

# **IR-4 Project Governance**

## **Terms of Reference and Operational Procedures**



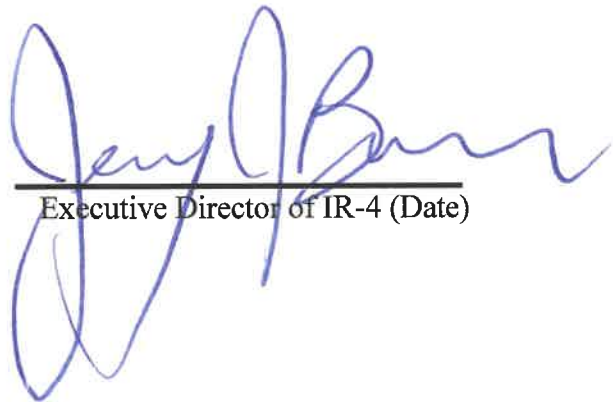
**Approved by:**

 12/19/2025

Chair, Project Management Committee (Date)

 12/19/2025

Chair, Administrative Advisers (Date)

 12/19/25

Executive Director of IR-4 (Date)

## **INTRODUCTION**

In 1963, the State Agriculture Experimental Station (SAES) Directors allocated a small amount of their “off-the-top” Hatch or multi-state research funds from Congressional appropriations to support the establishment of Interregional Research Project Number Four. The goal of this new national research project was to facilitate the regulatory approval of chemical pesticides for fruits, vegetables, nuts, herbs, and other specialty crops. This program was needed as the pesticide industry often focuses its research and development resources on crops with the potential for significant sales that provide adequate return on data development and other costs. Specialty crops are usually considered orphans, as pesticide development is not a priority for the industry.

Over time, the organization's size, scope, and name underwent modernization. Interregional Research Project Number Four is now called the IR-4 Project or IR-4. In addition to chemical pesticides, IR-4 works with biopesticides, biotechnology, and emerging technologies on all specialty crops, including ornamentals, as well as minor uses on major crops.

The IR-4 Project is primarily a federally funded program of the U.S. Department of Agriculture, with the sole purpose of assisting with the registration of pest control products for specialty crops. In terms of research to support pesticide tolerances/exemptions and registration, IR-4 works closely with state, federal, and private researchers, the U.S. EPA, and agrichemical registrants.

The IR-4 Project is a unit of the College of Agriculture and Life Sciences at North Carolina State University at Raleigh. This includes management of the primary grants from USDA (NIFA, ARS), agInnovation (via NRSP-4), and stakeholders' donations and gifts. Research and funding coordination activities are performed by IR-4 Headquarters staff at NC State as well as the four regional IR-4 units at the University of Florida (Southern Region), the University of Maryland Eastern Shore (Northeast Region), the Michigan State University (North Central Region), and the University of California-Davis (Western Region). Additionally, USDA-ARS contributes to the IR-4 research by assigning staff to work on IR-4 research priorities.

## **GOVERNANCE**

The IR-4 Project's leadership and governance structure comprises a Board of Directors, known as the Project Management Committee (PMC) and a Chief Executive Officer, the IR-4 Project Executive Director. The PMC serves as the governing body for the IR-4 Project. The Executive Director is the Principal Investigator/Project Director for grants funding the IR-4 Project. Together they establish policy and decisions that guide IR-4.

This document captures some of the essential items of the IR-4 Project governance. Recognizing that this should be a living document that can be amended/modified as necessary to allow IR-4 to remain an efficient and effective organization. Modifications/amendments can be made with a majority vote of the Project Management Committee.

The PMC comprises seven voting members and six non-voting members, as outlined below.

### **Voting Members**

- **IR-4 Executive Director** – Appointed by the Dean of North Carolina State University’s College of Agriculture and Life Sciences or designee
- **Northeast Region Director** – Appointed by NRSP-4 Administrative Advisor Representative for the IR-4 Northeast Region. Appointment for an unlimited number of years.
- **North Central Region Director** – Appointed by NRSP-4 Administrative Advisor Representative for the IR-4 North Central Region. Appointment for an unlimited number of years.
- **Southern Region Director** – Appointed by NRSP-4 Administrative Advisor Representative for the IR-4 Southern Region. Appointment for an unlimited number of years.
- **Western Region Director** – Appointed by NRSP-4 Administrative Advisor Representative for the IR-4 Western Region. Appointment for an unlimited number of years.
- **ARS Director of the Office of Minor Use Pesticides** – Appointed by ARS Administrator (or designee). Appointment for an unlimited number of years.
- **Commodity Liaison Committee (CLC) Chair** - the CLC chair is elected by a simple majority of CLC members present at the IR-4 Annual meeting during even-numbered years (e.g., 2024, 2026, 2028, etc.) for a two-year term. The CLC Chair can be elected/reelected three times. If the Chair cannot complete their term, the Vice Chair is promoted to Chair. A new Vice-Chair will be elected within 180 days of the promotion.

All Voting members of the PMC should:

- Attend and participate in IR-4 Project Management Committee Meetings and vote when appropriate.
- Attend and participate in other key and/or ad hoc IR-4 meetings as appropriate.
- Assist in the development and implementation of policies/strategies for all elements of the IR-4 Project operations. Assess ideas for new directions within the context of stakeholder needs and funding availability.
- Serve on ad hoc committees and standing committees on behalf of the PMC or as a Regional representative.
- Assist in the communication and outreach activities of IR-4; attend conferences, workshops, and symposiums, and (except for ARS member) serve as a spokesperson for the IR-4 Project.

In addition to the above responsibilities, the four Regional Directors shall

- Attend the appropriate IR-4 Regional meeting(s).
- Facilitate communication and information exchange between PMC and Regional personnel.
- Provide primary leadership, supervision, and mentorship for the Regional Field Coordinator, Laboratory Coordinator (Southern and Western Regions only), and Regional Quality Assurance Coordinator.
- Provide second level or backup leadership and supervision for IR-4 employees in the Regional office and laboratory (if appropriate).
- Empower IR-4 employees within the Region to successfully perform research to support

the IR-4 mission.

- Recognize individuals in the Region who excel in performance.
- Serve as institution's Principal Investigator/Project Director in grant submission, grant management, and reporting. Ensure that grant applications and required reporting are completed on or before deadlines. Promptly reply to questions or request for information to manage grants.
- Participate in training involving Good Laboratory Practice (GLP) regulations as published in Chapter 40 Code of Federal Regulations, Part 160. Initiate and/or support actions to ensure compliance with GLPs.
- Work with Executive Director to ensure that Regional office and laboratory (if appropriate) have the resources to allow them to perform their job functions.
- Interact with regional and national stakeholders of the IR-4 Project to keep them informed of the opportunities available through "partnership" with the IR-4 Project.
- Solicit donations of funds or in-kind service (e.g., analysis or residue samples) from agriculture products companies, commodity associations, and food companies to offset the cost of planned or ongoing IR-4 research study.

#### **Non-Voting Members**

Non-voting members of the PMC include four Administrative Advisors (each one representing their respective regional associations of the SAES Directors), a USDA-ARS National Program Leader for Crop Protection and Quarantine, and NIFA's Minor Crop Pest Management (IR4) National Program Leader.

The Regional Administrative Advisors (Northeast, North Central, South, and West) are chosen by members of agInnovation of their respective regions. The USDA-ARS Administrative Advisor is appointed by the USDA-ARS Administrator (or designee), and the USDA-NIFA Minor Crop Pest Management (IR4) National Program Leader is appointed by the USDA-NIFA Administrator. All serve an unlimited number of years.

One of the Regional Administrative Advisors will serve as the Lead Administrative Advisor to facilitate the roles and responsibilities associated with the Multi-state Research Funding (NRSP-4). The Lead Administrator is selected by the other Administrative Advisors with a simple majority vote (in-person or virtually).

#### **Chair of the PMC**

The Chair of the Project Management Committee is selected by a simple majority of the voting members present (in-person or virtually) at the Fall PMC meeting. Terms are for three years, and the Chair may be reelected for one additional term.

#### **PMC MEETINGS**

The PMC meets three times a year to develop policies and procedures, set operational budgets within funding limitations, review the status of ongoing programs, and ensure the program's overall goals are met. Standing meetings are typically:

- "Spring" (early March) in Washington, DC. This March meeting is considered the Annual Meeting of the IR-4 Project with involvement of the full membership of the Commodity Liaison Committee.

- “Summer” (July) at a location to be determined by the PMC or virtually.
- “Fall” (October) in Raleigh, NC at IR-4 Headquarters.

