



## **Request for Responsive 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 from CBP partners, goal implementation teams (GITs), and advisory committees for the STAC fiscal year 2013 budget cycle (beginning on June 1, 2013). Proposed workshops must be convened to gather critically needed scientific or technical information related to the protection and restoration of the Chesapeake Bay and its watershed.

### **Who Can Request Funding?**

As an independent advisory committee to the entire Partnership, STAC reserves funds for workshops proposed by any CBP partner or committee. Potential partners include: State of New York; State of Pennsylvania; State of Maryland; State of Delaware; State of West Virginia; State of Virginia; District of Columbia; any CBP GIT; Local Government Advisory Committee; Citizens' Advisory Committee; Chesapeake Bay Commission; Management Board; and Executive Council.

### **Requirements for Funding**

In addition to the above requirements, a successful proposal should be no more than three pages in length and should include the following information:

- Workshop topic and/or title;
- List of steering committee members requesting the workshop (the steering committee must contain at least one STAC member representative);
- Description of workshop topics, objective, and degree of urgency;
- Letter of support with signature from the Chair of any CBP committee, GIT, jurisdiction's governor or mayor, or state agency staff/deputy secretary that states the proposal and indicated delivery dates are endorsed by the committee, GIT, or partner;
- Detailed description of workshop product(s) and identified delivery date(s) that meet the requirements outlined in the *STAC Publications Protocol* (available online at [www.chesapeake.org/stac](http://www.chesapeake.org/stac)), and how the workshop product(s) will be used by the CBP committee, GIT, or partner (failure to meet product deadlines may jeopardize future funding opportunities);
- List of anticipated speakers and attendees (if available);
- Estimate of number of participants, facilities needed, location, timing, and anticipated budget (Note that while STAC workshops can vary greatly in cost, STAC typically estimates each workshop costs between \$5,000 and \$10,000.);
- A brief history of previous STAC-funded workshops applied for by your group, and how previous workshop products were used to support management decisions;
- List of additional potential fiscal partners supporting workshop (requestors are not required to provide other fiscal partners, and STAC frequently accepts requests as the sole fiscal partner).

After submitting a written workshop proposal to STAC, the requestors should work with STAC Staff to organize a verbal presentation of the proposal at a STAC quarterly meeting. STAC's 2013 quarterly meetings will be held on: March 12-13; June 11-12; September 17-18; and December 3-4. Revised proposals will be considered at proceeding quarterly meetings unless special permission is granted by STAC for consideration before that time. Please note that workshops must be completed by May 31, 2014 to receive funding.

### **General Conditions**

All workshops are subject to the *STAC Workshop Protocol* which can be found online at [www.chesapeake.org/stac](http://www.chesapeake.org/stac).

### **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 steering committees complete a final workshop report or other product within 90 days of completing the activity. 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* (available online at [www.chesapeake.org/stac](http://www.chesapeake.org/stac)), with the STAC Executive Secretary having final editorial discretion prior to publication or distribution.

### **Workshop Planning**

If accepted, requestors are required to work with STAC Staff to plan the workshop. STAC Staff will provide assistance in booking the location and managing the logistical details. Because of this, STAC Staff must be included in all workshop planning meetings, teleconferences, email correspondences, etc. related to the workshop.

### **Timeline for Proposal Submissions**

- January 4, 2013: request for proposals distributed to partners
- March 1, 2013: all proposals due to STAC Staff ([gardnern@si.edu](mailto:gardnern@si.edu)) in electronic format
- March 12-13, 2012: STAC will conduct merit reviews of the proposals at their quarterly meeting, and follow-up with proposal authors for additional information or clarification if needed; workshop approval will be considered for proposals not requiring follow-up
- June 1, 2013: funding will begin for approved workshops
- May 31, 2014: workshops must be completed to receive funding

Proposals may also be submitted for consideration throughout the STAC fiscal year (June 1, 2013 through May 31, 2014) as long as funding is available. STAC will review submitted proposals at STAC quarterly meetings.