

Adaptive IPM for Invasive Agricultural Pests Grant Program Applicant Guide

California Department of Food & Agriculture
Office of Pesticide Consultation & Analysis

2026

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Portal Basics and Account Setup

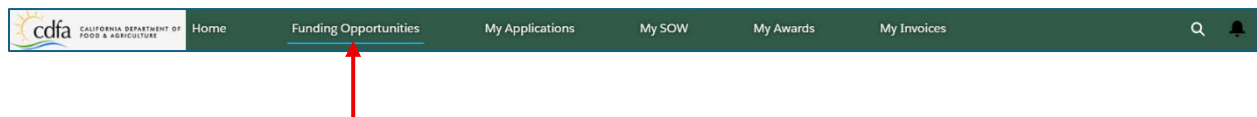
For this application cycle, CDFA is launching a new online application system ([Application Portal](#)). During this transition, applicants may experience technical issues and confusing processes. If you encounter issues while using the new system, please contact OPCA at cdfa.opca@cdfa.ca.gov.

Registering an Account

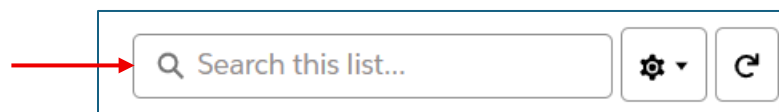
Applications are developed and submitted via CDFA's online portal system. Register for an account [here](#) by clicking "Create a GOATS account?". Individuals are not eligible for this program. Please create an organization account.

Navigating to the Application

CDFA's online portal system hosts several grant program applications that are listed under "Funding Opportunities" tab in the navigation bar at the top of the page.

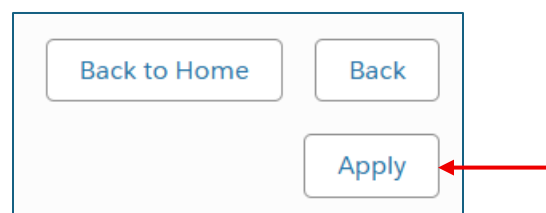


Once in the Funding Opportunities tab, scroll to the application titled "Adaptive IPM for Invasive Agricultural Pests" or use the search bar in the upper right corner.

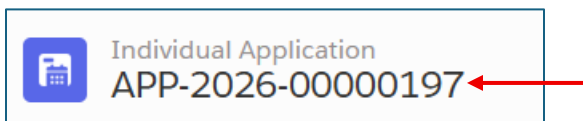


Beginning the Application

Select "Apply" in the upper right corner to begin the application process.



The application will automatically be assigned a unique application number which can be viewed in the upper left corner.



Navigating within the Application

The Adaptive IPM for Invasive Agricultural Pests program application includes five sections:

1. General Information Details
2. Project Information Details
3. Budget Narrative Details
4. Project Workplan and Objectives
5. Attachments Details

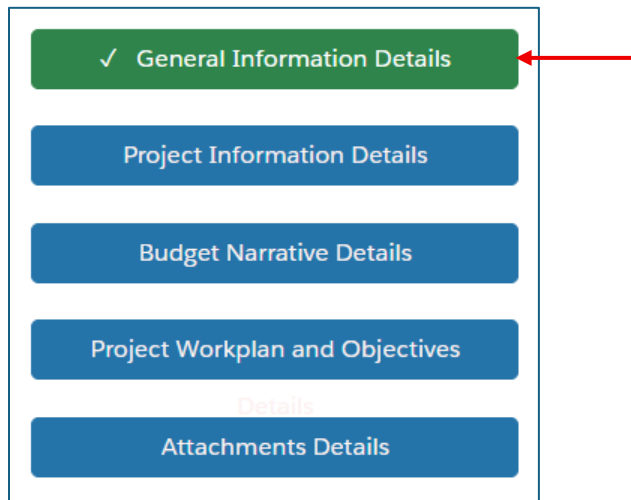


Saving the Application

OPCA encourages applicants to save their progress regularly. Navigate to the last page of any application section and select the “Save” button in the bottom right corner of the page.



Once an application section has been saved, the section will turn green with a check mark.



