SBRP Conference Support 2007-2008
Revised December 2006

Background
The Superfund Basic Research Program (SBRP) considers the support of conferences and workshops to be an essential mechanism for communicating the science emanating from the Program and for advancing the scientific discourse regarding hazardous waste issues.

The Program makes funds available to support conferences submitted by existing SBRP grantees (i.e., P42s, R01s). Grantees who are considering applying for conference support must discuss their idea with *SBRP program staff prior to submission.* The request must then be submitted by email to the NIEHS Grants Management Branch. An internal review panel will review all submitted applications and prepare written critiques. Lastly, the SBRP staff will make recommendations for funding.

(NOTE: SBRP conference requests are no longer handled through the NIH CSR mechanism.)

The review of conference requests is rigorous and, accordingly, all proposals should be carefully developed with attention to detail.

Annual Receipt Dates
February 20 and July 11

Eligibility
Only current SBRP grantees are eligible to receive conference support through this mechanism.

> • For P42 Grantees: Conference requests must be submitted by the Program Director. Project and core leaders within a program are welcome to develop conference proposals and serve as the meeting organizer; however, the Program Director must appear as the "Principal Investigator." More than one request may be submitted per Program Director per receipt date.

> • For R01 Grantees: Conference requests must be submitted by the Principal Investigator.

Submission Instructions
All requests must be co-signed by the institution's Authorized Organizational Official and the Program Director (for P42s) or the Principal Investigator (for R01s). A signed conference request must be received by NIEHS Grants Management Branch on or before the receipt date (please email **Lisa Archer: archer3@niehs.nih.gov**).

NOTE: Prior to submitting a conference request, applicants must discuss their topic with either Bill Suk, Claudia Thompson, Beth Anderson or Heather Henry. (SBRP Staff Contact List: **http://www-apps.niehs.nih.gov/sbrp/about/Contact_Staff.cfm**)

Guidelines: Please submit the following information for each conference in which you wish to be considered for support.

1. Face page: PHS 398 face page with Program Director and Business Official's signatures

2. Budget page: Requested support with budget justification must be on the PHS 398 budget pages

3. Conference Request Details (send as attachment file)

    A. Type of meeting (conference, workshop, etc)
    B. Title of meeting
    C. Objective/purpose of meeting
       i. provide <u>detailed</u> rationale
       ii. include relevance to the SBRP
    D. Date (proposed or confirmed)
       i. NOTE: proposed date may be up to 18 months from time of submission
    E. Location (proposed or confirmed)
    F. Steering or planning committee members (proposed or confirmed)
       i. NOTE: please do not list any SBRP personnel at time of submission
    G. Co-sponsors (if any)
       i. NOTE: international meetings require broad co-funding/co-sponsorship
    H. Proposed agenda or an outline of an agenda
       i. provide as much detail as is available
       ii. provide, at a minimum, the proposed session topics
          a. describe how the session topics meet the goals and objectives of the meeting
       iii. provide speaker list (proposed or confirmed)
          a. if names are not known include affiliations or expertise; e.g., a Remedial Project Manager from EPA or an epidemiologist with a certain type of background)
          b. NOTE: please do not list any SBRP personnel in your conference request. If appropriate, SBRP staff can be included in conference planning at a later date.
    I. Estimated total cost of conference
    J. Product
       i. journal, publication, book, etc.

        ii.   indicate the proposed mechanism of distribution, if other than a peer
             reviewed journal publication

We recognize that conferences may be at various stages of planning when the request is submitted. Some requests may be at very early stages, where few details have been defined. For these requests, the concept must be well developed with clear and focused goals and general plan of how to achieve them. For requests that are at the later stages of development, specific information regarding meeting format, steering committee and speakers is expected.

Reporting Requirements
All grantees receiving conference support from the SBRP must submit a one page post-conference report to the appropriate grants management specialist within 30 days after the conference. This information will be posted on our web page, may be included in short articles or 'topic oriented' packages for dissemination to other agencies, congressional staff and the public, and will be filed in the electronic grant file. The report should include a brief description of the conference goals, attendees and accomplishments.

Suggested topics
SBRP staff has compiled a list of topics available on the "Materials for Grantees" webpage (**http://www-apps.niehs.nih.gov/sbrp/resources/index.cfm**). This is only a suggested list; conference requests on other topics are welcomed. SBRP staff will be available to discuss and provide feedback on any topic.

Review Factors
As stated above, we recognize that conferences may be at various stages of planning when requests are submitted. Each request will be reviewed independently and evaluated relative to its specific stage in the planning process. Although it is appropriate to submit requests for conferences that are in the conceptual stage, it is important that sufficient information be provided for a meaningful review. In these cases, few details may be available; however, the concept must be well developed with clear and focused goals including a general plan of how to achieve them. For requests that are at later stages of development, specific information regarding meeting format, steering committee and speakers is expected. Each request will be evaluated on the following criteria:

Merit: Does the concept for the conference have merit? Is it timely?

Significance: Will the conference address an important Superfund or hazardous waste issue? If the aims of the conference are met, will one or more of the following be achieved: Will science be advanced? Will decision- or policy-makers be informed of timely and important scientific advances? Will important information be transferred to Program stakeholders?

Approach: Has the applicant formulated a preliminary objective for the conference? For conferences at the early stages of development, is there a plan for meeting the stated goals? For conferences in the later stages of development, is the plan well developed and fitting for the meeting?

Scientific expertise: Does the applicant have the appropriate expertise to organize and develop the proposed conference? Has the organizer included (or proposed to include) the appropriate expertise on his or her planning committee? If appropriate to the meeting objectives, are representatives from EPA or other stakeholder communities included in the planning process? Do the proposed and/or invited speakers have the necessary expertise to meet the goals of the conference? It is acceptable for conference requests that are in the early stages of development to indicate types of expertise that will be included in the planning process.

Co-Sponsorship: Is co-sponsorship important to the success of this conference? If so, has the applicant identified potential co-sponsors? For international conferences co-sponsorship is required.

Conferences outside the U.S.: Has the applicant adequately justified the conference location?

Other Requirements
The National Institutes of Health (NIH) requires that women, racial/ethnic minorities and persons with disabilities be appropriately represented in all NIH sponsored and/or supported scientific meetings. "Appropriate" means representation based on the pool of scientists known to be working in a particular area. This policy applies to all domestic or international scientific meetings sponsored by and/or receiving support from the NIH. Applicants should clearly describe how their plans address this requirement. Each request will be evaluated for adherence to this policy, and will be monitored for compliance.

Facilities selected for the conference or workshop must be handicap accessible.

NOTE: Requests for the support of Gordon and Keystone meetings must be submitted through the NIH R-13 conference grant mechanism. The NIEHS Superfund Conference Review Committee has determined that using Superfund resources is not an appropriate mechanism for the support of these meetings.