The PMC Chair or IR-4 Project Executive Director may call special or off-cycle meetings. Electronic notice of the time and place of Standing or Special meetings must be provided at least seven calendar days in advance.

Prior to all PMC meetings, the PMC Chair, in cooperation with the Executive Director, will draft an agenda for the meeting order. Members will be given the opportunity to add items to the agenda both before the meeting and at the beginning of the meeting. While efforts are made to follow the agenda, the Chair may make modifications to the topic order to accommodate the needs of meeting participants. Roberts Rules of Order will be used during the meetings.

Members may participate in official meetings in person or by means of a conference telephone, video conference or similar communications equipment. A majority of the voting members of the PMC (four) shall constitute a quorum for the normal and special meetings.

Motions, Action Items, and other PMC activities are approved by a simple majority of the voting PMC members engaged (in-person or virtually).

The PMC Chair or designee will lead discussions in accordance with the approved agenda. The general sessions are open for viewing by members of the IR-4 network and other interested parties. Guests may be called on to speak on certain agenda items. The PMC Chair has the discretion to allow comments/questions from others and is responsible for maintaining the flow of the meeting.

Participation in the Executive Session is limited to voting and non-voting PMC members and invited guests.

Within 10 working days of the conclusion of the standing PMC meetings, the Executive Director shall facilitate an IR-4 Town Hall. During this virtual session, the IR-4 Executive Director or designees shall provide a brief overview of discussions and decisions made at the Standing PMC meeting to national staff and stakeholders. Following the briefing, there will be a question/answer session.

IR-4 Headquarters will draft minutes of all PMC meetings (standing and special). Minutes will document key points of the discussion, votes (Motions, Actions Items) and other relevant information. The Executive Session Minutes will only reflect approved Motions and Actions Items.

Prior to finalizing the Minutes, PMC members will have the opportunity to provide comments and corrections on the draft. The final draft Minutes are distributed with the meeting materials for the next standing PMC meeting. The voting PMC members are asked by the PMC Chair to formally approve the Minutes. Until they are approved, the Minutes are not a formal record of the Meeting and distribution is limited at the discretion of the IR-4 Executive Director. Once

the Minutes are approved, the Minutes are posted at the IR-4 website (<https://www.ir4project.org/outreach/>).

### **IR-4 PROJECT EXECUTIVE DIRECTOR**

The IR-4 Project Executive Director position is physically located at the National Headquarters office on the campus of North Carolina State University. The IR-4 Project Executive Director is an employee of North Carolina State University. The hiring process for the IR-4 Project Executive Director follows North Carolina State University and the University of North Carolina System policies. Specifically, the Dean of the College of Agriculture and Life Sciences (CALs), in consultation with the Director of the North Carolina Agriculture Research Service, establishes a Search and Selection Committee to develop a job description and solicits candidates. It is highly advisable that the Chair of the IR-4 Project Management Committee and Chair of the IR-4 Commodity Liaison Committee shall be part of the Search and Selection Committee. After reviewing and assessing candidates, Search and Selection will recommend acceptable candidates to the Dean of CALs, who will seek approval from the NC State University Provost and/or Chancellor.

If the recommendation is approved, the Dean of CALs at NC State University will hire/appoint the IR-4 Project Executive Director. The IR-4 Project Executive Director is appointed for an unlimited number of years subject to funding of IR-4 and relevant employment rules of North Carolina State University/University of North Carolina System and the State of North Carolina.

There is an expectation that the PMC will assess the IR-4 Project Executive Director's conduct and performance of duties. This assessment should occur at least once every five years. The lead Administrative Advisor will lead this performance evaluation. Feedback from this assessment will be shared with the College of Agriculture and Life Sciences leadership.

The duties and responsibilities of the IR-4 Executive Director include, but are not limited to:

- Attend and participate in IR-4 Project Management Committee Meetings, appropriate IR-4 Regional Meeting(s) as well as other key and/or ad hoc IR-4 meetings as appropriate.
- Serve as a voting member of the Project Management Committee. Assist in the development and implementation of policies/strategies for all elements of the IR-4 Project operations.
- Facilitate communications and information exchange between PMC and IR-4 personnel.
- Provide leadership, supervision (primary or secondary), and mentorship for IR-4 Directors, Managers, Biologists, Study Directors, Quality Assurance Unit team, and Operations team.
- Empower IR-4 employees within Headquarters to successfully perform research/other functions to support the registration of safe and effective bio-based and chemical pesticides on fruit, vegetables, nuts, herbs, ornamentals, other specialty crops and minor crop protection uses on major crops.
- Recognize individuals in the IR-4 Project who excel in performance of their duties via IR-4 issued awards or other method of acknowledgment
- Serve as Principal Investigator/Project Director on IR-4 Project within North Carolina State University grant submission, grant management, and reporting. Actively participate in the administration of grant funds provided by USDA, agInnovations, other grants and private gifts.
- Ensure that grant applications and required reporting are completed on or before deadlines.

- Promptly reply to questions or request for information to manage grants.
- Assume the responsibilities of Testing Facility Management as outlined in Chapter 40 **Code of Federal Regulations**, Part 160.31, including (but not limited to):
    - Arrange and participate in training involving Good Laboratory Practice (GLPs)
    - Initiate and/or support actions to ensure compliance with GLPs
    - Work with Regional Directors to ensure that Regional facilities (field research farms/centers, office and laboratories have the resources to allow them to perform their job functions.
  - Interact with stakeholders of the IR-4 Project to keep them informed of the opportunities available through “partnership” with the IR-4 Project.
  - Assist in the communication and outreach activities of the IR-4 Project; attend conferences, workshops and symposiums and serve as a spokesperson for the IR-4 Project.
  - Solicit donations of funds from the crop protection industry or other stakeholders to offset the cost of a planned or on-going IR-4 research study and other operations.

#### **IR-4 COMMODITY LIAISON COMMITTEE (CLC)**

Since the objective of the IR-4 Project is to serve the needs of a diverse specialty crops / minor use agricultural community, it is essential that the program works closely with the producer industry to assure that important needs are being met. The IR-4 Commodity Liaison Committee (CLC) was originated in 1991 to serve as a bridge between IR-4 and growers of minor crops to ensure that the program continues to focus on significant pest management problems.

The CLC is the link between IR-4 and those who grow specialty food and ornamental commodities or their representatives. Therefore, the primary purpose of the CLC is to provide guidance and advice to the IR-4 Project Management Committee in ways in which the program can best serve the needs of producers of specialty crops. The CLC serves an important role in communicating the mission of the IR-4 Project to the agricultural community and provides visibility at the grower level. The CLC also supports federal funding initiatives for the IR-4 Program and advocates for funding in order to maintain a viable food and ornamentals research and registration program.

The general membership of the IR-4 Commodity Liaison Committee comprises members representing a diversity of agricultural production interests. Members may be nominated by existing or past members on the IR-4 Commodity Liaison Committee and by recommendations via IR-4 (Headquarters/Regional Offices). Potential members must be a bona fide representative of the agricultural industry involving crop production and/or crop protection. A nominee may represent a commodity organization or grower cooperative, be associated with the food processing industry, work with entities such as the National Association of State Departments of Agriculture, scientific societies, Crop Life America, Biopesticide Industry Alliance, Minor Use Foundation, etc. It is desirable to have a broad commodity representation of the CLC. To the extent possible, overlapping of closely related interests should be avoided.

Prior to submission of an application, nominees must discuss and review duties, responsibilities and expectations of becoming a member of the Commodity Liaison Committee with the CLC Chair. The candidate for the CLC is expected to submit a brief statement indicating their involvement in specialty crops, their interests, knowledge of IR-4 etc. and their resume or CV.

Appointment to the CLC will be recommended by the Commodity Liaison Committee and approved by the IR-4 Project Management Committee. Once approved, the IR-4 Executive Director will notify members of their election to the CLC in writing and provide the new members with a copy of these guidelines (see Attachment 1: Commodity Liaison Charter).

Members will serve a four-year term and may be reappointed for unlimited terms by the Commodity Liaison Committee and IR-4 Project Management Committee. Members of the CLC serve in a voluntary capacity without compensation. The IR-4 Executive Director maintains a document (Attachment 2: Current Commodity Liaison Committee Members) that lists the current members of the CLC, when that member's appointment stated and when the member's Track is set to expire. The Executive Director also maintains Attachment 3: Past Member documents membership.

The CLC will meet at least annually with the IR-4 Project Management Committee.

