Co-operative Research Programme:
Biological Resource Management for Sustainable
Agricultural Systems

STEP-BY-STEP GUIDE TO THE CRP APPLICATION FORM

FOR CONFERENCE/WORKSHOP FUNDING

Please read this carefully to ensure that your application is completed correctly and to the highest standard to assure its full consideration.

Step-by-Step Guide to the Application Form for Conference/Workshop Funding

Title of proposed conference for sponsorship

1.   It helps if the title is short but with the key words included.

1. Please specify the Research Theme under which the application is made:

2.   Applicants should read the description of each Research Theme and topic within each Research Theme carefully, and contact the relevant Theme Co-ordinator to discuss their project. Please remember that the Research Themes and topics are about agriculture, food, fisheries and forestry issues.

3.   More than one Research Theme can be ticked.

2. Please give a brief description of your conference and explain its objective:

4.   The online application form will not support sophisticated formatting, so please avoid:

- Automatic bullet points

- Automatic numbered points

- Bold

- Italics

- If you copy and paste from Word, for example, any formatting in the copied text will be lost

5.   Check that there are no unintended line breaks in the text by scrolling through the text after you have finished it, or by generating the application in a Word document by clicking on:

Generate Word Document for this Conference

at the top of the application form.

6.   The answer here should specifically address the following selection criteria:

- The promise of a relevant contribution to the achievement of the objectives of the Programme (described on the CRP website and in the CRP brochure)

- The feasibility of achieving the goals set in the proposed work

- Scientific excellence – the need for defined and well-focussed objectives and the promise provided for both innovation and for increasing the level of debate and understanding of the underlying issues

- Crossing disciplines – the plans for the engagement and interaction of a range of relevant scientific disciplines, and the extent to which the conference demonstrates a readiness to engage others beyond the research community in an attempt to explore wider societal and policy-formation aspects

7. You should make direct reference to the selection criteria.

3. Briefly explain how your conference proposal relates to this Research Theme:

8. Please check that there are no unintentional line breaks in the text.

9. The answer here should specifically address the following selection criteria:

- Relevance – the extent to which the proposal addresses the objectives of the work programme and its relevance to the theme objectives

4. Please explain how your conference proposal will influence policy makers in the development of their national and international agro-food, fisheries or forestry policies:

10. Please check that there are no unintentional line breaks in the text.

11. This section will be read by people who advise on national and international policies, so what do you want to tell them about why your proposal is important for them? For example, you should explain why it is important for policy makers to know about the issues presented and discussed and how they can provide information to help policy makers formulate best practices and appropriate policies.

12. The answer here should specifically address the following selection criteria:

- Policy relevance – how and the degree to which the conference proposal will influence policy makers in the development of their national and international agro-food, fisheries or forestry policies

13. Avoid statements like: "This conference will strengthen the science-policy interface." or "The dissemination of the policy brief as well as the publication of the conference papers is expected to be recognised by policy makers." This is not telling people your proposal is important for helping form national and international policies.

5. Please give a non-scientific explanation of how you believe your conference will benefit society:

14. Please check that there are no unintentional line breaks in the text.

15. In this answer you are aiming at an educated audience with a limited knowledge of science. Your answer should include a very brief description of the conference using simple non-scientific terms, and why the topic is important for society. Imagine you are trying to describe it and why it will be beneficial to not very close non-scientific acquaintances over dinner.

16.   This answer should specifically address the selection criteria:

- Potential impact – the way in which the conference […] could contribute to the public debate

6. Proposed dates of conference:

17.   Use the click-on calendar to select both the start date and the end date.

7. Proposed venue:

18.   Conferences must be held in one of the CRP's member countries. The *Additional Information* could include the conference site/hotel if known at the time of submission.

8. Estimated number of participants (for information only):

19.   This information is to help the Scientific Advisory Body assess the overall size of your event.

9. Please complete the List of Proposed Speakers to be funded:

20.   It is essential that the information in this section is correct. Should your application be successful, the CRP Secretariat will use the addresses, both postal and e-mail, in this list. It is not the responsibility of the Secretariat to correct or try and complete addresses that are wrong or incomplete.

21.   Nationality – please check the nationality of each proposed speaker. This is an important piece of information for the CRP's Governing Body. You should not assume that a speaker's nationality and country they work in are one and the same.

22.   To enhance the success of your application, the speakers in the List of Proposed Speakers to be funded should represent as broad a geographical spread of CRP member countries as possible. It will be detrimental to your application if, for example, out of 12 speakers, five are from one country. The geographical spread of the speakers in this list is a selection criteria.

23.   You should also aim to have a gender balance among the speakers. Gender balance is also a selection criteria.

24.   For your information, on current budgetary trends 10-15 speakers can be funded for each successful conference.

25.   Speakers included in this list must either be a national of, or work in, one of the CRP member countries.

26.   The CRP does not provide funding to people just to attend conferences; it must be anticipated that the people in this list will make a substantial presentation and submit a paper for the conference proceedings. Consequently, Session Chairs, who may contribute to the debate in the conference but who will not submit a paper for the proceedings should not be included in this list.

27.		Similarly, the CRP only provides funding for one speaker per presentation. If you have multiple speakers with one presentation title, we will only take one speaker per presentation into account when we work out the cost of your proposal.

