

Chikyu IODP Board
Workshop Proposal
Submission Guidelines
approved by CIB March 2014

Preface

The framework of the new International Ocean Discovery Program (IODP) the Chikyu IODP Board (CIB) recommends workshops as part of the *Chikyu*-driven proposal development process. This fulfills expectations that early-stage workshops with direct interaction among a wide range of participants will strengthen a new proposal's scientific objectives as well as increase project feasibility. This will effectively shorten the overall project proposal evaluation process.

Therefore, JAMSTEC has created a new funding opportunity for workshops designed to enhance *Chikyu*-related project generation. This document describes the guidelines for JAMSTEC-funded IODP workshops to ensure that JAMSTEC funds are fully and effectively utilized and ensure that workshops positively contribute to the enhancement of full proposal development.

In principle, the IODP Science Evaluation Panel (SEP) will review preliminary proposals and then recommend qualified ones to the Chikyu IODP Board (CIB) for further development. At that point, the CIB will review the pre-proposals and then for approved pre-proposals request the principle investigators (PIs) to submit a workshop proposal. The CIB will review the workshop proposal and recommend to JAMSTEC/CDEX on whether a workshop proposal should be approved or not. Once approved, the CIB will establish a Proposal Advisory Team (PAT). The PIs/Workshop applicants must then organize the workshop with the PAT. The Technical Advisory Team (TAT) is a CDEX-Industry oversight advisory group to provide engineering advice to the PAT and PIs at the workshop. A final report on the workshop must be submitted to the CIB for review and evaluation. The main expected product from any workshop is a number of tightly focused scientific targets of investigation to turn the pre-proposal into a number of project-ready full proposals.

Internal funding request deadline within JAMSTEC is set of the first of April every year. Proposal reviews normally occur biannually after the submission deadlines of November 15 and May 15; however, fast-track reviews will be considered on a case-by-case basis. Funding notification can be expected by the following January or August, respectively.

Proposal Contents

Proponents should submit the proposal as a single PDF document, with all pages in A4 or letter size and using an 11-point font with single line spacing and 2.5 cm margins; proposals must not exceed 10 pages (including tables, figures, and references but without the cover sheet and curriculum vitae) and must include:

1. **Workshop Proposal Cover Sheet:** A completed cover sheet is required for the proposal, including the workshop proposal title and list of workshop PIs.
2. **Curriculum Vitae:** A two-page curriculum vitae (CV) is required for each proponent listed on the cover sheet. One additional page may be included to summarize relevant current support and prior work with the scientific ocean drilling programs.
3. **Scientific Motivation and Goals:** The proposal must contain a description of the scientific objectives for the workshop, the topic's relation to the main themes of the International Ocean Discovery Program, level of international science community participations, and the workshop's goals which should contribute to develop a full proposal.
4. **Agenda:** The proposal must contain a description how the workshop will accomplish the stated goals. An agenda or outline of the workshop should be included.
5. **Workshop Education and Outreach:** In addition to the primary goal of identifying promising new scientific objectives and research opportunities, identify if the workshop will have any opportunities for education and outreach.
6. **Participants:** Except under special circumstances, such as space limitations, workshops are open to all participants. The proposal must contain a description of the potential participants (e.g., number of participants, disciplines desired or needed, number of early career researchers) and how applications will be evaluated.
7. **Travel and Location:** The proposal should contain a proposed date and location, with options. Ideally, the location should have a strong relation to the proposed project, and be easily accessible.
8. **Advertising:** Workshops must be advertised either in print or electronically (e.g., Eos, J-DESC, JAMSTEC/CDEX website, ICDP, USSSP, and ECORD websites). All advertising should acknowledge support of JAMSTEC. The notice should state that the workshop is open to all participants. Advertisements must be shared with CDEX prior to placement.

9. Budget Summary and Budget Justification: In principle, budgets are allocated subject to availability (normally within \$40,000 per a workshop). Proponents are encouraged to seek co-sponsorship of the workshop with other programs. Budgets should mostly consist of travel support for the participants, but items such as supplies, and meeting facility costs are also allowed. Please note that, by policy, JAMSTEC/CDEX workshop funds cannot cover field trips.

10. List of potential PAT science members: The proponents must include a list of potential Proposal Advisory Team (PAT) members in the proposal.

Workshop Reports

Workshop funding recipients will submit a summary report (ca. 10 pages) to the CIB and JAMSTEC summarizing workshop motivation, discussions, recommendations and milestones re: proposal development, required within 60 days following the workshop. The convener may be requested to also provide a summary article for JAMSTEC/CDEX. This report must contain an executive summary, a list of recommendations, a list of participants, and a synopsis of possible drilling expeditions and strategies, including site survey status. A final product will be a full drilling proposal submitted to the International Ocean Discovery Program (IODP) within one year.