Members of the IR-4 Commodity Liaison Committee will support the mission of the IR-4 Project by:

- Providing advice and consultation on program activities
- Publicizing the IR-4 Project by informing growers and others of IR-4 activities and accomplishments.
- Working with the program in establishing contacts for research assistance, plant material or other cooperative efforts.
- Supporting necessary funding for IR-4 with the USDA and Congress to allow IR-4 to meet its mission
- Helping locate outside sources of funding for additional support for the IR-4 Project.
- Assisting in providing information on crops, cropping systems, IPM activities, economic data, and/or extent of pesticide use where needed to supplement IR-4 information in response to regulatory agency or registrant inquiries.
- Participating in regional IR-4 meetings and assisting in the selection of the priority pesticide/crop needs at workshops.

The CLC governance includes a Chair and Vice-Chair. By simple majority, the CLC membership will elect the Chair and Vice-Chair. Prior to the elections, a nomination committee should be appointed by the sitting CLC Chair to make nominations. Elections will occur in "even numbered" years (2024, 2026, 2028, etc.) at the Annual CLC meeting. The Chair shall serve a renewable 2-year term for up to three consecutive terms. The Vice Chair shall serve a renewable 2- year term and is not term limited.

The CLC Chair will serve as a voting member of the IR-4 Project Management Committee and, as such, will participate in the meetings of the IR-4 Project Management Committee. Other duties include:

- Work with Project Management Committee Chair in the development of an agenda for the annual joint CLC/PMC meeting.
- Call additional meetings as necessary and needed. Provide all CLC members with draft

agenda and advanced notice of days/times of meeting.

- Develop and distribute Minutes of any CLC Meeting outside of the annual joint meeting CLC/PMC.
- The CLC Vice-Chair will perform the functions of the CLC Chair when the Chair is unavailable. Should the CLC Chair resign and not be able to complete their term the Vice-Chair will serve the remainder of the term of office, as an Interim Chair for the rest of the Chair's term.

#### **IR-4 PROJECT HEADQUARTERS (HQ)**

Working under the direction of the IR-4 Project Executive Director, the professional and technical staff of North Carolina State University is responsible for coordinating the IR-4 Project with the regional office staff and USDA-ARS. They provided the following functions, including:

- GLP oversight, including Study Director (SD) and Quality Assurance (QA).
- Prepare GLP research protocols.
- Review, analyze, and archive raw data.
- Prepare, review, and submit petitions to establish and maintain tolerances.
- Interact with EPA and cooperating registrants.
- Maintain a database (master schedule) to track projects.
- Oversee Manufacturer and Contract Laboratories involved in analyzing IR-4 study samples.

#### **REGIONAL FIELD COORDINATORS, LABORATORY RESEARCH DIRECTORS, AND QUALITY ASSURANCE COORDINATORS**

Please see the IR-4 Operational Handbook <https://www.ir4project.org/wp-content/uploads/2024/06/OperationalHandbook.pdf> for further details of these integral members of research management.

#### **ATTACHMENTS**

- Attachment 1. Commodity Liaison Committee Charter
- Attachment 2. Current Commodity Liaison Committee Members
- Attachment 3. Commodity Liaison Committee Past Members
- Attachment 4. Policy/Process - Submission of Non-IR-4 Developed Data to US EPA
- Attachment 5. Policy/Process - Policy: Sharing Data Volumes (Reports) and IR-4 Raw Data with Third Parties
- Attachment 6. Policy/Process - Process to assess a new request for Biopesticide Regulatory Assistance; including IR-4 Project Biopesticide Regulatory Support Secondary Vetting Survey
- Attachment 7. Policy/Process - Sponsored Research Policy
- Attachment 8. Policy/Process - Development of a Draft Funding Distribution
- Attachment 9. Policy/Process – Parameters for Supplemental Payment for Dismissed<sup>1</sup> and Unsuccessful Field Research

---

<sup>1</sup> Dismissed is used to broadly define a field trial that has been terminated, cancelled or dropped. Because terminated and cancelled have specific meanings under Good Laboratory Practices, this terminology is not used

## Attachment 1.

### IR-4 Commodity Liaison Committee - CHARTER

#### BACKGROUND.

The IR-4 Project is a federally-funded program of the U.S. Department of Agriculture, the sole purpose of which is to assist with the registration of pest control products for specialty crops. In terms of research to support pesticide tolerances/exemptions and registration, IR-4 works closely with state, federal and private researchers, the U.S. EPA, and agrichemical registrants.

Since the objective of the IR-4 Project is to serve the needs of a diverse agricultural community, it is essential that the program work closely with the producer industry to assure that important needs are being met. The IR-4 Commodity Liaison Committee (CLC) was originated in 1991 to serve as a bridge between IR-4 and growers of minor crops to assure that the program continues to focus on significant pest management problems.

#### PURPOSE OF THE COMMODITY LIAISON COMMITTEE.

The CLC is the link between IR-4 and those who grow specialty food and ornamental commodities or their representatives. Therefore, the primary purpose of the CLC is to provide guidance and advice to the IR-4 Project Management Committee in ways in which the program can best serve the needs of producers of specialty crops. The CLC serves an important role in communicating the mission of the IR-4 Project to the agricultural community and provides visibility at the grower level. The CLC also supports federal funding initiatives for the IR-4 Program and advocated for funding in order to maintain a viable food and ornamentals research and registration program.

#### ORGANIZATION AND STRUCTURE.

General Membership. The general membership of the IR-4 Commodity Liaison Committee is comprised of members representing a diversity of agricultural production interests. Members may be recommended by IR-4 (Headquarters/Regional Offices) or by members of the CLC.

Appointments of Members: Appointment to the CLC will be recommended by the Commodity Liaison Committee and approved by the IR-4 Project Management Committee. Members will serve a four-year term and may be reappointed by the Commodity Liaison Committee and IR-4 Project Management Committee.

Electing the Chair. At the Annual CLC Meeting, the CLC general membership will nominate and elect the CLC chair.

CLC Chair. The CLC chair will serve as a voting member of the IR-4 Project Management Committee and, as such, will participate in the meetings of the IR-4 Project Management Committee. The IR-4 Executive Director will serve as the principal contact for the Chair of the CLC. The chair shall serve a renewable 2 year term for up to three consecutive terms.

Executive Committee. The chair of the CLC will appoint up to 8 representatives from among the general membership of the CLC who, together with the chair, will constitute the CLC Executive Committee. Members of the CLC Executive Committee will serve a two-year term and may be reappointed.

Meetings. The CLC Executive Committee and General Membership will meet at least annually with the IR-4 Project Management Committee. Expenses incurred by members of the CLC Executive Committee resulting from attendance at authorized IR-4 meetings will be reimbursed by IR-4 as required.

#### NOMINATION AND SELECTION OF MEMBERS.

1. A nominee must be a bona fide representative of the agricultural commodity industry. The nominee may be directly involved in crop production, represent a commodity organization or grower cooperative, or be associated with the food processing industry.
2. It is desirable to have broad commodity representation of the CLC. To the extent possible, overlapping of closely related interests should be avoided.
3. Prior to submission of application, nominee must contact the CLC Chairman to discuss and review duties, responsibilities and expectations of becoming a member of the Commodity Liaison Committee.
4. For each candidate, the following information should be submitted and reviewed by the Commodity Liaison Committee (CLC):
  - a. NAME
  - b. AFFILIATION
  - c. RESUME or CV
  - d. BUSINESS ADDRESS
  - e. WORK TELEPHONE
  - f. REASON FOR NOMINATION (Submit a brief statement indicating why the candidate is being nominated. This should include experience, interests, knowledge of IR-4 etc.)
5. The Commodity Liaison Committee and Project Management Committee will vote by majority to appoint or re-appoint members to the Commodity Liaison Committee at the joint annual meeting.
6. The IR-4 Executive Director will notify members of their election to the CLC in writing and provide the new members with a copy of these guidelines.

#### FUNCTIONS OF THE COMMODITY LIAISON COMMITTEE.

Members of the CLC serve in a voluntary capacity without compensation. By necessity, the involvement of the members with the IR-4 program is limited by their own time constraints. The Executive Director will assist the Chair of the CLC by providing relevant information to all members of the CLC, arranging for meetings and meeting facilities when necessary, preparation of minutes and other staffing activities as agreed upon by the Executive Director.

