

# Pesticide Safety Education Funds Management Program FAQs

**Q: How can I apply for this funding opportunity?**

**A:** To apply for this funding opportunity please submit your application here:  
<https://applyextension.smapply.io/> (Note: Link **will not** be active until October 1, 2018 at 8:00 am EST).

**Q: How long does it take to complete an application?**

**A:** The average time to complete an application is 56 minutes.

**Q: Why do I have to submit an application to receive these funds?**

**A:** As a requirement and stipulation of the cooperative agreement with the EPA based on the application that was submitted by eXtension Foundation and approved, to better manage, track and evaluate this program, an online application process was implemented with, administration of subawards, compliance of subrecipients and reporting of these funds with increased emphasis on accountability. Therefore anyone interested and eligible for this funding opportunity must submit an application.

**Q: I cannot log in to my SurveyMonkey Apply account.**

**A:** If you are new to Survey Monkey Apply, you will need to register for a new account. After you have registered, you will need to verify your email in order to access the system. If you still having difficulties accessing the system please send an email to [psefmp-helpdesk@extension.org](mailto:psefmp-helpdesk@extension.org).

**Q: Why do I have to submit a six and twelve month progress report?**

**A:** As a requirement and stipulation of the cooperative agreement with the EPA based on the application that was submitted by eXtension Foundation and approved, to better manage, track and evaluate this program, eXtension Foundation has implemented an application process, administration of subawards, compliance of subrecipients and reporting of these funds with increased emphasis on accountability. Based on this process subrecipients must submit six (6) month and twelve (12) month progress reports for their project. Progress reports are submitted through the online application site.

**Q: Do I have to submit a signed subaward agreement with my application?**

**A:** Yes, an agreed to and signed subaward agreement must be uploaded into the application system. An application CAN NOT be submitted without this document and therefore will not be considered for review or funding.

**Q: How much is the subaward?**

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**A:** For 2019 each PSEP will be eligible to apply for a base amount of \$18,750.00 USD plus 5% of the funds that have been divided proportionally based on the percentage of the number of certified applicators in each state or territory. The number of certified applicators in a state or territory will be based on the most recent figures of certified applicators as supplied by the EPA. Total amount available to the state or territory will be available in the budget section. You are encouraged to go to this section of the application first in order to see your total funding amount.

**Q: Can I save my application for later if I am not ready to complete?**

**A:** Yes, you may save and exit your application at any point during the process. When you reach a stopping point, just click, “Save and Continue Editing”, and your progress will be saved up to that point. Please note your application will not be submitted for review until you click “Submit My Application”.

**Q: Does my institution have to be a Land Grant University?**

**A:** Yes, to be eligible for this funding opportunity you must be affiliated with a Land Grant University. If you are not affiliated with a land grant university or have questions regarding eligibility, please send an email to [psefmp-helpdesk@extension.org](mailto:psefmp-helpdesk@extension.org).

**Q: Can someone other than the PSEP coordinator complete the application?**

**A:** Yes, someone other than the PSEP coordinator may complete the application. Please indicate within the “Applicant Eligibility” section of the application if the individual completing the application is not the PSEP coordinator.

**Q: How many goals/learning objectives do I need to choose?**

**A:** Please choose one (1) goal/learning objective for your project.

**Q: Do I have to create a brand new deliverable?**

**A:** No, you can identify an existing deliverable used by your program, such as a fact sheet, a brochure, or Powerpoint presentation. You can choose to share what you already have in hand or create something new. NPSEC will be reviewing submissions for potential use in regional and national collaboration initiatives to support PSEP coordinators.

**Q: Can the funds be used for salaries?**

**A:** Yes, these funds can be used for PSEP Coordinator and/or staff salaries. In the application please indicate what percentage (%) of the funds will be used for salaries in the budget justifications section.

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**Q: Do I have to submit a budget?**

**A:** Yes, a proposed budget for the project will need to be submitted with your application. Additionally, you will need to report on your budget expenditures within your six (6) month and twelve (12) month progress reports.

**Q: Can the materials be produced in a language other than English (for example: Spanish)?**

**A:** Yes, you may produce your materials in a language other than English. NPSEC can help facilitate the translation of these materials if necessary.

**Q: Will eXtension own the intellectual property or product developed?**

**A:** No, eXtension will not own the intellectual property or product developed. The rights to these products will be with the PSEP and the institution. The program is making a non-public repository on eXtension available to sub-awardees, the advisory committee and others affiliated with this program so that all sub-awardees can see what others have developed.

