PPQ)
- University of California Systemwide Biotechnology Program
- University of Minnesota
- World Vision
- World Cocoa Foundation
- ZedX, Inc.

Host country and Regional Collaborating Institutions:

REGIONAL THEMES

East Africa (PI – Erbaugh)

- Kenya Agricultural Research Institute (KARI), Kenya

- Kenya Coffee Research Foundation (KCRF), Kenya
- Sokoine University of Agriculture, Tanzania
- Tanzania Coffee Research Institute (TACRI), Tanzania
- Makerere University, Uganda
- National Agricultural Research Organisation (NARO), Uganda

West Africa (PI-Mullins)

- Institut de l'Environnement et Recherches Agricoles (INERA), Burkina Faso
- Institut de Recherche Agricole (IRAG), Guinée
- Institut d'Economie Rurale du Mali (IER), Mali
- Institut du Sahel (INSAH), Mali
- Institut Polytechnique Rural (IPR), Mali
- L'Office de la Haute Vallée du Niger (OHVN), Mali
- L'Agence Nationale de Conseil Agricole et Rural (ANCAR), Sénégal
- Direction de la Protection des Végétaux (DPV), Sénégal
- Institut Sénégalais de Recherches Agricoles/Centre pour le Développement de l'Horticulture (ISRA/CDH), Senegal
- Locustox, Sénégal
- Organisation Nationale des Producteurs Exportateurs de Fruits et Légumes du Sénégal (ONAPES), Sénégal
- Société de Développement et des Fibres Textiles (SODEFITEX), Senegal
- National Agricultural Research Institute (NARI), The Gambia

Central Asia (PI - Maredia)

- Kyrgyz Research Institute on Veterinary, Animal Husbandry and Pasture, Kyrgyzstan
- Academy of Sciences, Tajikistan
- Biometod Horhonasi (Private laboratory), Uzbekistan
- Human Resource Development Center, Uzbekistan
- Institute of Plant Protection (IPP), Uzbekistan
- Samarkand Agricultural Institute, Uzbekistan
- Turkmen Agricultural University, Turkmenistan
- Uzbek Scientific Research Institute for Plant Protection (UZNIIR), Uzbekistan

South Asia (PI - Rajotte)

- Tamil Nadu Agricultural University, India

Southeast Asia (PI – Hammig)

- Agency for Agricultural Research and Development, Ministry of Agriculture, Indonesia
- Bogor Agricultural University, Indonesia
- Farmer Initiatives for Ecological Literacy and Democracy (FIELD), Indonesia
- Hasanuddin University, Indonesia
- Sam Ratulangi University, Indonesia

- Philippine Rice Research Institute (PhilRice), Philippines
- University of the Philippines – Los Banos, Philippines
- University of Southern Mindanao, Philippines

Latin America / Caribbean (PI – Alwang)

- Instituto Nacional Autónomo de Investigaciones Agropecuarias (INIAP), Ecuador
- Centro para el Desarrollo Agropecuario y Forestal, Inc. (CEDAF), Dominican Republic

Eastern Europe (PI – Pfeiffer)

- Plant Protection Institute, Albania
- Institute for Plant Protection, Moldova
- Ministry of Agriculture, Moldova
- Dnipropetrozsk State Agrarian University, Ukraine
- L'viv Oblast Plant Protection Service, Ukraine
- Odessa Oblast Plant Protection Service, Ukraine

GLOBAL THEMES

Information Technology (PI – Yulu Xia)

- Instituto Nacional Autónomo de Investigaciones Agropecuarias (INIAP), Ecuador
- Rural Agriculture Development Authority (RADA), Jamaica

Thrips-borne Tospoviruses (PI – Naidu)

- Mahyco Research Center, India
- Tamilnadu Agricultural University, India
- Chulalongkorn University, Thailand
- Kasetsart University, Thailand
- National Center for Genetic Engineering and Biotechnology, Thailand

Insect Transmitted Viruses (PI – Tolin)