Members of the IR-4 Commodity Liaison Committee will support the mission of the IR-4 Project by:

1. Providing advice and consultation on program activities
2. Publicizing the IR-4 Project by informing growers and others of IR-4 activities and accomplishments.
3. Working with the program in establishing contacts for research assistance, plant material or other cooperative efforts.
4. Supporting an adequate budget for IR-4.
5. Helping locate outside sources of funding for additional support for the IR-4 program.
6. Assisting in providing information on crops, cropping systems, IPM activities, economic data, and/or extent of pesticide use where needed to supplement IR-4 information in response to regulatory agency or registrant inquiries.
7. Participating in regional IR-4 meetings and assisting in the selection of the priority pesticide/crop needs at workshops.

#### REPORTS.

An annual written report will also be provided by the CLC chair. Feedback from the CLC to the IR-4 program will occur through the chair's presentation at IR-4 Project Management Committee and joint PMC/CLC meetings. Contacts, as needed, will be made by the Executive Director of the chairman and members of the CLC and vice versa.

The Executive Director will provide each member of the CLC with a copy of the latest Project Statement, IR-4 Annual Report, current workshop reports, researchable projects as provided to the Regional committees and other relevant information.

Approved by Technical Committee: 3/31/91  
Amended by the IR-4 CLC and PMC: 7/15/97  
Amended by the IR-4 CLC and PMC: 10/5/99  
Amended by the IR-4 CLC and PMC 2/21/07

Attachment 2. - Current Commodity Liaison Committee Members

Last	First	Group	Tenure	Expires	Track
Aerts	Michael	FFVA	2001-	2028	A
Bledsoe	Michael	Village Farms	2008-	2028	A
Clarke	Jennifer	California Leafy Greens	2020-	2028	A
Kalendaski	Bob	WI Ginseng	2008	2028	A
Tanner	Berry	National Watermelon Board	2006 -	2028	A
Wysocki	Ryan	Michigan Blueberry	2022	2028	A
Nelson	Peter	Michigan Cherry	2023-	2028	A
Starke	Michelle	Covercross	2024-	2028	A
Arney	Mark	National Watermelon Board	2005 -	2029	B
Cranney	James	California Citrus Quality	2009-	2029	B
Frantz	William	Cranberry Institute	2013 -	2029	B
Roberts	Rachel	American Mushroom Institute	2019 -	2029	B
Roberts	Amy	Lallemand Plant Care	2021 -	2029	B
Scholz	Todd	USA Dry Pea & Lentil	2005-	2029	B
Schreiber	Alan	Agriculture Development Group	2009	2029	B
VanWychen	Lee	Weed Science Society of America	2021	2029	B
Sarager	Jonathan	Western Growers	2022	2026	C
Elliot	Maggie	US Hops	2022-	2026	C
Quarles	Kam	National Potato Council	2020-	2026	C
Grainger	Michelle	NC Sweetpotato Commission	2021	2026	C
Bagley	Zach	California Tomato Research Institute	2022	2026	C
Martin	Michael	AmericanHort/HRI	2020-	2026	C
Boatright	John Walt	American Farm Bureau	2019-	2027	D
Shumow	Laura	American Spice Trade Association	2025	2027	D
Jones	Bob	The Chef's Garden	2019-	2027	D
Pitts	Keith	Biopesticide Industry Alliance	2015-	2027	D
Salisbury	Steven	Mint Industry Research Council	2014-	2027	D
Kudsk	Kevin	National Onion	2022-	2027	D
Upton	Amy	MI Nursury Growers Assoc	2019-	2027	D
Finger	Atticus	American Sugar Cane League	2025-	2027	D

Attachment 3. Past Commodity Liaison Committee Members

<b>Ahrens</b>	<b>Don</b>	<b>Twin Gardens Farms</b>	<b>1992 - 1995</b>
<b>Alberts</b>	<b>Tim</b>	<b>Kemin Industries</b>	<b>2017-2018</b>
<b>Allman</b>	<b>George</b>	<b>Mint Industry Research Council</b>	<b>1991 - 1992</b>
<b>Balling</b>	<b>Steve</b>	<b>Del Monte</b>	<b>1993 - 2000</b>
<b>Bardenbagen</b>	<b>Chris</b>	<b>Michigan Cherry</b>	<b>2022-2023</b>
<b>Berger</b>	<b>Lori</b>	<b>AgBusiness Resources</b>	<b>2008-2020</b>
<b>Bischoff</b>	<b>Joe</b>	<b>AmericanHort</b>	<b>2013 -2015</b>
<b>Bonanno</b>	<b>Rich</b>	<b>Pleasant Valley Gardens</b>	<b>1992 - 2016</b>
<b>Botts</b>	<b>Dan</b>	<b>FFVA</b>	<b>1991 - 2000</b>
<b>Buurma</b>	<b>Bruce</b>	<b>Grower</b>	<b>2005 -2019</b>
<b>Calabro</b>	<b>Jill</b>	<b>AmericanHort</b>	<b>2013-2020</b>
<b>Davenport</b>	<b>Thomas</b>	<b>National Grape Cooperative</b>	<b>2006 - 2010</b>
<b>DeLucia</b>	<b>Aline</b>	<b>NASDA</b>	<b>2017-2022</b>
<b>DeYoung</b>	<b>Alan</b>	<b>Van Drunen Farms</b>	<b>2015-2024</b>
<b>Downing</b>	<b>Jere</b>	<b>Cranberry Institute</b>	<b>1991 - 1998</b>
<b>Elworth</b>	<b>Larry</b>	<b>PA Apple Marketing</b>	<b>1991 - 1994</b>
<b>Ewart</b>	<b>Wally</b>	<b>CA Citrus</b>	<b>1991 - 2009</b>
<b>Flood</b>	<b>Brian</b>	<b>Del Monte</b>	<b>2001 - 2016</b>
<b>Gandhi</b>	<b>Amy</b>	<b>Kemin Industries</b>	<b>2016-2017</b>
<b>George</b>	<b>Ann</b>	<b>US Hops</b>	<b>1991 -2022</b>
<b>Giclas</b>	<b>Hank</b>	<b>Western Growers</b>	<b>2005 -2019</b>
<b>Grey</b>	<b>Jennifer</b>	<b>HRI</b>	<b>2020-2021</b>
<b>Humfeld</b>	<b>Terry</b>	<b>Cranberry Institute</b>	<b>2013 -2019</b>
<b>Jewett</b>	<b>Valerie</b>	<b>United Fresh Fruit &amp; Vegetable</b>	<b>1993 - 1996</b>
<b>Kesner</b>	<b>Chuck</b>	<b>Cherry Marketing Institute</b>	<b>1993 - 1995</b>
<b>Keeling</b>	<b>John</b>	<b>National Potato Council</b>	<b>2006-2019</b>
<b>Kodet</b>	<b>Todd</b>	<b>Bruce Church</b>	<b>1991 - 1996</b>
<b>Korson</b>	<b>Phil</b>	<b>Cherry Marketing Institute</b>	<b>1995-2019</b>
<b>Kurtz</b>	<b>Ed</b>	<b>CA Lettuce</b>	<b>1992 - 2005</b>
<b>Lister</b>	<b>Art</b>	<b>MI Cherry Committee</b>	<b>1991 - 1993</b>
<b>Lundy</b>	<b>Rocky</b>	<b>Mint Industry Research Council</b>	<b>1992 - 2014</b>
<b>McCloud</b>	<b>Susan</b>	<b>Almond Board</b>	<b>1991</b>
<b>Melban</b>	<b>Ken</b>	<b>CA Pepper</b>	<b>2005 - 2007</b>
<b>Mize</b>	<b>Allen</b>	<b>Del Monte</b>	<b>2016 -2018</b>
<b>Monterraso</b>	<b>Armando</b>	<b>Brooks Tropicals</b>	<b>2013- 2025</b>
<b>Montoian</b>	<b>Richard</b>	<b>CA Grape &amp; Tree Fruit</b>	<b>1991</b>
<b>Murphy</b>	<b>Linda</b>	<b>Society of America Florists</b>	<b>1991 - 1993</b>
<b>Nuxoll</b>	<b>Dennis</b>	<b>Western Growers</b>	<b>2014-2022</b>
<b>Obenauf</b>	<b>Gary</b>	<b>CA Prune, Raisin, Walnut</b>	<b>1991 - 1995</b>
<b>Olszack</b>	<b>Reed</b>	<b>Grower</b>	<b>1991 - 2010</b>
<b>Phelps</b>	<b>Laura</b>	<b>American Mushroom Institute</b>	<b>2009 - 2019</b>
<b>Pitts</b>	<b>Matt</b>	<b>Cranberry Institute</b>	<b>2002 - 2004</b>
<b>Prewett</b>	<b>Ray</b>	<b>TX Vegetable Assoc.</b>	<b>1994 - 2015</b>
<b>Ratto</b>	<b>Ray</b>	<b>Grower</b>	<b>1993 -2018</b>

