



Call for US CLIVAR Workshops

August 17, 2018

This document describes the purpose and successes of US CLIVAR-sponsored workshops (including scientific conferences, meetings, and trainings), specifies the steps in requesting support, and invites the US ocean and climate science community to submit requests for workshops to be held no earlier than April 2019, unless otherwise justified.

Workshop Purpose

The US CLIVAR program annually sponsors workshops of scientists to coordinate, develop, plan, and implement new or focused activities for the benefit of the scientific community and US CLIVAR. Workshops should aim to assess the state of knowledge, identify gaps, and discuss needs for future research directions and opportunities for possible scientific activities within the community. They may be national or international in scope and participation, although for workshops held outside the US, sponsorship will be limited and available only for travel of US scientists and students. Workshops also provide an important opportunity for early career scientists and students to showcase their work, participate in community planning, and network with colleagues in their field and across disciplines.

Upcoming and Recent Workshops

The 2016-2018 US CLIVAR-sponsored meetings resulting from successful requests are listed below. Most completed workshops have summary reports on their respective webpage.

[IV International Conference on El Niño Southern Oscillation](#)
[International Conferences on Subseasonal to Decadal Prediction](#)
[Bridging Sustained Observations and Data Assimilation for TPOS 2020](#)
[Ocean Mesoscale Eddy Interactions with the Atmosphere](#)
[Ocean Carbon Hot Spots](#)
[WCRP-IOC Regional Sea Level Changes and Coastal Impacts Conference](#)
[International Workshop on Coupled Data Assimilation](#)
[CLIVAR Open Science Conference](#)
[Forecasting ENSO Impacts on Marine Ecosystems of the US West Coast](#)
[Connecting Paleo and Modern Oceanographic Data to Understand AMOC Over Decades to Centuries](#)

Description and Guidelines

US CLIVAR sponsors scientific workshops, conferences, and meetings to advance its goals through funding provided by the US CLIVAR Inter-Agency Group (IAG) comprised of agency program managers at five US funding agencies: NASA, NOAA, NSF, DOE, and ONR. Requests are considered twice a year (April/May and October/November). Funding for support of meetings is limited and priority is given to those efforts that demonstrate high relevance and payoff for US CLIVAR investment. Organizers seeking funding should review the goals and objectives of the US CLIVAR program, particularly the [Science Plan](#). Strategically focused workshops are of highest interest to agency sponsors; ones that make a case for moving the science forward.

The semi-annual calls for workshops provide scientists the opportunity to have their request simultaneously considered by all five US CLIVAR sponsoring agencies. This approach allows agencies to collectively consider needs and interest within the community and to coordinate possible interagency support. Therefore workshops should be of sufficient scope to interest multiple agencies and programs.

One goal of US CLIVAR is to foster collaborations (i) among Earth system science communities to advance the understanding of the role of the ocean in climate and its interaction with other elements of the Earth system and (2) with operational communities that develop and use climate information. For workshops addressing interdisciplinary topics, with anticipated participation of scientists from multiple disciplines (e.g., other Earth system or operational communities), the organizers are encouraged to identify and submit companion requests for support to other sponsoring programs. In such cases, the organizing committee membership and preliminary invited speaker list should reflect the interdisciplinary expertise required.

Organizers may consider as an alternative to an in-person meeting, the option of a virtual workshop held via web conferencing system. The first such US CLIVAR-organized virtual workshop was held in September 2015 on [Observing and Modeling Climate Variability in the Intra-Americas Seas](#). It included plenary sessions with webinar style presentations, innovative online poster sessions allowing for discussion with poster presenters, and online group discussions to synthesize findings and recommended next steps. This novel approach requires additional planning and training than for more traditional meetings. Given the staffing requirements to organize a virtual workshop, only a limited number can be supported each year.

Below are guidelines on how requests should be formulated and submitted to the US CLIVAR Project Office and how they are evaluated and funding decisions determined.