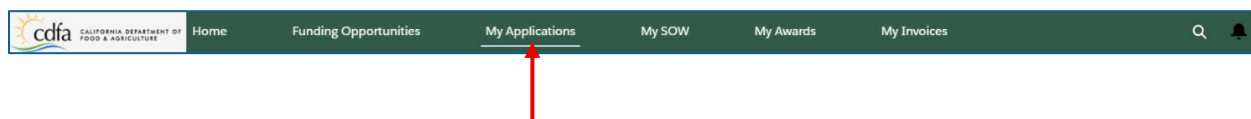
This does not mean the section is complete. Applicants may return to the saved application section and make edits at any time.

Do not select the “Back” or “Back to Home” buttons in the upper right corner to toggle between application sections without saving progress.



Returning to the Application

Log into the application portal and select the “My Applications” tab in the navigation bar at the top of the page.



Select the application, referenced by the unique Application ID and Application Number.

Individual Applications

My Individual Applications ▾

3 items • Sorted by Application ID • Filtered by All individual applications • Updated a minute ago

	Application ID ↑ ▾	Application Number ▾
1	IA-0000000167	APP-2026-00000167
2	IA-0000000173	APP-2026-00000173
3	IA-0000000197	APP-2026-00000197

Resources within the Application

Resources for developing proposal including the Request for Proposals (RFP), the budget template, and this Applicant Guide are provided in the [Attachments Details](#) section.



Help Text

Application prompts include help text which provides applicants with specific instructions for each entry. Hover over the **i** icon next to each prompt to view the text.

Developing an Application

Please carefully follow the steps below to develop the application. The new application system has several idiosyncrasies that can be confusing.

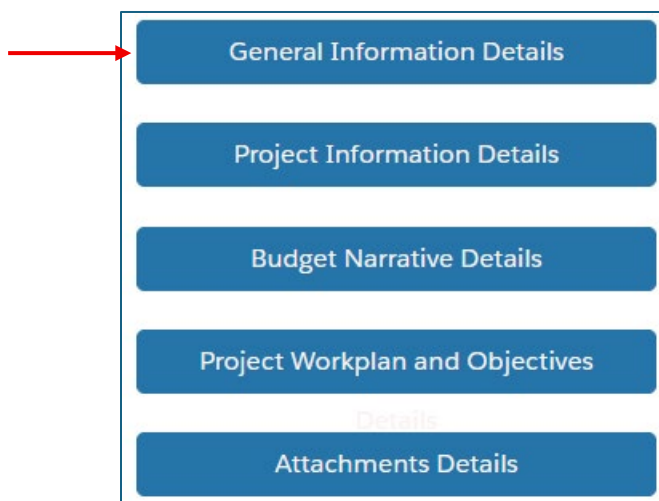
Applicants should not complete all prompts in the application. Prompts that must be completed are listed below by section and indicated by the label “Required**”. Prompts that are not required but completed will not be used during the evaluation and scoring of applications.**

To begin, ensure that the “Details” tab in the upper left corner is selected.



General Information Details

1. Select the [General Information Details](#) button on the right side of the page. This section covers [Organization Details](#) and [Contact and Funding Information](#).



2. Within [Organization Details](#), there is one subcategory; [Applicant Organization](#). Complete the following required prompts in this section:
 - a. **Name of Organization – Required**
 - b. **Organization Phone Number – Required**
 - c. **Organization Address – Required**
 - d. **Organization Type – Required**