**Past Commodity Liaison Committee Members, continued**

<b>Rawlins</b>	<b>Scott</b>	<b>Farm Bureau</b>	<b>1992 - 2001</b>
<b>Regelbrugge</b>	<b>Craig</b>	<b>ANLA</b>	<b>1992 - 2004</b>
<b>Romang</b>	<b>Ron</b>		
<b>Sharp</b>	<b>Janice</b>	<b>CA Strawberry</b>	<b>2001 - 2003</b>
<b>Schlegel</b>	<b>Paul</b>	<b>American Farm Bureau</b>	<b>2013-2019</b>
<b>Schmale</b>	<b>Lin</b>	<b>Society of America Florists</b>	<b>1993 -2020</b>
<b>Seetin</b>	<b>Mark</b>	<b>US Apple</b>	<b>2017-2020</b>
<b>Simerly</b>	<b>Bob</b>	<b>National Onion</b>	<b>2015-2022</b>
<b>Spencer</b>	<b>Bill</b>	<b>AZ Citrus</b>	<b>1999 - 2002</b>
<b>Teffeau</b>	<b>Mark</b>	<b>ANLA</b>	<b>2005 - 2013</b>
<b>Traino</b>	<b>Phil</b>	<b>NJ Vegetable</b>	<b>1991 - 1998</b>
<b>Trinka</b>	<b>Dave</b>	<b>MBG Marketing</b>	<b>1997 - 2022</b>
<b>Tristao</b>	<b>Dennis</b>	<b>JG Boswell</b>	<b>2015-2018</b>
<b>Waguespack</b>	<b>Herman</b>	<b>LA Sugar Cane League</b>	<b>2019-2024</b>
<b>Wegmeyer</b>	<b>Tyler</b>	<b>American Farm Bureau</b>	<b>2010- 2013</b>
<b>Williams</b>	<b>Ron</b>	<b>Coca-Cola</b>	<b>2017-2018</b>
<b>Zellers</b>	<b>Richard</b>	<b>MI Vegetable</b>	<b>1991 - 1996</b>
<b>Zuleger</b>	<b>Dean</b>	<b>WI Potato &amp; Vegetable Assoc.</b>	<b>1995 - 2002</b>

Attachment 4

**Policy/Procedure**      **Submission of Non-IR-4 Developed Data to US EPA**  
**Author:**                **Jerry Baron**  
**Revision:**              **1.2**  
**Date:**                    **October 13, 2025**

**Purpose:** The purpose of this policy is to justify instances when the Magnitude of the Residue (MOR) Data developed by parties outside of the IR-4 Project are submitted to the US Environmental Protection Agency to establish pesticide tolerances

**Background:** The IR-4 Project was established by USDA and funded by Congress to provide a mechanism to allow growers of specialty crops and minor uses access to safe and effective pesticides. The registrants of pesticides often focus their research and development efforts on markets that will allow adequate return on investment. However, there are instances when a registrant of a pesticide is willing to allow the IR-4 Project to submit manufacturer-generated MOR data to the US EPA to support the establishment of a pesticide residue tolerance and/or registration. This occurs for a variety of reasons. There are also instances when commodity organization, grower organization, food processor, federal/state/local government intently, public university or state agricultural experimental station or other public sector unit is willing to allow the IR-4 Project to submit their MOR data to US EPA to support establishment of a pesticide residue tolerance and/or registration. There is a need for a clear, transparent policy when the IR-4 Project is justified in submitting such MOR data to EPA for those uses.

**Policy/Procedure:** IR-4 will only submit MOR data developed by others outside of IR-4 when an acceptable Project Clearance Request (PCR) Form has been submitted and the proposed project is reviewed and prioritized by IR-4 at the Food Use Workshop or other established priority-setting process and is deemed a High Priority (defined as Priority A or Priority B). Additionally, there is a requirement that IR-4 receive at least two letters of support from stakeholders (growers, commodity organizations, food processors, Cooperative Extension, etc.) justifying the need and focusing on the impact of the use. The requirement for a two-stakeholder letter is considered satisfied if a commodity organization or a specific grower fully funds the development of the MOR data.

IR-4 will review these letters, and if appropriate, IR-4 will draft a document that articulates why IR-4's submission of the data is in the public interest and should be considered for the IR-4 PRIA waiver<sup>2</sup>. Potential considerations included that the proposed pesticide use is in alignment with the Office of Pesticide Programs Strategic Objectives (Protect Human Health from Pesticide Risk, Protect the Environment from Pesticide Risk, Realize the Value from Pesticide Availability) and initiatives (reduced risk, crop grouping, harmonized maximum residue levels, AZM transition, etc.).

This letter will be sent to the EPA in support of establishment of public interest finding/PRIA fee waiver. If/when IR-4 receives the PRIA waiver, IR-4 will work with the cooperating company to submit the data.

---

<sup>2</sup> See [https://19january2021snapshot.epa.gov/pria-fees/guidance-ir-4-exemptions\\_.html](https://19january2021snapshot.epa.gov/pria-fees/guidance-ir-4-exemptions_.html)

## Attachment 5

**Policy/Process:** Sharing Data Volumes (Reports) and IR-4 Raw Data with Third Parties  
**Author:** Jerry Baron  
**Revision:** 1.1  
**Date:** Feb. 26, 2025

**Purpose:** IR-4 is granted financial resources from the US government to develop data to support the registration of pest management products on specialty crops and minor uses. Because the data development costs are funded through predominantly public funds, there should be a process to make these data reports to interested parties who request such data. The purpose of this policy is to provide clear direction and process when data developed by the IR-4 Project can be released to a third party that requested the data.

**Scope:** This policy applies to data developed by the IR-4 Project using federal funds. It applies only to non-confidential data that are required to be submitted to EPA or other federal/state regulatory authority to support a registration of a pest management product. Product performance data is not included under this policy unless this data must be submitted to EPA (i.e. Public Health Uses) or other federal/state regulatory authority. See IR-4 HQ SOP 6.8, Participation by Multiple Registrants in IR-4 Residue Studies and Submissions for additional information that involves explicitly addressing requests for IR-4 study coordination and final reports when more than one registrant is involved.

A “Third Party” is defined any party not directly involved and/or not participating in the data development and subsequent regulatory approval. Typical parties participating in data development (and not subject to this policy) include IR-4 personnel, contributing scientists/technicians working for USDA-ARS, the state agriculture experiment stations and contract research organizations, foreign government personnel participating in a joint project and appropriate representatives of the company that participated in the data development by providing the characterized test and/or reference substances.

**Policy/Process:** Non-confidential data volumes and/or raw data will only be released after US EPA approves the requested action and at least one product registration containing the use in question is available for sale in the appropriate geographic area. No data volumes/raw data will be released prior to product registration. Any release of data volume and/or raw data that would be in conflict with any state or federal laws will not be released.

Submit all requests for data volumes/raw data to IR-4 Executive Director (check IR-4 website for best email address), or US Mail (IR-4 HQ, Suite 210, Venture IV, 1730 Varsity Drive, Raleigh, NC 27606). The requester must identify the specific data volumes and/or raw data being requested by including the Project Clearance Request Number (PCR) the chemical and the crop identifier, where to send the requested data report and the intended use of the data volume and/or raw data.

The IR-4 Executive Director will inform the registrant involved in the relevant IR-4 study(s) when IR-4 receives a request for data volume and/or raw data. The registrant involved in the IR-4 study is given an opportunity to submit written objections to the release of data volumes and/or raw data. The written objections must be submitted within 45 calendar days of notification. If no objects are filed at the end of the 45-day period, IR-4 will deem that the registrant has no issues with the release of the data. If there are objections to releasing the data volumes/raw data, the IR-4 Executive Director will facilitate dialogue between the parties to develop a consensus. If the consensus direction is not possible, the final decision of the release of data will be made by the IR-4 Project Management Committee.

**Fees:**

- There is no charge to provide an electronic copy of data volume(s)

- Paper copies of data volume(s) will be provided at a flat cost of \$50 per data volume.
- Electronic copies of the raw data pages will be provided at a flat rate of \$100/study.
- Paper copies of raw data pages will be provided at a flat rate of \$150/study.

