Request for Workshop Proposals FY2024

June 1, 2024-May 31, 2025

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 first round of funding for the STAC fiscal year 2024 budget cycle (beginning June 1, 2024). Workshops are organized to gather critically needed scientific and/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, 2025. A second call for workshop proposals will be posted in June and decisions made in September 2024. Out of a total of $40,000 available, STAC will fund between $15,000 and $25,000 in this first round and then remainder in the second. The total amount allocated by STAC will not exceed $15,000 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 recommendations.
    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 with the 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 and strategies to address gaps in the science.

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

Workshops may be proposed by any current STAC member, or by a CBP partner or committee in collaboration with a current STAC member. 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.

- All workshop proposals will also require an <u>individualized</u> 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).

- Proposals should indicate whether the workshop is planned to convene in-person, virtually, or using a hybrid format. Hybrid events require additional A/V equipment and technical assistance, which may be provided through STAC funds or as applicable, by the applicant(s). Please contact STAC Coordinator (contact in Section IV) with any questions concerning a hybrid arrangement and/or general inquires related to this RFP.

- Indicate whether the steering committee is interested in incorporating decision-making tasks into the proposed workshop activity. Funding and resources are available to aid in structures workshop outcomes to fit within a decision-context.

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.

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. Special consideration will be given to proposals that would address social science issues. 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 5-6, 2024). Successful applicants will be informed shortly thereafter, and funding will be available on June 1, 2024.

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? 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 if the workshop will be held in-person, virtually, or using a hybrid format? If planned as a hybrid event, does the proposal consider A/V equipment in the event budget? 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 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. For all inquiries related to this RFP, contact:

Primary Contact: Meg Cole, STAC Coordinator
Telephone: 718-683-2023
E-Mail: colem@chesapeake.org

Dec 15, 2023	RFP is distributed to Partnership
Feb 5, 2024	Preliminary proposals due
Feb 6-7, 2024	STAC Staff pre-screen proposals
Feb 8, 2024	Comments on draft proposals returned to proposers
Feb 15, 2024	Final proposals due; STAC Staff distributes proposals to STAC Members for scoring
Feb 22, 2024	STAC Members submit proposal scores to STAC staff
Feb 27, 2024	Proposal scores distributed to STAC members prior to March meeting
Mar 5-6, 2024	STAC membership reviews proposals at quarterly meeting and select proposals to be funded and determine funding level
Jun 1, 2024	Funds available for approved workshops
May 31, 2025	Workshops must be completed by this date to receive funding

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