

STAC Workshop Proposal Process – Approved 9/8/15 – Revised 11/30/17

December

-At the STAC December quarterly meeting, the STAC membership will approve the revised Request for Proposals (RFP) and associated documents for FY18.

-December 8, 2017: RFPs distributed to the Partnership.

January

-January 26, 2018: All proposals will be due to STAC staff in electronic format.

-Upon receipt of submissions, STAC Staff will conduct an initial editorial review and return comments to applicants no later than February 2, 2018

February

-Final proposals due February 16, 2018.

-All final proposals, along with the accompanying scoring rubric and criteria for evaluation, will be distributed to the STAC membership to review/score the proposals. Staff will request that STAC members submit scores by February 28, 2018.

March

-STAC Staff will compile the scoring results and send to STAC membership in advance of the March quarterly meeting (approx. March 2, 2018).

-Results will be presented 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 amount requested by the individual proposals.

-Following discussion at the quarterly meeting, STAC members will be given an opportunity to revise the score/ranking of proposals if necessary and vote for funding approval.

-Comments and feedback from STAC members on approved proposals will be provided to steering committees between March meeting and start of funding on June 1, 2018.