***Note on IR-4 Policy on Sharing Data Volumes***

***On Feb. 26, 2025, the policy was updated to reflect the new address of NC State IR-4 HQ office as well Jerry Baron's new email address. The only difference between Version 1.0 and Version 1.1. is that Version 1.0 had the Rutgers University contact locations***

Attachment 6

**Policy/Process:** Process to assess a new request for Biopesticide Regulatory Assistance  
**Author:** Jerry Baron  
**Revision:** 2.0  
**Date:** October 24, 2024

**Purpose:** To establish a standardized procedure to decide if IR-4 will provide resources

**Scope:** All new requests for assistance submitted to IR-4 Project that are relevant to the Biopesticide Regulatory Support Platform

**Policy/Process:**

The IR-4 Project Executive Director will assign a staff member who will be responsible for processing new requests for the Biopesticide Regulatory Assistance Platform utilizing the following steps:

1. PRELIMINARY ASSESSMENT

- a. Assess if the Request for Assistance (PCR) differs from any existing request.
  - IF YES, establish a new PCR entry in the IR-4 Biopesticide Regulatory Assistance Database (BRAD).
  - If the Request for Assistance is substantially similar to an existing request, add a comment to the BRAD about the submission of a substantially similar request, including additional submitter(s) and additional requesting state(s).
- b. Assess if the PCR is relevant in the IR-4 Biopesticide Regulatory Support platform, which includes
  - Is the Request for Assistance from someone in the public sector or associated with that crop (i.e. commodity association) and
  - Will the technology be regulated by EPA's Biopesticide and Pollution Prevention Division?

If YES to both, proceed to Step 2. If NO, seek guidance from the IR-4 Executive Director

2. COMPANY/SUPPORTING GROUP COMMITMENT TO REGISTER

- a. Solicit input from the company that manages the technology to assess if they are willing to cooperate/partner with IR-4 in facilitating the registration, including (but not limited to): providing necessary data required by EPA and their willingness to register the product/use once approved. If the company is willing to cooperate/partner with IR-4, make a note in the BRAD and proceed to Step 3.
- b. If the company that manages the technology has the proposed use(s) as a registration objective or is not willing to cooperate with IR-4, make an appropriate note in IR-4 BRAD and stop further assessment of PCR.

3. SECONDARY VETTING

- a. The Executive Director will establish an ad hoc review team for Secondary Vetting of new requests for biopesticide regulatory support.
- b. The review team members will be asked to complete one or more sections of the "IR-4 Project Biopesticide Regulatory Support Secondary Vetting Survey (see below). This Survey will assist the reviewers in assessing each new PCR on a 0-100 scale. If there are multiple reviews for a section, their scores for that section will be averaged.
- c. The review team will provide the Executive Director with a comprehensive score and additional comments.
- d. IR-4 will only provide regulatory assistance if the TOTAL score exceeds 66. The higher the score, the higher the project is in IR-4 Biopesticide Regulatory Assistance Queue. If a PCR is below 66, the stakeholder submitting the PCR can request a reassessment every 12 months.

## **IR-4 Project Biopesticide Regulatory Support Secondary Vetting Survey**

### **Section 1- Biology**

**Part A -Does the product effectively control or suppress the target pest? Include documentation or reference to support the conclusion (assign a maximum of 10 points).**

- If deemed “Control” assign between 8-10 points
- If deemed “Suppress” assign between 3-7 points
- If deemed “Not Effective” or no hard data is available, assign between 0-2 points

**Part B - What is the importance of the pest (assign a maximum of 10 points).**

- If deemed “Always Damaging,” assign between 8-10 points
- If deemed “Under Certain Conditions can be Damaging,” assign between 3-7 points
- If deemed “Damage is Limited” or no data is available, assign 0-2 points

**Part C – Intangible “Bonus Points”**

- Potential for the product to be used in managing pest resistance to products – assign 1 bonus point
- Potential for product to be used in residue mitigation – assign 1 bonus point

### **Section 2 –Product Support (assign a maximum of 10 points)**

- Product was discovered/developed by a United States public sector entity that is working with a company that is an experienced registrant in the United States (10 points)
- Product was discovered/developed by a private sector entity that is working closely with a public sector scientist and an experienced registrant in the United States (5-7 points)
- Product was discovered/developed by a United States public sector entity that is working with a company that is not an experienced registrant in the United States (3-6 points)
- Product was discovered/developed by a private sector entity that is working closely with a public sector scientist that is working with a company that is not an experienced registrant in the United States (1-4 points)

### **Section 3-EPA’Experience with Technology (assign a maximum of 10 points)**

- Known technology/Known data requirements(7-10 points)
- Novel technology/with known data requirements (3-6 points)
- Novel technology/with unknown data requirements (0-2 points)

### **Section 4-Estimate of Financial Support for Product (assign a maximum of 10 points)**

- Company/group has significant resources to develop data needed for registration (7-10 points)
- Company/group has some resources to develop data needed for registration (3-6 points)
- Company/group has no resources available to develop data needed for registration (0-2 points)

### **Section 5-Path Forward to Registration/Likelihood of Waivers (assign a maximum of 50 points)**

- All required studies are acceptable (50 points)
- Most (>75%) of the required studies are acceptable; other required studies in progress (40 – 45 points)
- Some (<74%) of required studies are acceptable, other required studies in progress (30 -40 points)
- Testing for all studies in progress (25 points)
- Testing for most (>75%) required studies in progress (20 points)
- Testing for some <74%) in progress (5-15 points)
- None of the required studies are available or in progress (0 points)

**Policy:** Sponsored<sup>3</sup> Research Policy  
**Author:** Jerry Baron  
**Revision:** 3.0  
**Date:** December 2025

**Purpose:** To provide a mechanism for commodity groups and industries representing a commodity to work with IR-4 and assist by sponsoring the cost of research data development for high-priority IR-4 research projects in the Food and Environmental Horticulture Program Areas.

**Background:** Since 1992, IR-4 has been following the recommendation of the Commodity Liaison Committee that “*IR-4 formalize a program allowing individuals or commodity organizations representing the agricultural industry to sponsor registration or reregistration projects that are important to them*”. This process was justified with the following: “*Both IR-4 and the sponsoring individual or organizations would benefit from such a plan. The sponsor would have available the expert consulting services of the IR-4 Project, including interaction with EPA and product registrants*”. It was further noted, “*IR-4, on the other hand, would be committing little or none of its regional laboratory fiscal resources to the support of the sponsored project and thus would be able to direct a proportionately greater research effort toward reducing the minor use registration and reregistration backlog of priority projects*”.

IR-4 has effectively used the existing policy to secure sponsorship resources from commodity groups and industry to take on priority projects that were deemed high priority but did not make the funding cut for being identified as “A” or “H+” priorities during IR-4’s priority-setting process. However, some of the terminology in the original policy is outdated or no longer relevant. Furthermore, the original policy does not address the IR-4 Integrated Solutions Platform or Environmental Horticulture research access. This update is intended to correct these deficiencies.

**Scope:** This policy and procedures covers all IR-4 research program/platform areas:

- Food Program
  - Magnitude of the residue studies
  - Product performance projects
  - Integrated Solutions Platform projects
  - Biopesticide Regulatory Support
- Environmental Horticulture Program
  - Product performance projects
  - If appropriate, Integrated Solution Platform projects
- Miscellaneous—EPA may require additional data to establish a tolerance and/or registration that is beyond the scope of the IR-4 Project. In certain circumstances, IR-4 may be able to provide staff assistance for research beyond its traditional scope.

It is important to note **that IR-4 is not a contract research organization**, and co-funding is to assist or expand on existing IR-4 research priorities that have received at least a “B” or “M” priority at the IR-4 Priority Setting Workshops. In some cases, it makes sense for IR-4 and/or the companies to expand their research beyond the existing project. For example, a crop protection company may suggest that IR-4 perform research to achieve a crop group registration vs registration on a single commodity. In some instances, the work expansion is logical and should be considered. Approval by the Executive Director

---

<sup>3</sup> Sponsored Research is used in the context of an organization providing IR-4 funds to perform research. It is not to be confused with the term “Sponsor” in the EPA Good Laboratory Practice regulations (Chapter 40, Code of Federal Regulations, Part 160)

after consultation with the IR-4 Headquarters Management team is required to accept co-funding for a project not vetted at an appropriate level at the IR-4 Priority Setting Workshops or via the Biopesticide regulatory review process.

