

Oregon Sea Grant Activity and Conference Support Process and Policy

Purpose

The purpose of this opportunity is to provide resources to conferences or other activities that support or promote interaction, engagement, or discussion with the Oregon Sea Grant (OSG) community on topical areas that align with [OSG strategic efforts](#). In alignment with our mission to spark discovery, understanding, and collaboration that foster healthy, inclusive, and resilient coastal communities and ecosystems, it is our intention to support a diversity of different conferences and activities through this opportunity. As such, this opportunity is not meant to serve as a sustaining source of support for annual conferences and activities.

Note: This call does not include professional development travel requests for individuals.

Available resources

No more than 10% of discretionary, program development funds shall be used on an annual basis to support activities. Requests are not to exceed \$2500 per event.

Timing

Requests for funds can be made on an as-needed basis. Allotments to support activities will be assessed on a quarterly basis to provide capacity for activities throughout the year (January, April, July, October); individual requests for rapid response outside of planned review periods may also be considered.

Process

Any individual (internal Oregon Sea Grant personnel or external) is required to contact the Oregon Sea Grant Director requesting support.

Proposers will then use eSeaGrant, a web-based tool for submitting, reviewing, and tracking activity and conference support requests. To register for the eSeaGrant system, the lead principal investigator must email a request to eseagrant@oregonstate.edu at least one week prior to proposal submission. If the proposers cannot submit using the eSeaGrant system, Oregon Sea Grant will provide an alternate mechanism for accommodation.

All submitted requests will be discussed at an OSG Leadership Team meeting for review of alignment with the criteria below. The Oregon Sea Grant Director will make the final decision on support for the activity.

Proposers are encouraged to:

- Familiarize themselves with Oregon Sea Grant's current research projects and strategic investments, available on our website.
- Contact the Oregon Sea Grant Director to discuss your proposed activity ideas before submitting a request (this is required).
- Email eseagrant@oregonstate.edu at least one week prior to submission to register for eSeaGrant.
- Submit their request through eSeaGrant, providing the requested information below.
- Expect that decisions will be communicated within 60 days.

Review Criteria

Special considerations will be given to activities that reflect the breadth of the OSG program.

- Does the activity align with the OSG strategic plan and advance [OSG's vision and mission](#)?
- Will OSG personnel (staff and/or grantees) benefit from the activity being supported? In other words, would supporting this event be useful to OSG personnel or advance OSG personnel professional development?
- Has this event been supported by an OSG Activity and Conference Support grant in the past? If so, what were some outcomes from that event? Provide some reasons for continued support. The OSG mission is to **spark** discovery, understanding, and collaboration to foster healthy, inclusive, and resilient coastal communities and ecosystems. If the event or activity needs annual or ongoing support, we strongly encourage organizers to develop relationships in the community for sustainable annual funding.
- Does the supported activity align with OSG's commitment to scientific integrity, respectful partnerships, sharing verifiable (unbiased) information (not opinions), building consensus, and engaging in co-development of solutions?

Note: *Funds cannot be used to supplement activities already supported by OSG or take the place of existing funds. Funds cannot be directly applied towards travel or other reimbursements for OSG personnel, supported PIs, supported students, or other professionals.*

Reporting

After the event, requestors will complete a brief report for the activity. A template is provided below.

This policy will be reviewed annually.

Request for Oregon Sea Grant Program Development Funds Activity and Conference Support Template

Request Template

- Who is making the request?
- What is the event (include webpage, if available)?
- Where is the event?
- When is the event?
- How much is the request?
- Purpose of OSG support / how will funds be allocated.
- Projected activity attendance.
- What is the benefit to OSG? How does activity align with OSG's strategic plan?
- How will OSG support be acknowledged?
- Anticipated activity outcomes.
- Other actual or potential sponsors.
- Comments.

Reporting Template

- How funds were used (if supporting specific individuals, identify).
- Estimated actual meeting attendance.
- Activity outputs and outcomes.
- Comments.