



Request for Workshop Proposals FY2021

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 2021 budget cycle (beginning June 1, 2021). Workshops are convened to gather critically needed scientific or technical information related to protection and restoration of the Chesapeake Bay and its watershed. Workshops funded through this RFP must be convened by May 31, 2022. The total amount allocated by STAC will not exceed \$10,000 for each workshop activity.

I. Funding Eligibility

As an independent advisory committee to the entire Chesapeake Bay Partnership, STAC reserves funds for two types of workshops. Applicants should clearly indicate the category the submitted proposal falls under.

1. **Programmatic Workshop:** Workshop outcomes will provide the CBP and the Partnership with actionable recommendations. Workshop participants will assess where, when, who, and how science can be implemented within the Partnership and prioritize these recommendations. Recommendations should follow the 'SPURR' format. This will provide the CBP Partnership with a clear next-step to take action on the recommendation.
S- Specific and granular
P- Programmatic partner
U- Urgency
R- Risk of not taking action
R- Resources and timing
2. **State of the Science Workshop:** A STAC Workshop organized to focus on gathering various stakeholders to examine a topic from an interdisciplinary perspective with an aim to assess the state of the science, gaps in knowledge, and science needs. Recommendations should include research recommendations, strategies to address gaps in the science, and any actionable recommendations relevant to the CBP Partnership.

Additional information on these workshop types, SPURR, and expectations of each can be found in the STAC Workshop Overview Document.

II. Requirements for Funding

Proposal Format

Refer to the STAC Workshop Overview and STAC Workshop Protocol for all guidelines and specific proposal requirements. A successful Proposal must adhere to all guidelines outlined in the Workshop Protocols and be no more than three (3) pages in length.

- All Workshop Proposals require an individualized letter (not included in the three-page limit) in support of the proposed workshop activity, degree of urgency, anticipated products and estimated delivery dates. The letter should be endorsed with signature(s) of lead representatives of the group or agency that will benefit directly from the activity. Potential partners include those listed [here](#).
- Workshop Proposals require at least one current STAC member on the Steering Committee. Proposals should include a letter from the STAC member, confirming their participation (not included in the three-page limit).

Steering Committee

A steering committee, not to exceed ten individuals, must be identified by the applicant(s) with at least one current STAC member confirmed as part of the steering committee. The STAC representative may serve as chair of the steering committee, but it is not required.

Note: STAC encourages the development of steering committees that represents the various and diverse stakeholders within the Chesapeake Bay community. Please see the diversity statement in the STAC Workshop Overview Document.

Workshop Planning

Successful applicants will be required to work with STAC Staff to plan the workshop. STAC Staff will provide assistance with workshop logistics (planning calls, venue contracts, etc.). STAC Staff **must** be included in all workshop planning meetings, teleconferences, email correspondences, and other communication related to the workshop. For planning purposes, STAC workshops typically require at least three months to organize and convene.

In FY2021, we can reasonably expect that workshops may have to be hosted virtually. While there is uncertainty at this time, proposals should identify strategies to hold an effective virtual workshop (not included in the three-page limit). This can include online tools, facilitation, workshop organization, and creative ways to increase participation in a virtual workshop. STAC will provide use of a professional Zoom account and the funds received can be used for other tools, facilitation, and additional virtual meeting support.

Workshop Products

If funded, it is the responsibility of the workshop steering committee to complete the workshop and any product(s) listed in the proposal adhering to the guidelines in the [STAC Publications Protocol](#). It is incumbent upon the workshop steering committee to identify the time sensitivity for convening the workshop and the delivery of its products, and the steering committee is solely responsible for meeting these deadlines. STAC requires that each steering committee complete a final 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. The STAC Executive Secretary will have final editorial discretion prior to publication or distribution.

STAC Programmatic Workshops have additional responsibilities to present SPURR recommendations to the relevant CBP Partners, GITs, or other groups. STAC State of the

Science Workshops should present identified research recommendations to GITs to incorporate into the Strategic Science and Research Framework science needs list. Details on these requirements can be found in the STAC Workshop Overview.

III. Evaluation Criteria

STAC seeks creative proposals that address critical elements of effective Bay protection and restoration, including workshops that will stimulate new lines of thought or serve to enhance the science and tools used to advance Bay research and management. For examples, see previous STAC workshop reports on the STAC [website](#). Applicants should make a strong case as to the importance/relevance of their topic for the current funding cycle and why the workshop should be viewed as a priority for STAC. Failure to adequately justify the workshop and its product(s) as an appropriate activity for STAC support, and as a reasonable next step in the development of management in the region could lead to return of the proposal without further action.

STAC's membership will evaluate the proposals based on the criteria listed below and determine funding at its spring quarterly meeting (March 23-24, 2021). Successful applicants will be informed shortly thereafter, and funding will be available on June 1, 2021.

1. Scientific and technical merit (30%): Do the workshop's objectives have the potential to build on the current state of knowledge of the topic to be addressed? Does the workshop have the potential to make a positive contribution to the understanding of the current and/or future conditions of the Chesapeake Bay ecosystem and its management?

2. Relevance (30%): Are the workshop's objectives and products (outcomes) clearly linked to science and management needs related to CBP goals and outcomes? Or, will the workshop examine gaps in science, gather relevant experts, and aim to provide research directions that will be useful to the Partnership?

3. Organization and planning (10%): Does the proposal include a plan and timeline that clearly demonstrates that the workshop will likely achieve the stated objectives and complete the proposed products? Does the proposal identify a plan for if the workshop must be held virtually? Do the proposers identify strategies to ensure all participants have an equal chance to participate during the workshop and throughout the planning process, report drafting, and incorporation of science needs and recommendations?

4. Steering Committee composition (10%): Does the proposed workshop steering committee include the appropriate mix of qualified individuals to conduct the workshop, achieve the stated objectives, and complete the proposed products?

5. Suitability (20%): Is a STAC workshop, rather than some other kind of activity (e.g., a peer review, technical report, or white paper), the appropriate vehicle mechanism for the proposed project? Will the proposed product(s) help the workshop outcomes to reach the intended audience in the best format for their effective and timely implementation?

IV. Timeline for Proposal Submission

To submit a proposal, please send all materials to STAC Coordinator, Annabelle Harvey.

Primary Contact: Annabelle Harvey, STAC Coordinator

Telephone: 301-247-6108

E-Mail: harveya@chesapeake.org

Dec 1, 2020	RFP is distributed to Partnership
Feb 16, 2021	Preliminary proposals due
Feb 17-19, 2021	STAC Staff pre-screen proposals
Feb 22, 2021	Comments on draft proposals returned to proposers
Mar 1, 2021	Final proposals due, STAC Staff distributes proposals to STAC members for scoring
Mar 9, 2021	STAC Members submit proposal scores to STAC staff
Mar 16, 2021	Proposal scores distributed to STAC members prior to March meeting
Mar 23-24, 2021	STAC membership reviews proposals at quarterly meeting and select proposals to be funded and determine funding level
Jun 1, 2021	Funds available for approved workshops
May 31, 2022	Workshops must be completed by this date to receive funding

Proposals received after the deadline may be considered, if funding is available.