**Process:** When a commodity group or a company directly involved in the production/marketing of a crop wants to utilize IR-4 Sponsored Research opportunities, it must submit a letter of intent to the IR-4 Executive Director. Requests for inclusion in IR-4 sponsored research activities can be submitted anytime during the calendar year. *Depending on the time of year, seasonality of the crop, the timing of the response to questions, and other factors, the time from submission of the letter of intent to start the research may take six months to a year.* Below are some of the key steps.

1. A letter of intent from a sponsoring organization to participate in IR-4-sponsored research opportunities is received by the IR-4 Executive Director. IR-4 Headquarters staff will confirm that the request is eligible for IR-4's sponsored research. If not, the request is returned, and further instructions are provided to document circumstances that warrant special treatment.
2. If the proposed project is eligible, IR-4 will develop a cost estimate for sponsored research. Assuming no additional EPA and registrant guidance is needed; IR-4 will return a cost estimate approximately 21 days after receiving the request.
  - The amount requested for a field trial should be, at minimum, the current reimbursement rate for residue field trials (\$7,000 in 2026). For Product Performance field trials and additional treatments in Environmental Horticulture and Integrated Solutions projects, request the information on the amount of funding needed from the appropriate Regional Field Coordinators. For laboratory analysis, request a quote from the National Laboratory Director. As it gets closer to the field season, the cost of research may need to escalate to take account of last-minute charges.
  - IR-4 Headquarters can no longer subsidize the NC State administrative charges associated with donations. This means that any co-funding must include the indirect cost charge (IDC) and NC State gift account fee. The IDC rate to apply is 11.111% (but we will typically not include cents after the decimal). The NC State gift account fee is 7% of the total cost of the project + IDC. This 7% is the total the university takes off the top of our gift funds.

*For Example:*

	<i>\$9,000 (project cost)</i>
	<i>\$ 999 (IDC)</i>
	<i>\$9,999 (Total pre 7%)</i>
	<i>\$ 700 (7% rounded)</i>
	<i><b>\$10,699 (TOTAL )</b></i>

3. If the sponsoring organization agrees with the research plan and the cost of the research, it will provide a written letter to the Executive Director documenting its concurrence with the plan.
4. The sponsoring organization will also transfer at least 60% of the total cost estimate to the IR-4 Project Headquarters or the appropriate research sites.
  - If the donor intends to co-fund a single trial or two trials, or if they intend to fund the analytical laboratory it is preferred that they work directly with the researcher(s) performing the work and their host administration system to transfer the funds. If the co-funding covers multiple field sites, analytical laboratory, quality assurance, and study management, it is best to come to IR-4 Headquarters Operations Team/NC State, and IR-4 will redistribute the funds as appropriate. The technical team will generally complete discussions with donors who want to co-fund IR-4 project research for a given year by early April, and the Operations team can then conduct billing.

- To the greatest extent possible, we want to make sure we invoice a donor no more than three times a year for any additional project funding, unrestricted grant-in-aid, or workshop support they are providing. It is best to bundle donations for different projects from the same company as there is a transactional cost with IR-4/NC State receiving and processing gifts. The Operations Team must be updated on discussions on potential co-funding opportunities so bundling can be best facilitated.
  - The Operations Team will handle invoicing of co-funding donations to IR-4 Headquarters unless it is for a single trial or two trials (then the researcher will coordinate receiving funds from the donor directly). Thus, it is best to wait until all the negotiations have been completed before sending the information to the Operations Team. Items that must be provided to the Operations team include the following:
    - Official Company name and address
    - Contact person's email and address to send the invoice
    - Amount to be billed (itemized with PR numbers, IS number or other identification is required)
    - We also need to know if this is funding EHC work/research or Biopesticide work/research and if so, please note those in the itemized items. (We account for EHC funds separately)
  - The IR-4 Project is operated under the fiscal auspices of North Carolina State University/IR-4 Project, so that will be the entity on the invoice. In documents associated with the co-funding, please ensure that they use language that this is a **“gift/donation,”** which we refer to as a **“strategic partnership.”**
5. IR-4 will start preparing the research protocol and establishing cooperating research sites. Please note, that depending on the time of year and the biology of the crop, this step may be delayed or deferred to the next growing season.
  6. IR-4 establishes field trials, assigns contract residue laboratory, and schedules all appropriate Quality Assurance inspections.
  7. Data received at IR-4 Headquarters. Appropriate reports are drafted. The sponsoring organization will start the process of transferring at least 25% of the total cost estimate to IR-4 Headquarters
  8. Headquarters provides the final report/submission package to the sponsoring organization. Following the Project Strategy, submit documents to the registrants or the EPA. After which the sponsoring organization will transfer the remaining funds to IR-4 Headquarters.

**Limitations and Research Capacity** IR-4 does not have unlimited research capacity. Depending on workload, staffing, and other circumstances, IR-4 may not take on all potential sponsored research projects. This means IR-4 may have to delay or decline sponsorship opportunities.

Below is the order of priority for utilizing IR-4's research capacity.

1. Government (publicly) funded research
  2. Sponsored research proposed/supported by commodity groups/associations
  3. Sponsored research proposed/supported by not-for-profit foundations and organizations
- Sponsored research proposed/supported by companies involved in crop production

**Policy:** Original Sponsored Research Policy  
**Author:** Richard T. Guest  
**Revision:** 1.0

**Title:** Privately Sponsored Minor Use Registrations With The IR-4 Project.

**Purpose:** To provide a mechanism for the agricultural industry to interact with IR-4 on needed clearance projects through privately sponsored research.

**Justification:** The IR-4 Commodity Liaison Committee suggested that IR-4 formalize a program allowing individuals or commodity organizations representing the agricultural industry to sponsor registration or reregistration projects that are important to them. Both IR-4 and the sponsoring individual or organization would benefit from such a plan. The sponsor would have available the expert consulting services of the IR-4 Project including interaction with EPA and product registrants. With this assistance, they would be able to move forward more rapidly with a registration or reregistration of particular urgent needs irrespective of IR-4 priorities. IR-4, on the other hand, would be committing little or none of its regional laboratory fiscal resources to the support of the sponsored project and thus would be able to direct a proportionately greater research effort toward reducing the minor use registration and reregistration backlog of priority projects.

**Scope:** IR-4 Project involvement in any minor use research program to establish a tolerance (or exemption) and generate data in support of registration is limited to product performance and crop safety data and magnitude of the residue studies. Additional data that may be required by EPA for establishing a tolerance (or exemption) are beyond the scope of the IR-4 Project. However, IR-4 may be able to provide staff assistance to the agricultural industry for research beyond the traditional scope of IR-4.

**Procedure:** There are two main considerations to a sponsored research program. The first is that only minor use requests that have successfully cleared the IR-4 screening process for new registration or reregistrations will be eligible. This means that a registrant has approved of IR-4 involvement with the registration and that no major registration impediments have been identified by EPA. Secondly, IR-4 must be involved in the initial stages of planning research for developing clearance data since good planning and strict adherence to EPA data and Good Laboratory Practice (GLP) requirements are critical to the successful completion of the project.

A minor use clearance research program requires that both field trials and laboratory analyses be carried out. Both need to be conducted according to GLP standards. Field trials are required to demonstrate treatment effectiveness and crop safety as well as to provide residue samples from representative production regions. Analyses of residue samples must be done by analytical procedures acceptable to EPA. In the course of developing the research program, IR-4 will make appropriate contact with the product registrant, EPA, analytical chemists and sponsor to insure that a comprehensive protocol is available. Generally, the sponsor will assume the responsibilities for arranging or conducting the research studies and for financing both the field and laboratory phases of the program. However, there may be instances where cooperative cost-sharing arrangements with IR-4 are appropriate. This should be discussed during the initial planning stage. At the successful conclusion of the research program, IR-4

---

will review the data and prepare a tolerance petition and draft registration package for review and approval by the registrant and for submission to EPA. As a result of this review process, the prospective registrant and/or EPA may require that additional data be provided to support the petition. This generally necessitates further field and laboratory procedures.

Successful completion of the project means that EPA has approved the establishment of a tolerance (or exemption), which is published in the Federal Register, and has accepted the registrant's labelling for the use.

Because the IR-4 Project is federally-funded, all data developed in conjunction with the Project are public information.

Further information on sponsored registrations with the IR-4 Project may be obtained from:

National Director  
IR-4 Project  
Cook College, Rutgers University  
P.O. Box 231  
New Brunswick, NJ 08902  
Phone: (908) 932-9575

Attachment 8

**Policy/Procedure:** Development of a Draft Funding Distribution  
**Author:** Jerry Baron  
**Revision:** 1.0  
**Date:** November 2025

**Purpose:** To develop a standard methodology and legacy documentation of how the results from the IR-4 National Research Planning Meeting are utilized to support the allocation of funds to the Field Researchers/Field Research Centers and Regional offices.

