



## **Request for Workshop Proposals\_ Revised 9.2.15**

### 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). Workshops are 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. Proposals must be made in collaboration with a current STAC member. Individual STAC members and STAC workgroups may also 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](http://www.chesapeake.org/stac)), and include the requirements listed for either Proactive or Responsive Workshops. Please clearly indicate which category the proposal is submitted to.

**Responsive workshop proposals submitted for consideration require an individualized letter in support of the proposed workshop activity, degree of urgency, anticipated products and estimated delivery dates; endorsed with signature(s) by the Chair of any CBP committee, GIT, jurisdiction's governor or mayor, or state agency staff/deputy secretary that will benefit directly from the activity (not included in the three-page limit).**

After submitting a written workshop proposal to STAC, the STAC membership will score the proposal and determine whether or not the proposal is eligible for funding. STAC will discuss the ranking results at its March quarterly meeting to be held on March 15-16, 2016. Please note that workshops must be completed by May 31, 2017 to receive funding.

#### ***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** following completion of the workshop. 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](http://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. Proposals concerning topics not listed here are welcome, however, proposers will need to make a strong case as to the importance of their topic at this current time and why it should be viewed as a priority for STAC.

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

### **Timeline for Proposal Submissions**

- **December 14, 2015:** Request for proposals distributed to partnership
- **January 25, 2016:** All proposals due to STAC Staff ([dixonra@si.edu](mailto:dixonra@si.edu)) in electronic format
- **February 1, 2016:** Proposal comments/necessary edits will be returned by STAC no later than this date
- **February 15, 2016:** Final proposals due to STAC
- **March 7, 2016:** STAC Members will submit a preliminary score of viable submitted proposals
- **March 15-16, 2016:** STAC will conduct merit reviews of the proposals at their quarterly meeting, and workshop approval will be considered and determined
- **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.