

VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

OFFICE OF PESTICIDE SERVICES

PROPOSAL REQUIREMENTS

The following represent the minimum requirements for all solicited and unsolicited project proposals submitted for consideration to the Virginia Department of Agriculture and Consumer Services (VDACS). Proposals shall not exceed a maximum of 20 pages, not including biosketches. Minimum font size of 12 point is required. Each proposal shall be ranked based on a point system that adds up to 100 points. All proposals must be submitted to: Liza J. Fleeson, Program Manager; VDACS-Office of Pesticide Services (OPS); 102 Governor Street; Room 155; Richmond, VA 23219. Alternatively, proposals may also be sent electronically to [liza.fleeson@vdacs.virginia.gov](mailto:liza.fleeson@vdacs.virginia.gov).

1. **Project Title**
2. **Project Abstract (10 points):** Brief description of the project background and the significance/importance of the issue/problem of pesticide use in Virginia. Identify the objectives; and relevance/significance of the proposed work to the State of Virginia's pesticide regulatory program. Include a list of stakeholders that would be impacted by the proposed project.
3. **Project Management (10 points):** Name of principal investigator with biosketch; collaborators with biosketches (if applicable); and affiliations. If collaborators are involved in the project, explain the nature of their collaboration by specifying their responsibilities on the project. Should the project utilize contractors or subcontractors, include an explanation of their relationship to the project including the portion of the budget for their proposed work.
4. **Project Period (5 points):** Specify start and end dates for the project period. Extensions to the project period may be considered by OPS upon approval by the Board without any additional funding, provided a written request is submitted prior to the expiration of the project period. Requests for additional funding with any extension require that a separate proposal to be submitted.
5. **Project Objectives and Deliverables (10 points):** Specify the objectives and deliverables of the proposed project along with a timeline for accomplishing each objective.
6. **Approach (30 points):** Explicitly state the procedures/methods to be used to accomplish the proposed work. Include (i) description of the proposed project activities in the sequence it is planned to be carried out; (ii) the techniques to be employed; (iii) anticipated results; (iv) means by which the project is being evaluated; (v) detailed plans on how the results will be communicated to stakeholders; and how the project would bring about changes in behavior of pesticide users in Virginia; and (vi) potential pitfalls/limitations to the proposed approach.
7. **Project Timetable (10 points):** Provide an outline of all significant phases/activities of the project as a function of time; include progress and final reports. Reports are required quarterly to OPS. Each deliverable listed under the Project Objectives must be included in the timetable.
8. **Budget and total requested funding (25 points):** Provide a budget breakdown for all activities for which the proposed work is to be performed. Activities to be conducted by a contractor or subcontractor must be identified including the budgeted amount along with an explanation of their relationship to the project. Include salaries, equipment, travel, and any other necessary expenditure. A budget justification must be provided for all line items. Include any in-kind contributions and any anticipated funding from sources other than VDACS.