**Policy/Procedure**

1. Log in to the Food Use Data Management application.
2. Go to the Admin Module, click on Trial Funding
3. Click on Trial Funding Reports
4. Click on Field Trial Funding Excel

**IR-4 Project**

**Food Use Data Management System (RFC Module)**

Welcome Jerry Bar

Priority Setting Tool || Workshop Materials || NRPM Entry || **Trial Funding** || Tentative Reports || National Directory || Document Archive

Trial Funding Trial Funding Reports

Final Trial Funding Excel

Trial Funding Report by Source (pdf)

Trial Funding Report by Region (pdf)

Pdf CANADA Pdf NCR Pdf NER Pdf SOR Pdf WSR Pdf

5. Open up TrialFund (\*) spreadsheet.
6. Delete unnecessary columns,
  - (B) “study”,
  - (F) “lab\_year”
  - (G) “Study\_Dir”
  - (H) “frd”
  - (L) “Process\_Year”
  - (M) “Process\_lab”
7. For projects being co-funded by multiple sources, enter the amount funded by NIFA dollars into the “Amount” column and add note in the comment field of group that is also co-funding the work. For example, “\$3889 additional funding will be provided by TKI.”
8. Sort the spreadsheet by Region
9. Establish five new tabs and name them: Northeast, North Central, South, West.and ARS & Canada.  
Within each tab, establish the following headers for the columns,
  - a. PR Number
  - b. Fund Year
  - c. Chemical
  - d. Commodity
  - e. Cooperator
  - f. Region

- g. Field Trial ID
- h. MFG
- i. Funding Amount (utilize amount to cooperator AND Indirect)
- j. Source name
- k. Other Sources
- l. Comments

A	B	C	D	E	F	G	H	I	J
PR Num	Chemical	Commodity	Cooperator	Region	FLD Trial ID	Amount	primary source	Other Sources	comments
06529	PYRIDATE	TOMATO	Robinson, Allison	NCR	25-OH220	\$7,777	NIFA		
11774	LINURON	PEA (EDIBLE PODODED & SUCCULENT SHELLED)	Robinson, Allison	NCR	25-OH223	\$7,777	NIFA		

10. Freeze top row and expand the column width to 15.
11. Copy the info from the Full Field Trial Funding spreadsheet for the respective regions into the appropriate. Tab.
12. Once in the Regional Tabs, sort info in all tabs by Source Name then by cooperator
13. For the Southern Region, separate North Carolina State University researchers who will be paid directly from a segment of the HQ grant (i.e., Smith, Stephen, Mitchem, Wayne, Jennings, Katie, etc.
14. If appropriate, repeat the same process for Integrated Solutions.
15. Obtain information from IR-4 Ornamental (EH) Manager to load into spreadsheet. Info includes:
  - a. EH Protocol (e.g. 26-003)
  - b. Project title (associated with EH Protocol ( enter this in chemical field
  - c. Cooperator Name
  - d. Appropriate region
  - e. Amount, Primary Source (NIFA funds allocated)
  - f. Other Sources if appropriate
  - g. Comments
16. For the Southern Region, separate North Carolina State University researchers who will be paid from a segment of the HQ grant
17. Use the AutoSum function to determine the amount provided for each Region for NIFA-funded residue trials (NIFA), NIFA-funded product performance (NIFA –E/CS), Integrated Solutions (NIFA-IS), and EH. Also, use the AutoSum function to calculate a grand total for each Region.
18. Develop four additional tabs, Northeast Swap, North Central Swap, Southern Swap, Western Swap, with the Columns:
  - a. PR
  - b. Item
  - c. Cooperator
  - d. Field Trial
  - e. Amount
  - f. Comments
19. Populate the Swap tabs with info known from projects being co-funded by a third party (see below)

PR	Item	Cooperator	Field Trial	Amount	Comment
11128	Terbacil/Caneberry	Moewmi	25-ORP02	\$3,889	Supplemental money from TKI
12703	Mefentrifluconazole/Lettuce (GH)	Hu	25-AZP01	\$3,889	Supplemental money from BASF (received)
13455	Glufosinate/Strawberry	Daugovish	25-CAP08	\$5,556	Supplemental money from BASF (received)
13459	Afidopyropen/Safflower	Clark	25-CAP15	\$6,666	Supplemental money from BASF (received)
	EH supplement (15 field trials supplement/\$725/trial)			\$10,875	Supplemental money from Syngenta (received)
	TOTAL			\$30,875	

20. Use the AutoSum function to develop a GRAND TOTAL of the Swap amount for each Region.
21. Monitor changes in trial assignments. Make corrections/modifications to the spreadsheet when new trials are added, trials are lost, etc
22. Share the spreadsheet with the biologists and regional field coordinators to ensure that the info in the spreadsheet matches their records.
23. Based on feedback, assess and, if appropriate, make corrections to the spreadsheet.
24. Integrate info from totals into the summary distribution spreadsheet. This summary is shared with the PMC on/about the March PMC meeting for concurrence.

Attachment 9.

**Policy/Procedure:** Parameters for Supplemental Payment for Dismissed<sup>4</sup> and Unsuccessful Field Research  
**Author:** Jerry Baron  
**Revision:** 1.0  
**Date:** November 2025

**Purpose:** To develop a standard procedure for participants for payment in associations of IR-4 Project-funded research to reference when modifications in the field program or involvement in unsuccessful field trials.

**Background:** On an annual basis, the IR-4 Project Management Committee develops standardized payments for IR-4 Field Research Directors (FRDs) for residue field trials. Additionally, the IR-4 Regional Coordinators, in conjunction with the IR-4 Biologists, establish funding allocations for product performance fieldwork in the Efficacy/Crop Safety Platform, Integrated Solutions Platform, and allocations for the Environment Horticulture Program. Assignments for field trials typically occur during the period of November 1 to mid-February of the next year.

While IR-4 goes to great efforts to limit changes to the research plan, sometimes for reasons outside of the control of the FRDs and other research cooperators, modifications are made to the research program that results in dropping trials and potentially leading to financial hardship. Additionally, sometimes the research starts but for multiple reasons, the research is terminated prior to completion. IR-4 believes it is appropriate to provide researchers with partial compensation when research is shut down due to circumstances outside of their control and to minimize the fiscal hardships.

**Policy/Procedure:**

1. Changes made to field trials assignments from the period starting immediately after IR-4's National Research Planning Meeting and going to February 14 of the following year without any supplemental payment. In other words, trials deleted during this time-period will not receive payment. If a trial location is moved during this period, only the location where the work is done will receive payment.
2. Starting February 15, any field trial that remains on IR-4's work plan will be guaranteed at least \$1,000 in payment.
3. The guarantee will be increased to 50% of the total cost once the first application of the test substance is applied in the residue field trials at the locations in question. In product performance, Integrated Solutions and Environmental Horticulture research, if IR-4 dismisses a project, a partial payment ranging between 20% and 80% will be paid out for the cost and effort, with the amount of the supplemental payment being proportional to the amount of work completed before project dismissal. The Regional Field Coordinator will propose a supplemental payment proposal and submit this to the Executive Director. The Executive Director will assess the proposal and either concur or propose an alternative.

In the cases when the field trials are unsuccessful due to reason(s) outside the control of the field research team the supplemental payment will be 100%. Some of the reasons for allowing 100% hardship payment include;

- a. Pest not present in an area with history of target pest pressure
- b. Environmental conditions (frost/freeze/storms/animal damage/etc.) making the results unusable

---

<sup>4</sup> Dismissed is used to broadly define a field trial that has been terminated, cancelled or dropped. Because terminated and cancelled have specific meanings under Good Laboratory Practices, this terminology is not used

- c. Unacceptable crop damage from test chemical
- 4. Deviations from the above supplemental payments schedule can be considered on a case-by-case basis. The process will start with a written request from the FRD or field cooperator explaining the need and justification for a larger supplemental payment. The request must be forwarded to the IR-4 Executive Director. The IR-4 Executive Director, in consultation with the Regional Director, will consider the request.
- 5. HQ will reconcile the difference between the funding allocated to the regions for trials eliminated, for new trials added and for any supplemental payments once the annual USDA-NIFA award is received at HQ. The annual subaward payment will be adjusted (either more funds or less funds) to reflect the changes.