**Q: What is the purpose of the non-public repository?**

**A:** The repository is for informational purposes only. All work that is placed in the repository should be clearly copyrighted by the institution and/or author. Those with access to the repository do not have the right to modify or distribute the copyrighted work.

**Q: What is NPSEC's role with the non-public repository?**

**A:** NPSEC may contact the owner of items in the repository to explore interest in working with NPSEC to modify, enhance, market, sell or distribute the item, under an independent and separate agreement negotiated between the owner of the product and NPSEC.

**Q: Why is the sharing of a deliverable a requirement?**

**A:** EPA accepted eXtension Foundation's application, including the requirement to produce at least one product that could be "shared" with other PSEPs. The word "share" in terms of the intent of the award only means to make available for other PSEPs to see what others have developed. This is intended to facilitate the potential collaboration that may occur if PSEPs are aware of what other PSEPs are developing, or have developed. This information also helps to reduce duplication of efforts, thereby maximizing the impact of the funding. The word "share" in no way implies a forfeiture of intellectual property, or the rights of the developer to determine how one's original work is controlled, used or distributed.

**Q: Are PSEFMP funds only PRIA funds?**

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**A:** The funds for 2019 are half PRIA and half discretionary funds. This may not be the case in the future, however. Depending on EPA's budget and priorities, we could have less or no discretionary funds.

**Q: Do I have to work with NPSEC?**

**A:** No, you do not have to work with NPSEC. It is not required, nor will it impact your ability to obtain funding.

**Q: What if I decide to work with NPSEC?**

**A:** If you decide to work with NPSEC to distribute the product you submit to eXtension's non-public informational repository, you and your institution will negotiate the terms of that agreement directly with NPSEC.

**Q: How can I evaluate the success of my program?**

**A:** Within the application you will be asked to select between one (1) benchmark in which you plan to evaluate your project. When your project is complete, you will use that benchmark to evaluate the success of your project. Additionally, with the submission of your progress reports and feedback from eXtension, project success will be clear.

**Q: What if my project includes a deliverable this is not listed in the application?**

**A:** If your project includes a deliverable that is not available in the predetermined list, please select "Other". You will then be able to enter the deliverable you wish to include in your project.

**Q: Can I apply for more than one subaward?**

**A:** No, each Land Grant University and PSEP coordinator can only apply for one sub-award.

**Q: When will I know if my application is approved or declined?**

**A:** When your application is approved or declined, you will receive an email with instructions on next steps. The application system will open on October 1, 2018. The first round of reviews will happen on October 22, 2018; second round on November 19, 2018 and the final round will be completed on December 10, 2018. The application system will close to applicants on December 1, 2018 at 8 pm EST. Subaward notification will be announced December 21, 2019.

**Q: When will I receive the funds for my program after my application is approved?**

**A:** Subrecipients will receive funds between January 3 - 15, 2019.

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## **Q: Can I change parts of my project after my application is approved?**

**A:** Changes to the budget are allowed to the extent defined in the subaward agreement. Changes to your project or commitments require prior approval. Please email Tira Adelman at [tiraadelman@extension.org](mailto:tiraadelman@extension.org) detailing the changes you wish to make.

## **Q: Can I change my budget?**

**A:** Yes, budget changes are permitted. However, you may not change more than 10% between line items and no greater than 25% of the total subaward amount.

## **Q: Can my budget include indirect costs?**

**A:** Yes, indirect funds can be included in your budget. These costs should be based on your institution's pre-negotiated federal rate. The institution has the option to reduce or waive the indirect rate.

## **Q: What if I miss the application deadline?**

**A:** If an application is not received by the deadline:

1. The applicant receives an email through the application system advising that the deadline for submission has passed
2. If the applicant still wishes to submit an application, they have 3 days to respond and explain with just cause the reason for missing the submission deadline
3. Appeals will be presented to advisory committee Co-Chairs who will make a decision relative to the appeal
4. All decisions of the Co-Chairs are final
5. If the application is approved for late submission, the applicant will receive an email advising of the decision and next steps

## **Q: What can I do if my application is declined?**

**A:** If an application is declined, you may appeal to the advisory committee:

1. If an applicant wishes to appeal the committee's decision, they will have 3 days to respond, with a justification for reconsideration, including changes intended to make in response to the advisory committee's reasons for declining the application
2. Appeals will be presented to the advisory committee Co-Chairs who will make a decision relative to the appeal
3. All decisions of the Co-Chairs are final
4. If the application is approved, an email will be sent to the applicant advising of the appeal decision and next steps

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## **Q: Can I serve as a member of the advisory committee?**

**A:** Yes, applicants will have the ability to serve on the Program Review Subcommittee. If an applicant is interested in serving as a member of the Program Review Subcommittee, they should select this option in the professional development opportunity in the “Commitments” section of the application. If you have any additional questions regarding the Program Review Subcommittee please send an email to [psefmp-helpdesk@extension.org](mailto:psefmp-helpdesk@extension.org).