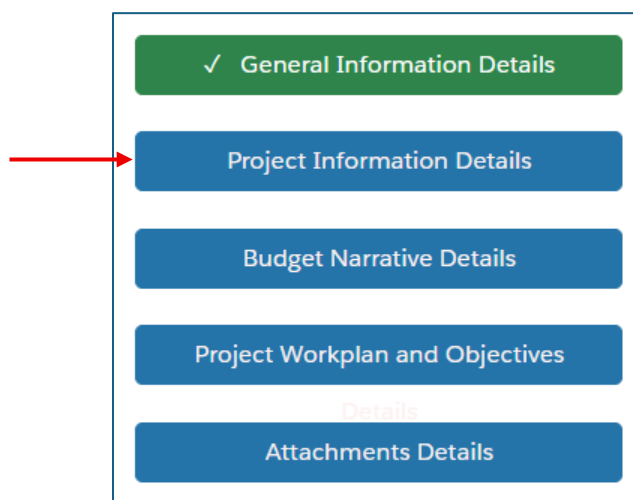
3. Within [Contact and Funding Information](#), there are three subcategories; [Contact Information](#), [Funding Tier](#), and [Funding Category and Target Audience](#). Only the following prompts in the [Contact Information](#) section are required:
 - a. **Project Director Name – Required** (Please enter the project leader information here. If there are additional project leaders, research collaborators, and supporters, their name, title, affiliation, mailing address, telephone number, email, and project role must be included as an attachment in the [Attachment Details](#) section.)
 - b. **Project Director Title – Required**
 - c. **Project Director Email – Required**
 - d. **Project Director Phone Number – Required**
4. When the section is complete or if the applicant wishes to exit and return to the section, select the “Save” button in the bottom right corner of the page.



A screenshot of a navigation bar containing two buttons: a light blue 'Previous' button and a dark blue 'Save' button. A red arrow points to the 'Save' button.

Project Information Details

1. Select the [Project Information Details](#) button on the right side of the page. This section covers [Applicant Eligibility Information](#) and [Project Purpose](#).



A screenshot of a vertical menu with five buttons. The top button is green and labeled '✓ General Information Details'. The second button is blue and labeled 'Project Information Details', with a red arrow pointing to it. The third button is blue and labeled 'Budget Narrative Details'. The fourth button is blue and labeled 'Project Workplan and Objectives'. The fifth button is blue and labeled 'Attachments Details', with the word 'Details' in pink text above it.

2. Within [Applicant Eligibility Information](#), there are two subcategories; [Project Overview](#) and [Geographic Information](#). Only the following prompts in the [Project Overview](#) section are required:
 - a. **Project Title – Required**
 - a. **Project Description – Required** (Concisely 1) define the problem, 2) describe the project including project objectives, 3) specify reasons for selecting the target pest including how it might impact California, 4) explain how the project will contribute to the goals of the program, and 5) describe relevant research about the target pest and/or system. There is a 30,000-character limit. OPCA recommends that applicants prepare their responses in a separate document in advance and then copy and paste it into the designated text box.)
3. Within [Project Purpose](#), there is a subcategory for [Project Information](#). None of the prompts in this section are required.
4. When the section is complete or if the applicant wishes to exit and return to the section, select the “Save” button in the bottom right corner of the page.



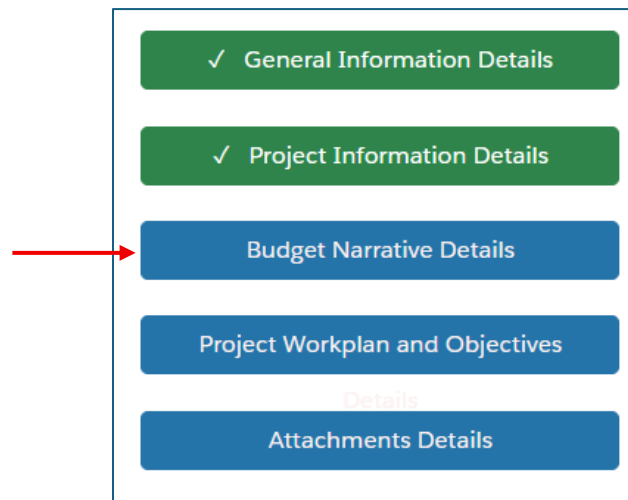
Budget Narrative Details

The budget template provided in the portal does not fully align with our requirements for proposed budgets and justification narratives, so please leave this section blank and proceed to the next one. Note that the status indicator will remain blue. If you accidentally click into this section, simply use the "Back" button in the upper right corner to exit and continue.

