

Revised STAC Workshop Proposal Process – Approved 9/8/15 – Revised 11/29/16

December

-At the STAC December quarterly meeting, the STAC membership will hold a discussion on research priorities and needs to guide workshop topics to solicit for the upcoming fiscal year. Topic(s) will be outlined on the Request for Workshop Proposals (RFP) that is distributed the week following the meeting.

-December 14, 2016: RFPs distributed to the Partnership.

January

-January 25, 2017: All proposals will be due to STAC staff in electronic format. STAC Staff will conduct an initial editorial review of proposals submitted.

February

-Upon receipt of initial proposals, all proposals will be distributed to the STAC membership for an opportunity to pre-screen and provide feedback (optional). Staff will request that STAC members submit any edits/comments to STAC Staff by February 1, 2017.

-Edits/comments will be returned to proposers by February 3, 2017.

-Final proposals due February 17, 2017

-Upon receipt of final proposals, all proposals will be distributed to the STAC membership with the accompanying scoring rubric with the criteria for evaluation, and provide an initial review and scoring of the proposals prior to the March quarterly meeting. Staff will request that STAC members submit scores by March 7, 2017

March

-STAC Staff will compile the results of the initial scoring and present at the March quarterly meeting. Only viable proposals that are deemed to require additional conversation will be discussed at the meeting. Any presentations made will be by the STAC member on the steering committee for that workshop.

-At this time, available STAC workshop funds for the upcoming fiscal year will be discussed, in addition to the funding requested by the individual proposals.

-Following discussion at the quarterly meeting, STAC members will be asked to submit a final score/ranking of proposals for funding approval.