



Request for Workshop Proposals Revised 6.4.15

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 for the STAC fiscal year 2016 budget cycle (beginning on June 1, 2016). 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.

Who Can Request Funding?

As an independent advisory committee to the entire Partnership, STAC reserves funds for responsive workshops proposed by any CBP partner or committee. Potential partners include: New York; Pennsylvania; Maryland; Delaware; West Virginia; Virginia; District of Columbia; any CBP-GIT (Goal Implementation Team); Local Government Advisory Committee; Citizens' Advisory Committee; Chesapeake Bay Commission; Management Board; and Executive Council. Individual STAC members and STAC workgroups may submit proposals for proactive workshops.

Requirements for Funding

A successful proposal should be no more than three pages in length, adhere to all guidelines outlined in the STAC Workshop Protocols (found at www.chesapeake.org/stac), and include the requirements listed for either Proactive or Responsive Workshops.

Responsive workshop proposals submitted for consideration require an individual letter of support with a signature from the Chair of the requesting CBP committee, GIT, jurisdiction's governor or mayor, or state agency staff/deputy secretary that states the proposal and indicated endorsement by the committee, GIT, or partner, and that why the proposal is a priority for the primary governance units of the CBP (not included in the three-page limit).

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 2016 quarterly meetings will be held on: March [dates]; June [dates]; September [dates]; and December [dates]. Proposals will be considered at proceeding quarterly meetings unless special permission is granted by STAC for consideration before or after that time. Please note that workshops must be completed by May 31, 2017 to receive funding. Additionally, the STAC Executive Board/RFP Review Committee has the discretion to waive or add requirements as needed.

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

Commented [DR1]: Ad hoc group suggested the STAC member(s) on the SC should be the ones making the presentation.

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 workshop. Final review, distribution, and online posting will be completed by STAC within 6 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. Due to this, STAC Staff must be included in all workshop planning meetings, teleconferences, email correspondences, etc. related to the workshop.

FY16 Topics for Submission

STAC members have identified the following topics as subject areas of primary interest for the upcoming year. Proposals for workshops addressing these topic(s) will be given priority in review for funding:

- [Bulleted list of topics STAC members propose for RFP]

Timeline for Proposal Submissions [Dates will be changed if RFP Process is moved to earlier in December (new suggested timeline from STAC ad hoc group)]

- **Mid-December (before holidays):** Request for proposals distributed to partners
- **Late January:** All proposals due to STAC Staff (dixonra@si.edu) in electronic format
- **Early February:** Proposal comments/necessary edits will be returned by STAC no later than this date
- **Mid February:** Final proposals due to STAC
- **Late February (Prior to March QM):** STAC Members will rank proposals, so that only viable proposals are discussed in person at the March quarterly meeting.
- **March [dates], 2016:** 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, 2016:** Funding will begin for approved workshops
- **May 31, 2017:** Deadline for workshop completion to receive funding

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