1. A request for US CLIVAR financial sponsorship for a scientific conference/meeting/workshop should be submitted to the Project Office.
2. The request will be forwarded to the IAG for consideration.
3. The IAG may consult with the US CLIVAR Scientific Steering Committee for feedback and recommendations.
4. If additional information is required to inform IAG consideration, the Project Office will

convey to the organizers on behalf of the IAG, so that the organizers can provide such information or clarification.

5. Final IAG decisions will be communicated by the Project Office to the organizers.

Preparation and Submissions of Workshop Requests

Priority is given to workshops organized principally by US scientists¹ and held at a venue in the US. For such domestic workshops, the Project Office will assist the organizers with setting and executing a planning timeline, the workshop webpage on the US CLIVAR site (including the online abstract submission and registration), promoting the event within the community, arranging logistics and providing onsite meeting support, posting presentations online, and editing, publishing, and promoting the workshop summary report.

For workshops organized by an international body (e.g., WCRP or International CLIVAR), priority consideration will be given to meetings held in the US. The Project Office will help promote the event within the US community and arrange logistics and travel as approved. Sponsorship for international meetings in the US may include costs for travel of US participants (organizers, invited speakers, early career scientists, and students), plus some costs for local logistics. For workshops outside the US, sponsorship will be limited and restricted to travel of US participants.

The workshop request should be no more than ten pages and include the following information:

1. A description of the workshop/conference/meeting/training:
 - Dates, location, and size (number of participants)
 - Whether open or by invitation (with rationale for the latter)
 - Organizers and affiliations (reflecting diversity, e.g., institutions, career stage, gender, and race/ethnicity)
 - Meeting objectives (what is it seeking to achieve?)
 - Relevance and/or benefits to US CLIVAR (e.g., how will results contribute to CLIVAR's goals and implementation?)
 - Relationship of meeting to other meetings and activities (e.g., how will this meeting build upon findings and recommendations of earlier efforts; how will it inform future activities?)
 - Format of the meeting and preliminary agenda outline
 - Potential list of invited speakers/participants (also reflecting diversity)
 - Deliverables (e.g., meeting report, white paper, journal article; and expected publication dates)
2. A description of the financial request (to be developed by Project Office and UCAR):
 - Total cost estimate for the meeting (from all sources)

¹ Non-US scientists are welcome to participate on organizing committees and as participants. Travel support for non-US participants should be sought from other sources.

- Itemized budget request for US CLIVAR contribution, providing breakout by cost categories (i.e., salaries, materials/supplies, purchased services, travel, overhead)
- Description of additional contributing sponsorships (including local or partnerships) that would help defray meeting costs

Prior to submitting (at least 1 week before the due date), the organizers should contact the Project Office and indicate interest in developing a request. The Director will provide initial feedback on the purpose, scope, and relevance to US CLIVAR. The Project Office, in consultation with the University Corporation for Atmospheric Research (UCAR), will assist in developing the budget, which will be administered through UCAR. The Project Office may also provide suggested text edits on the request. For those contemplating the option of a virtual workshop, the Project Office can provide you information on the challenges and benefits of this approach and its suitability for your objectives.

Examples of recent successful workshop requests, resulting in full sponsorship by US CLIVAR agencies, are available for [download here](#). And a template for workshop requests can be [downloaded here](#).

Workshop requests due September 28, 2018

Electronic copies of the request (.doc/.pdf) should be submitted to the Project Office (uscpo@usclivar.org). No exceptions will be made for submissions past the deadline. The Project Office will immediately forward the request to the IAG for discussion at the following IAG meetings in October. Decisions will be shared by the USCPO with the organizers soon thereafter. The timing of requests should reflect sufficient time (at least 6 months, and preferably 9 months, prior to the workshop) for agencies to provide feedback on the scope and to advertise the effort to the broad community.

Unless otherwise justified, the workshops should take place no earlier than April 2019.

Workshops selected for sponsorship are expected to include acknowledgement of US CLIVAR and the sponsoring funding agencies in workshop announcements, meeting materials, and publications.

Funding agency resources available for workshops are limited, and not all submitted requests are supported. The next call will be in spring 2019.

Please contact the Project Office (uscpo@usclivar.org) with any questions regarding the development of a workshop request.