10. Proposed conference programme (Please remember to include a time slot at the beginning of the conference for the CRP Theme Co-ordinator attending to give a brief presentation about the CRP, as well as a time slot at the end of the conference for a wrap-up session on what has been learned from the conference):

28.		The conference programme is an integral tool in helping the CRP's Scientific Advisory Body assess the value of the conferences. Consequently, the more detail you can provide in the programme, the more helpful it is. You should ensure that your draft programme is as comprehensive as possible, giving:

- Likely timings of the sessions and individual presentations;

- Reference to all the speakers, on the list of speakers proposed for CRP funding and others: who they are, the proposed title of their presentation, the research institutes they are from and the positions they hold there;

- You should have question and answer time and discussion time built into and shown in the programme;

- The time slot for the CRP Theme Co-ordinator's presentation should be clearly indicated, preferably at the beginning of the event;

- The wrap-up session on the lessons learned from the conferences during the Conference on how the subjects discussed should help inform the policy making community should also be clearly identified at the end of the event in the programme. It is advisable that this session should be at least 45 minutes to an hour long.

29.		It is important that on the programme – and any pre-event advertising, call for papers, etc. – that your event is not referred to as an "OECD Conference/Workshop/etc. on xxx". When you submit your application, there is of course no guarantee that your application will be successful and therefore OECD should not be mentioned on any paperwork other than your application form.

11. Please give details of other sponsorship available for conference (for information only):

30.		Other sponsorship may be in-kind, e.g. donating the use of the conference hall, or financial. It is helpful for the Scientific Advisory Body to see the overall sponsorship sought.

12. Please explain how you intend to publish the conference proceedings (please refer to the *Conference Sponsorship Programme: Application Guidelines and Conditions* **for further information):**

31.		You should give the name of the scientific journal/publisher you have either already agreed will publish the conference proceedings, or whom you propose to use. You should think which journal/publishers will give your proceedings the highest impact. Open access journals are preferable,

provided it will be one with free access because of the obligation that the CRP's Governing Body Delegates have access.

13. In addition to the publication of the proceedings for scientific purposes, please explain how you anticipate disseminating the lessons learned at the conference more broadly to policy makers and to the general public, noting that a 2-3 page Policy Brief summarising the major policy-relevant conclusion is required:

32.   Your plans for disseminating the lessons learned at the conference need to be well defined and pro-active: using existing networks, direct communication to policy communities, using local and international media as appropriate. Simple posting of outcomes on a conference website or just through the use of in-house journals would be seen as too passive without a big mailing campaign to a broad range of interested parties.

33.   This answer should specifically address the selection criteria:

- Potential impact – the way in which the conference and the dissemination of its results could contribute to the public debate

- Organisation and plans for participation and dissemination – the need for the plans for the conference to illustrate how outcomes will be delivered and disseminated in a way which contributes to achieving the objectives of the Programme

14. Please give the full contact details of the Organiser(s):

34.   As for the List of Speakers Proposed to be funded (question 9), the information given here needs to be correct because the addresses and e-mails given here are used by the Secretariat for communicating with all the Organisers.

35.   Organisers should be from CRP member countries.

36.   If there is a large organising committee, please only include the four main contacts.

15. What is your previous experience of organising conferences, workshops or other significant meetings? Please list the most important meetings and say how you went about organising them:

37.   Your answer here should be broader than just a list of all the conferences, workshops, symposia, seminars, etc. that you have helped organised.

38.   You should pick the most significant ones which have had a longer term impact, but of most interest to the CRP is how you organised them, the steps you took, how the organising team came together, who had what roles, how you advertised them, what the outcomes were, what you did with the outcomes.

39.   The answer here should specifically address the selection criteria of the scientific record of the applicant.

16. Have there been workshops or conferences on similar topics recently? If so, please give details:

40.   Because the CRP wishes to have an impact on the policy debate with the events it sponsors, it prefers to fund events that are about new, innovative science or that present the science in novel ways or to novel audiences such as in a multidisciplinary arena. Consequently, it is important that your event is different from others that have happened recently or will be happening around the same time.

41.   It may be useful to look outside your normal sphere; applications in the past have stated that there have not been any recent events on similar topics, when a search has shown that there have been.

17. Is your event one of a series of regular conferences? If so, please explain why this particular session would benefit from funding from the OECD Co-operative Research Programme.
Is your conference part of a larger conference? If so, please explain how you will ensure that it will be clearly identified as an OECD-CRP sponsored event.

42.   The CRP prefers not to sponsor an event that is one of a regular series of conferences, workshops, meetings, unless you can clearly demonstrate the one-off significance of your event. However, an inaugural conference, or first of a proposed series would be of interest.

43.   If you are proposing a workshop or symposium within a larger conference/congress, you must be explicit about how it will stand out from the rest of the conference/congress as an OECD CRP sponsored event; for example, by it being focussed on the science-policy nexus of a particular question, or to set international standards for testing of a disease, etc.

18. Have you contacted the relevant Theme Co-ordinator(s) prior to submitting your application to the Programme?

44.   Although only a tick is needed here, without any explanation, you should note that that:

- It is extremely beneficial to your application to contact the Theme Co-ordinator(s) well in advance of the deadline (10 September) because their advice is invaluable;

- A quick e-mail just before you submit your application fulfils the condition of contacting them, but is not really sufficient "contact";

- They note who has contacted them and when, so if "Yes" is ticked just to be able to submit the application and you have not actually contacted them, this will be noted.

19. Please explain how you found out about this Programme

45.   The information you give in here is very useful to help the CRP monitor the reach of its Call for Applications for Funding and to improve it.