

**INDO-U.S. SCIENCE AND TECHNOLOGY FORUM
JUNE 2002 REQUEST FOR PRE-PROPOSALS**

- I. **Preliminary Proposal** – A two to four page preliminary proposal should be submitted to either Secretariat for screening to be certain that the concept proposed fits under the guidelines established by the Forum Governing Body (GB). The preliminary proposal should include the following information:
- A. Title of Workshop Activity
 - B. Executive Summary (a one or two paragraph statement written in layman's terms, spelling out the benefits of the proposed activity to each country)
 - C. Co-PI's, both U.S. & Indian with Organizations (addresses, phone, fax, e-mail, etc.)
 - D. Concept and Purpose
 - E. Number of Participants (names of participants in detailed proposal)
 - F. Proposed Venue and Dates
 - G. Expected Outcome or Product (including benefits to each country)
 - H. Funds Requested from the Forum (detailed budget required in full proposal) – *the Forum will provide airline tickets to all sponsored participants; thus, do not include estimates of airfare or per diem in the budget*
 - I. Total Estimated Cost (identifying others sources of support for the activity; excluding airfare and per diem)
 - J. CV's of the Co-PI's (these pages not counting in the maximum totals)
- I. **Detailed Proposal** – Upon determination that a proposal meets eligibility criteria, the Forum Secretariats will request a detailed proposal from the Co-PIs (ten pages, maximum). The detailed proposal must include a list of invitees and a line-item budget with detail provided for specific items. This proposal should include sufficient information for the Forum Secretariat to elaborate a budget for travel and per diem costs. The single, unified proposal will include all organizational expenses, both U.S. and Indian, as well as list all participants, their institutions and the places where their travel will originate. Any partial support from other sources, either in cash or in kind, should be indicated clearly.
- II. **Proposal Review** – the Forum Secretariats will initiate a peer review of each detailed proposal. A minimum of two reviewers, one each from India and the United States, will undertake the review. Each reviewer will be an expert in a field related to the substance of the proposal. The Secretariat may request the assistance of Governing Body members in identifying reviewers.
- The goal of the peer review at this point in the Forum's activities is to determine if the proposal is sound in terms of concept, participants, purpose and budget and its contribution to the future of US - India / India-US bilateral scientific activities. A more thorough review process may be developed after the Forum selects an Executive Director.
- Reviewers' evaluations will be the starting point for the Governing Body Co-Chairs on whether or not to fund the activity. The two Co-Chairs must agree on all funding decisions and may engage in periodic correspondence to reach consensus. The full Governing Body will have access to all peer review material.
- III. **Activity Execution** – Upon approval from the GB Co-Chairs, the Indian Forum Secretariat will provide the travel tickets, arrange for US visas for India travelers, provide the per diem to participants, arrange for payments of expenses related to workshops as recommended. The

secretariat will bring accounting to closure with the co-PIs as recommended and will be the recipient of all reports, etc., distributing them appropriately.

Please address all proposals to:

U.S. Secretariat

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India Secretariat

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– *Electronic submissions are preferable* –