



## 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 2018 budget cycle (beginning June 1, 2018). Workshops are convened to gather critically needed scientific or technical information related to protection and restoration of Chesapeake Bay and its watershed. Workshops funded through this RFP must be convened by May 31, 2019. 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 both proactive and responsive workshops. Applicants should clearly indicate the category (i.e., proactive or responsive) the submitted proposal falls under.

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

*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) or Workgroup; 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.

#### **II. Requirements for Funding**

##### **Proposal Format**

Refer to the [STAC Workshop Protocol](#) for all guidelines and specific proposal requirements listed for either Proactive or Responsive Workshops. A successful proposal should adhere to all guidelines outlined in the Workshop Protocols and be no more than three (3) pages in length.

- 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.

##### **Steering Committee**

A steering committee, not to exceed ten individuals, must be identified by the applicant(s) with at least one current STAC member identified as part of the steering committee. Applicants must obtain consent that the identified STAC member(s) agree to serve on the steering committee and

fulfill the accompanying responsibilities. The STAC representative may serve as chair of the steering committee, but it is not required.

### **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.

### **Workshop Products**

Following approval for funding, 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](#). As per [STAC Workshop 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.

### **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 13-14, 2018). Successful applicants will be informed shortly thereafter, and funding will be available on June 1, 2018.

- 1. Scientific and technical merit (30%):** Do the workshop's objectives 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 clearly linked to science and management needs related to CBP goals and outcomes?

**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?

**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 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, 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: Rachel Dixon, STAC Coordinator  
 Telephone: 410-798-1283  
 E-Mail: [dixonr@chesapeake.org](mailto:dixonr@chesapeake.org)

Dec 8, 2017	RFP is distributed to Partnership
Jan 31, 2018	Preliminary proposals due
Feb 1 - Feb 5, 2018	STAC Staff pre-screen proposals and provide comments
Feb 5, 2018	Comments on draft proposals returned
Feb 16, 2018	Final proposals due
Feb 28, 2018	STAC Members submit proposal scores to STAC staff
Mar 2, 2018	Proposal scores distributed to STAC members prior to March meeting
Mar 13-14, 2018	STAC membership reviews proposals at quarterly meeting and select proposals to be funded and determine funding level
Jun 1, 2018	Funds available for approved workshops
May 31, 2019	Workshops must be completed by this date to receive funding

Proposals received after the January 31 deadline may be considered, if funding is available.