



## Request for Workshop Proposals

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 2017 budget cycle (beginning June 1, 2017). Workshops are convened to gather critically needed scientific or technical information related to protection and restoration of Chesapeake Bay and its watershed. Proposals are due January 25, 2017 and workshops funded through this RFP must be convened by May 31, 2018.

### I. Who Can Request Funding?

As an independent advisory committee to the entire Chesapeake Bay Partnership, STAC reserves funds for both responsive and proactive workshops.

*Responsive workshops* may be 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.

*Proactive workshops* may be proposed by individual STAC members in collaboration with any CBP partner or research institution or STAC workgroups.

### II. Requirements for Funding

#### Proposal Format

A successful proposal should be no more than three pages in length, adhere to all guidelines outlined in the [STAC Workshop Protocols](#), and include the requirements listed for either Proactive or Responsive Workshops. **Please clearly indicate the category to which the proposal is being submitted.**

- Responsive workshop proposals also 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 – e.g. the Chair of any CBP committee or GIT, jurisdiction's governor or mayor, or by a state agency staff/deputy secretary. Proactive proposals do not require a letter of support.

#### Workshop Planning

For accepted workshops, requestors will be required to work with STAC Staff to plan the workshop. STAC Staff will provide assistance in all contracts and managing the logistical details. Due to this requirement, STAC Staff must be included in all workshop planning

meetings, teleconferences, email correspondences, and other communication related to the workshop.

### **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 each steering committee complete its 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](#), with the STAC Executive Secretary having final editorial discretion prior to publication or distribution.

### **III. Evaluation Criteria**

After submitting a written workshop proposal to STAC, the STAC membership will score the merit and urgency of the proposals and select the top proposals for funding at its March quarterly meeting to be held on March 14-15, 2017.

STAC is seeking 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 of Bay research and management. STAC members support proposals that are relevant to Chesapeake Bay Program (CBP) management needs: a list of key linkages between the proposed workshop topic and current CBP Management Strategies, Workplans, [2017 Mid-Point Assessment](#) goals, outcomes, Decision Framework, and/or other STAC activities and priorities. Requestors should make a strong case as to the importance of their topic for the current year and why the workshop should be viewed as a priority for STAC.

#### **Proposals will be evaluated based on the following criteria:**

- 1. Demonstrated relevance to the Chesapeake Bay ecosystem:** Are the proposed scientific/technical objectives and products clearly relevant to current and/or future conditions of the Chesapeake Bay ecosystem?
- 2. Scientific and technical appropriateness for CBP:** Are the proposed scientific/technical objectives and products clearly linked to CBP goals, outcomes, and Decision Framework?
- 3. Clearly organized plan:** 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?
- 4. Steering Committee qualifications:** 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. Effectiveness as a workshop:** Is a STAC workshop, rather than some other kind of activity (e.g., a review, literature synthesis/white paper, or factsheet), the appropriate vehicle for the proposed project?

#### **IV. Timeline for Proposal Submission**

To submit a proposal, visit the STAC website and Apply for Assistance at <http://www.chesapeake.org/stac/assistance.php>. For all inquiries related to this RFP, contact:

Primary Contact: Renée Kelly, STAC Staff  
Telephone: 410-798-1283  
E-Mail: [kellyr@si.edu](mailto:kellyr@si.edu)

- **December 14, 2016:** RFP is distributed to Partnership
- **January 25, 2017:** All proposals are due to STAC Staff ([kellyr@si.edu](mailto:kellyr@si.edu)) in electronic format
- **January 26 - February 1, 2017:** STAC members voluntarily pre-screen proposals and provide initial questions/comments to STAC Staff no later than February 1
- **February 3, 2017:** Proposal comments/necessary edits from STAC Staff and STAC members are returned to proposers
- **February 17, 2017:** Final proposals due to STAC Staff
- **March 7, 2017:** STAC Members submit a preliminary score of final proposals
- **March 14-15, 2017:** STAC reviews scoring results and conducts merit reviews of the final proposals at their quarterly meeting; workshop approval is determined
- **June 1, 2017:** Funding begins for approved workshops
- **May 31, 2018:** Deadline for workshop completion to receive funding

Proposals received after the deadline may be considered, if funding remains after considering the proposals submitted by January 25.