Please follow these steps to prepare and submit your budget:

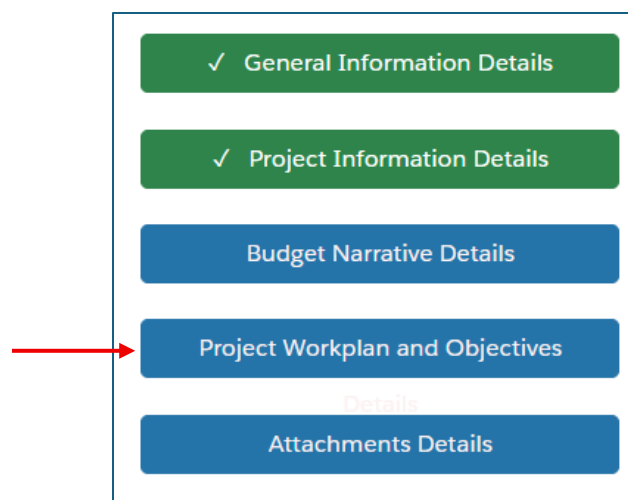
1. Navigate to the [Attachments Details](#) section to download our required budget template. The template is also available on [program's webpage](#). Assume a project start date of January 1, 2026, and provide the requested funds and justification for each budget category for every year of the project.

2. Once completed, upload the finished template back into the [Attachments Details](#) section.



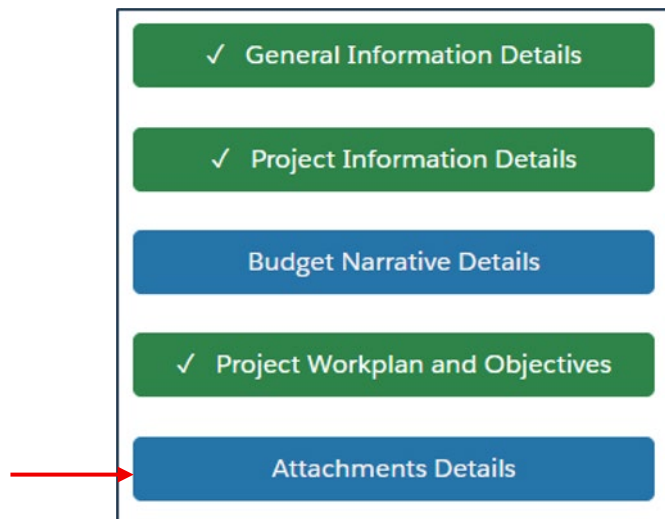
Project Workplan and Objectives

You do not need to complete this section due to current formatting limitations in the designated text boxes. However, the status indicator for this section must become green with a checkmark, or your submission will be blocked. To resolve this, select the section and click the "Save" button in the bottom right corner of the page. Please note that you are still required to provide your detailed workplan by uploading it to the [Attachments Details](#) section instead.



Attachments Details

1. Select the [Attachments Details](#) button on the right side of the page.



2. Under the [Opportunity Attachments](#), you can find the Request for Proposals (RFP), the Budget Template, and this Applicant Guide.
3. Under [Uploaded Attachments](#), please combine and upload the following **required** documents as **a single PDF**. The completed budget template must be submitted separately as an Excel file.
 - a. Completed budget template
 - b. Project Workplan and Objectives; please list each project objective and for each: 1) describe tasks/sub-tasks, 2) outline your data collection and methodology, 3) define the specific metrics you will use to measure the project's success, and 4) explain how these outcomes and datasets will be shared and reported to the CDFA. Additionally, please list all personnel assigned to each objective, along with the objective's start and end dates.
 - c. A two-page resume for each project leader, including recent publications and current research or outreach activities. Please also provide a summary of all current, pending, or planned projects, detailing any time commitments and their potential impact on this proposal.

- d. If applicable, a document listing additional project leaders, research collaborators, and supporters including their name, title, affiliation, mailing address, telephone number, email, and project role. **Note:** Research collaborators include commodity boards, growers, or grower groups providing funding or in-kind support. Supporters include organizations and/or individuals that support the ideas and objectives of the project but are not providing funding.
 - e. If any research collaborators are included in the proposal, a letter of support must be provided by each detailing their role in the project, their estimated time commitment, and their agreement to participate. Scanned copies of letters are acceptable.
 - f. If the proposal includes supporters, a letter detailing the rationale for their support must be provided. Scanned copies of letters are acceptable.
 - g. If applicable, a list of any federal, state, or other grant programs providing funding for this project, specifying the administering agency and the amount requested or awarded.
4. When the section is complete or if the applicant wishes to exit and return to the section, select the “Save” button in the bottom right corner of the page.