## **Q: What if I have unused funds as the end of my project?**

**A:** There are two options if there are unused funds:

1. Project is complete but underspent:
  - a. If the project has been completed and all reports have been received and approved, the remaining unused funds **must** be returned to eXtension Foundation.
2. Project is incomplete:
  - a. If the project has not been completed and there are unused funds, sub-awardees may request a No Cost Extension (NCE) for their project.
  - b. NCE requests will be considered on a case by case basis and are not guaranteed.
  - c. If you would like to request a NCE please send an email to [psefmp-helpdesk@extension.org](mailto:psefmp-helpdesk@extension.org).

## **Q: What information do I need to have on hand when completing the application?**

**A:** In this application, you will be asked to provide PSEP coordinator contact information, Office of Sponsored Programs contact information, program goal/objective, deliverable, a budget with budget justification and a signed subaward agreement. Please remember that this application can be saved and exited at any time in the case that you do not have all the information needed. You can also add a collaborator to help enter information to your application.

## **Q: Will I have an opportunity to provide feedback on the application process and the PSEFMP?**

**A:** Yes, the eXtension Foundation always welcomes to your questions, concerns and feedback about our processes and procedures. You are encouraged to provide these at any time and can do so by sending an email to [psefmp-helpdesk@extension.org](mailto:psefmp-helpdesk@extension.org). Additionally, through the course of the year, you may be asked to participate in surveys regarding these matters. Your participation in these surveys will be invaluable in ensuring eXtension Foundation creates and maintains a user friendly process.

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**Q: Will there be training opportunities for using the application site?**

**A:** Yes, there will be multiple trainings made available for using the application site. The first training will be held on October 1, 2018 at 11 am EST and 3 pm EST. Additional trainings will be held on October 2, 2018 at 2 pm EST; October 3, 2018 at 3 pm EST; and October 4, 2018 at 4 pm EST. If you are unable to attend any of the trainings, you may view the recorded presentation at your convenience. Additional trainings will be scheduled on an as needed basis. If you would like to request a training please send an email to Tira Adelman at [tiraadelman@extension.org](mailto:tiraadelman@extension.org).

**Q: Will there be trainings throughout the year on utilizing the application site and reporting expectations?**

**A:** Yes, there will be multiple trainings throughout the year on utilizing the application site and reporting expectations. Email announcements will be sent in advance advising of the dates and times of the trainings. Additionally, Zoom invites will be sent to your email. All trainings will be recorded and made available to view at your convenience.

**Q: Who is on the advisory committee?**

**A:** The advisory committee will be comprised of individuals from NPSEC, eXtension Foundation, EPA, AAPCO, AAPSE, PERC and the PSEP community.

**Q: What does the advisory committee do?**

**A:** Members of the advisory committee will ensure PSEFMP resources are developed, utilized and shared. The advisory committee will be comprised of two (2) subcommittees, a compliance review subcommittee and program review committee.

1. Compliance Review Subcommittee - this committee will review applications for compliance and fundability.
2. Program Review Subcommittee - this committee will review applications after funding has been distributed to sub-awardees, for purpose of potential collaboration among PSEPs

**Q: What will happen with the projects/products PSEPs develop and submit with the award?**

**A:** The program plans to make a non-public repository on eXtension available to sub-awardees, the advisory committee and others affiliated with this program so that all sub-awardees can see what others have developed that can be of assistance to other PSEP coordinators if agreed upon by both parties. Applicants can identify a deliverable used in their program such as a fact sheet, a brochure, or Powerpoint presentation. Applicants can choose to enhance and share a product they already have or create something new. Program partner NPSEC will review

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materials in the repository and will reach out to sub-awardees individually to discuss distribution or enhance of materials regionally and nationally.

**Q: What will happen with unspent funds that are returned?**

**A:** Unspent funds that are returned will be added to the award pool for the next year of funding.

**Q: What will happen with funds for PSEPs that were not awarded?**

**A:** Unawarded funds from states that did not apply will be added to the award pool for the next year of funding.

**Q: What will happen with funds when an application is declined?**

**A:** If an application is declined, the funds will be added to the award pool for the next year of funding.