- Institut de l'Environnement et Recherches Agricoles (INERA), Burkina Faso
- Institut de Recherche Agricole pour le Développement (IRAD), Cameroon
- Instituto Dominicano de Investigaciones Agropecuarias y Forestales (IDIAF), Dominican Republic
- Universidad del Valle, Guatemala
- Fundacion Hondurena de Investigación Agrícola (FHIA), Honduras
- Escuela Agrícola Panamericana, Zamorano, Honduras
- Ministry of Agricultura (MINAG), Jamaica
- University of the West Indies, Mona Campus (UWI-Mona), Jamaica

Invasive Species (PI – Mersie)

- Ministry of Agriculture, Botswana
- Amhara Regional Agricultural Research Institute, Ethiopia

- Alemaya University, Ethiopia
- Ethiopian Agricultural Research Organization (EARO), Ethiopia
- Tigray Bureau of Agriculture & Rural Development, Ethiopia
- Plant Protection Research Institute (PPRI), South Africa
- Makerere University, Uganda

Regional Diagnostic Labs (PI – Miller)

- Agroexpertos, Guatemala
- Makerere University, Uganda

Appendix 2. IPM CRSP Contacts (as of October 2008)

IPM CRSP Management Entity

S. K. DeDatta

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Appendix 3. Advisory Groups (effective October 2008)

USAID Washington, Cognizant Technical Officer (CTO):

Robert Hedlund EGAT/NRM, USAID Washington

Program Advisory Board (PAB):

John Dooley
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Johnny Wynne
Dean and Executive Director for Agricultural Programs, North Carolina State University
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Bob Hedlund (Ex-Officio, voting) IPM CRSP, USAID
S.K. De Datta (Ex-Officio, non-voting) IPM CRSP, Administrative PI
Rangaswamy Muniappan (Ex-Officio, non-voting) IPM CRSP, Program Director
Larry J. Vaughan (Ex-Officio, non-voting) IPM CRSP, Associate Program Director

Technical Committee (TC):

George Norton (Chair)	Virginia Tech
Jeff Alwang	Virginia Tech
Kitty Cardwell	USDA/CSREES (external member)
Maria Elisa Christie	Virginia Tech
S.K. De Datta (Non-voting)	IPM CRSP, Administrative PI
Mark Erbaugh	The Ohio State University
Mike Hammig	Clemson University
Bob Hedlund	USAID

Sam Kyamanywa	Makerere University
Karim Maredia	Michigan State University
Wondi Mersie	Virginia State University
Sally Miller	The Ohio State University
Don Mullins	Virginia Tech
Rangaswamy Muniappan (Non-voting)	IPM CRSP, Program Director
Naidu Rayapati	Washington State University
Ed Rajotte	Pennsylvania State University
Sue Tolin	Virginia Tech
Larry Vaughan (Non-voting)	IPM CRSP, Associate Program Director
Stanley Wood	IFPRI (IARC Representative) Priv. Sector,
Yulu Xia	North Carolina State University
USG, NGO or Univ. (TBD)	Member Institution

External Evaluation Panel (EEP):

Barry Jacobson	Montana State University
Dely Gapasin	World Bank (retired)
Roy Nishimoto	University of Hawaii
Member Number 4 (TBD)	Member 4 Institution
Member Number 5 (TBD)	Member 5 Institution

Appendix 4. Budget Preparation Considerations

- **Cost Sharing** - U.S. institutions are required to provide a 25 percent matching commitment (see budget notes on IPM CRSP website for detailed instructions).
- **Indirect Costs for U.S. institutions and CG Centers** - For all applications, indirect costs are limited to the lesser of federally negotiated off-campus research rates or 30 percent of modified total direct costs for U.S. universities, IARCs, and non-host country organizations. No indirect costs are allowed on equipment and student tuition.
- **Indirect Costs on Host Country Subawards** - Indirect costs can be taken on the institution's own expenses and, if acting as a lead institution with subawardees, may be taken on the first \$25,000 of U.S. and IARC subawardees. Indirect costs may not be charged on the first \$25,000 of host country subawards. Host country institutions and organizations are allowed to charge up to a maximum of 10% as an administrative fee.
- **Subawards** - Virginia Tech takes no overhead on host-country subawards. The IPM CRSP subaward policy is designed to maximize the amount of funding going to host country organizations.

