

BARD

United States - Israel

Binational Agricultural Research and Development Fund



Workshops

Guidelines and Regulations for Applicants and Recipients

(updated October 2008)

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Objectives

The objective of the BARD workshop is to identify research needs in areas of new development, to define directions and opportunities regarding contemporary agricultural needs and provide information needed to address policy issues. The workshop is intended to promote increased contact between BARD scientists and other scientists throughout the world who work in academic and industrial communities in areas related to the binational agricultural interests of BARD.

Eligibility

Scientists affiliated with public or private non-profit research institutions in the United States and Israel are eligible to apply.

Cooperation

BARD workshops are a cooperative effort of scientists from both the United States and Israel. The proposal is to be submitted jointly, by at least one scientist from each country.

Submission Date

Submit one hardcopy and one electronic copy (by e-mail to: lea@bard-isus.com) to BARD, Israel by **February 1**.

The Proposal

Technical Requirements include the following:

- ◆ Signed Cover Page, (attached, or from the website: www.bard-isus.com).
- ◆ State and justify the purpose of the workshop and its objectives.
- ◆ Present the scientific background, including references.
- ◆ Explain how the workshop ensures a relevant analysis of the issues.
- ◆ Indicate how recommendations and conclusions may be implemented and what the expected benefits are.
- ◆ Describe the modes of deliberations, including round table discussions (a high degree of interactive exchange between the participants is expected).
- ◆ Present a detailed program, list invited and other participants, affiliations and assigned topics. (Invitations of experts from countries other than the US and Israel, if relevant, is often quite appropriate. Participation of students and early career scientists is encouraged.)
- ◆ Include a summary session that will identify future research directions or areas.
- ◆ Present plans for reporting, including possibilities for publication.
- ◆ List related meetings or conventions during the last three years.
- ◆ Briefly describe any relationship to previously funded BARD research.
- ◆ Include a brief C.V. of the organizing committee members (placed at the end of the proposal).

The Budget

- ◆ Provide a detailed budget.
- ◆ Indicate whether a registration fee will be required.
- ◆ Identify additional sources of funding (these should not exceed the BARD funding).
- ◆ Separate between budget items relevant to the scientific purpose and those intended to cover cultural or sightseeing tours (which are to be paid for directly by participants or with funds obtained from registration fees and/or other sponsors).

Additional Sources of Funding

BARD should be the primary source of funding in the BARD workshop. Nevertheless, additional sources of funding should be sought and reported to BARD, as they become available.

Evaluation

Workshop proposals will be considered based on three broad areas. All submitted proposals will then be ranked relative to one another to establish the final funding recommendation for the Board.

- ◆ Subject & Proposal Quality:
 - Scientific justification for and potential benefits of the workshop, the relevant potential participants, including any important 'outsiders' (not from the US and Israel) who would make significant contributions to the proceedings
 - tentative assignment of topics to specific participants
 - range of expertise and diversity of opinion in the field to be addressed
 - inclusion of students and early career scientists and the criteria for the selection of such participants
- ◆ Organization of the Workshop Plan:
 - The balance between presentations and interactive participation
 - Workshop structure: session topics, modes of presentation & discussion
 - Plans for dissemination and/or implementation of the workshop proceedings or conclusions
- ◆ Budget Justification:
 - Scientific relevance of requested budget items
 - The degree to which participant fees or additional sponsorship will cover non-scientific aspects of the workshop (tours, cultural events, etc. that are not to be covered by BARD).

BARD's Technical Advisory Committee (TAC) evaluates workshop proposals with the assistance of outside reviewers. TAC's recommendation is presented to the Executive Director who, in turn, presents his recommendation to the Board of Directors for their decision.

Notification

The Executive Director notifies all applicants in writing of the decision of the Board of Directors during May. Favorable decisions indicate the amount and conditions of support.

Financial Arrangements

Recipients are responsible for the financial management of the workshop in coordination with the BARD Controller.

Following approval of the workshop, recipients will present to BARD a detailed budget for direct expenses that are to be paid by BARD. These direct expenses include items such as: organizing agency fees (if relevant), meeting & catering costs, participants' travel/lodging/food expenses, office supplies, equipment rental, related publication costs. BARD will release funding directly to vendors or organizing agency upon approval by the recipients, together with receipt of proper documentation (invoices, agreements, etc.).

Funds are to be used within six months of the date of the workshop. BARD will consider an extension for the use of funds beyond this period only as related to publication of the workshop proceedings.

Overhead is not allowed.

Administration of the Award

Announcements: all official announcements and publications of the workshop must contain the BARD name and logo (available from the BARD office upon request). Forward one copy of each announcement to the BARD office in Israel, as it becomes available.

Program: a revised program must be submitted to the BARD office for approval in the event that the final program differs from that approved in the proposal.

Student Participation in BARD workshops is encouraged in all professional activities and should be free of charge.

Proceedings

Submit by e-mail (lea@bard-isus.com), a brief summary of the meeting within one month of the meeting. This summary must also include, when relevant, a list of the new research directions or areas that were identified during the workshop.

A detailed proceeding is to be presented within twelve months of the meeting. The proceedings must include the attached proceedings cover page. Include the program, (participants and presentations), a summary of conclusions and recommendations, and other outcomes of the workshop.

Publications and Acknowledgments

Publications should acknowledge BARD using the following format:

This Workshop was supported by BARD, the United States – Israel Binational Agricultural Research and Development Fund, Award No. _____



**BARD Workshop
Cover Page**

Number: _____

Title: _____

Submitting Scientists:

Affiliated Institution:

Date of Proposed Workshop: _____

Location of Proposed Workshop: _____

Requested Funds: (US \$) _____

Signature, US Submitting Scientist

Signature, Israeli Submitting Scientist



**The United States - Israel
Binational Agricultural Research and Development
Fund**

<http://www.bard-isus.com>

lea@bard-isus.com

Proceedings:

Workshop Title

location, date

This Workshop was supported by the United States – Israel Binational Agricultural Research and Development Fund, BARD, Award No. _____