



Request for Proactive Workshop Proposals

Chesapeake Bay Program's Scientific and Technical Advisory Committee

The Chesapeake Bay Program's (CBP) Scientific and Technical Advisory Committee (STAC) is accepting proposals for STAC-sponsored workshops from individual STAC members and STAC workgroups for the STAC fiscal year 2012 budget cycle (beginning on June 1, 2012). Proposed workshops must be convened to gather critically needed scientific or technical information related to the protection and restoration of the Chesapeake Bay and its watershed.

Requirements for Funding

A successful proposal should be no more than three pages in length and should include the following information:

- Workshop topic and/or title;
- List of steering committee members requesting the workshop;
- Description of workshop topics, objective, and degree of urgency;
- Detailed description of workshop product(s) and identified delivery date(s) that meet the requirements outlined in the *STAC Publications Protocol* (available online at www.chesapeake.org/stac), and how the workshop product(s) will be used to inform CBP management decisions (failure to meet product deadlines may jeopardize future funding opportunities);
- List of anticipated speakers and attendees (if available);
- Estimate of number of participants, facilities needed, location, timing, and anticipated budget (while STAC workshops can vary greatly in cost, STAC typically estimates each workshop costs between \$5,000 and \$10,000);
- A brief history of previous STAC-funded workshops applied for by the individual or workgroup, and how previous workshop products were used to support management decisions;
- List of additional potential fiscal partners supporting workshop (requestors are not required to provide other fiscal partners, and STAC frequently accepts requests as the sole fiscal partner).

After submitting a written workshop proposal to STAC, the requestors should work with STAC Staff to organize a verbal presentation of the proposal at a STAC quarterly meeting. STAC's 2012 quarterly meetings will be held on: March 27-28; June 19-20; September 11-12; and December 4-5. Revised proposals will be considered at proceeding quarterly meetings unless special permission is granted by STAC for consideration before that time. Please note that workshops must be completed by May 31, 2013 to receive funding.

General Conditions

All workshops are subject to the *STAC Workshop Protocol* which can be found online at www.chesapeake.org/stac.

Workshop Products

After acceptance of a workshop by STAC, it is the responsibility of the workshop steering committee to complete the workshop and any products listed in the funded proposal. It is incumbent upon the workshop steering committee to identify the time sensitivity of the workshop and its products, and the workshop steering committee is solely responsible for meeting these delivery dates. STAC requires that steering committees complete a final workshop report or other product within 90 days of completing the activity. Final review, distribution and online posting will be completed by STAC within six weeks of receipt of a workshop product. All workshop products are subject to the *STAC Publications Protocol* (available online at www.chesapeake.org/stac), with the STAC Executive Secretary having final editorial discretion prior to publication or distribution.

Workshop Planning

If accepted, requestors are required to work with STAC Staff to plan the workshop. STAC Staff will provide assistance in booking the location and managing the logistical details. Because of this, STAC Staff must be included in all workshop planning meetings, teleconferences, email correspondences, etc. related to the workshop.

Timeline for Proposal Submissions

- January 5, 2012: request for proposals distributed to partners
- March 16, 2012: all proposals due to STAC Staff (johnstonma@si.edu) in electronic format
- March 27-28, 2012: STAC will conduct merit reviews of the proposals at their quarterly meeting, and follow-up with proposal authors for additional information or clarification if needed; workshop approval will be considered for proposals not requiring follow-up
- June 1, 2012: funding will begin for approved workshops
- May 31, 2013: workshops must be completed to receive funding

Proposals may also be submitted for consideration throughout the STAC fiscal year (June 1, 2012 through May 31, 2013) as long as funding is available. STAC will review submitted proposals at STAC quarterly meetings.