Preparing to Submit

Please follow the steps below to complete, review, and submit the application.

Completing the Application

Take a moment to ensure that the application is complete by selecting the “Save” button at the end of each required application section. In a completed application, [General Information Details](#), [Project Information Details](#), and [Project Workplan and Objectives](#) will turn green with a checkmark. The [Budget Narrative Details](#) section will remain blue because it was left blank without saving. Please note that the [Attachments Details](#) section will also remain blue, even after documents are uploaded. Please ensure your documents are successfully uploaded and saved there.

Reviewing the Application

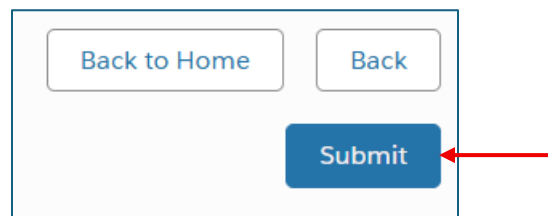
Select the “Preview” tab in the upper left corner next to the “Details” tab.



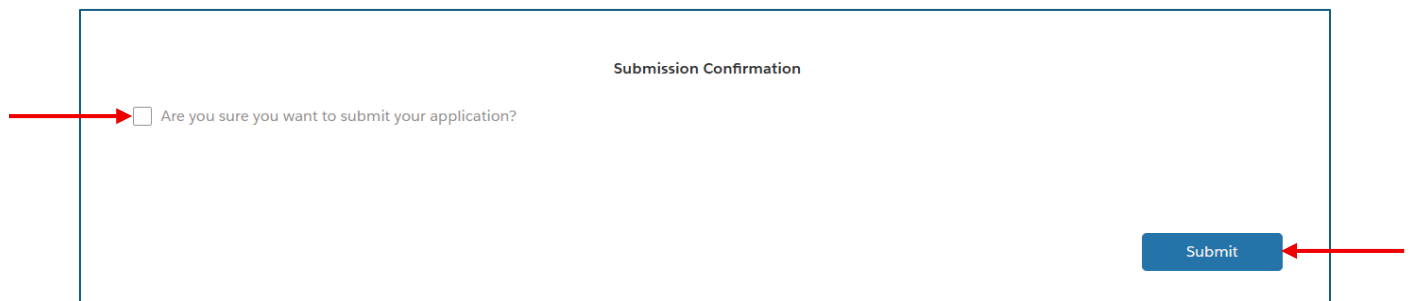
Take a moment to ensure that all required prompts are complete, and that the information provided is correct.

Submitting the Application

Select the “Submit” button in the upper right corner.



Applicants will be prompted to confirm submission. Check the box and select “Submit” again to confirm and finalize the submission.



The application system considers an application incomplete if one or more of the required application sections are not saved. Attempting to submit an incomplete application will prompt a message that specifies which sections must be saved.

**Submission Blocked**

The following forms are not yet submitted:

- Project Information
- Project Workplan and Objectives

OK

Once submission is finalized, applicants will receive a confirmation email from the application system.

Recalling the Application

Applicants may recall their application at any time before the opportunity closes. Once submission is complete, applicants will be able to access the “Recall” button in the upper right corner of the page.

Back to Home

Back

Recall

Applicants will be prompted to confirm the recall. Check the box and select “Recall” again to confirm and finalize the recall.

Recall Confirmation

☐ Are you sure you want to Recall your application?

Recall

Once the recall is finalized, applicants will receive a confirmation email from the application system.

Next Steps

OPCA will notify applicants via email once the review committee has made their decision.

OPCA appreciates the applicant's participation in this cycle of the Adaptive IPM for Invasive Agricultural Pests program and patience with our new application system.