Lead U.S. institutions may administer U.S., IARC, and host country subawards for their programs if they agree to, waive indirect costs on subawards to host country organizations. In this case the lead institution may charge indirect costs on the first \$25,000 for the U.S. institutions and IARC subawardees.

If the lead institution is unable to waive host country organization indirect costs, then the ME (Oired/VT) will manage all of its subawards. The lead institution is still responsible for managing the programmatic components of the research activity. Virginia Tech will make payments to subawardees on receipt of invoices and copy the responsible lead institution PI so that the PI can track expenditures against the approved budget and against program goals and objectives.

Budget Terminology

- **Host Countries** - countries other than the U.S. in which IPM CRSP collaborative work is being conducted.
- **Host Country Expenditure** - funds expended exclusively “in”, “for” or “on behalf of” Host Country IPM CRSP , i.e., host country graduate student stipend, equipment for a host country, salaries for staff or labor working in the host country, etc.
- **Domestic Expenditures** - funds expended “in” the U.S. “for” general IPM CRSP, i.e., equipment for a U.S. lab, a U.S. graduate student stipend, part of or whole salaries for post-doctorates, secretaries, technicians, etc. working in the U.S.
- **Academic Scientist Staff** - U.S. university faculty in permanent or temporary positions working in the U.S. or an LDC.
- **Other Salaries** - Clerical or any hourly labor, i.e., work-study students or field workers.
- **Supplies** - chemicals, paper, tags, bags, diskettes, film, etc.
- **Equipment** – see section on equipment purchases for definitions.
- **Travel** – airfare or ground transportation, vehicle rental, per diem, passport/visa fees, vaccinations, and travel insurance may be included. Fuel for travel may be included under travel or supplies depending how the money was budgeted.

Appendix 5. Glossary

The IPM CRSP is administered as a Leader with Associates Award to Virginia Tech, which is the *Management Entity* (ME) that provides program leadership, administers sub-awards to participating institutions, and maintains fiscal responsibility.

The *Administrative Principal Investigator* is the Director of the Office of International Research, Education, and Development (OIRE) at Virginia Tech and is the person ultimately responsible to USAID for technical and fiscal matters.

The *Program Director* (PD), as part of the ME, is responsible for program development, coordinating the activities across the program and overseeing daily operations of the IPM CRSP.

The *Technical Committee* (TC) provides technical guidance and advice for the program development.

In the broadest sense, *Research Activities* include the sub-activities of training, research, and technology transfer.

A *Program Leader* is a PI from the lead U.S. university who leads a competitively awarded component of the IPM CRSP.

The *Site Coordinators* are long-term, host country research activity leaders responsible for coordinating the research activity in the host country or region.

Principal Investigators are scientists in charge of research for a defined research activity of a CRSP.

The *Cognizant Technical Officer* is a USAID employee designated by the Agreement Officer to oversee a CRSP on behalf of USAID.

The *External Evaluation Panel* (EEP) provides unbiased review and prioritization of activity proposals and objective evaluations of the program and its activities suggesting areas for improvement.

The *Program Advisory Boards* provides administrative policy guidance to the ME.

A *Subaward* is a document representing a contractual agreement made between Virginia Tech and a participating institution under authority of a cooperative agreement.

A *USAID Mission* is a formally organized USAID unit in a developing country led by a Mission Director, or a Country Representative.

Host Country Expenditures are funds expended exclusively “in”, “for”, or “on behalf of” IPM CRSP Host Countries, i.e., host country graduate student tuition and stipend, equipment for a host country, salaries for staff and/or labor working in the host country, etc.