



FREQUENTLY ASKED QUESTIONS ABOUT THE REQUEST FOR INFORMATION AND EXPRESSION OF INTEREST PROCESS FOR THE NATIONAL CLIMATE ASSESSMENT

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What is a “request for information”?

A request for information (RFI) is one method of soliciting comments and expressions of interest related to the National Climate Assessment (NCA), generally targeting inputs from individuals and teams outside of the Federal government. The RFI is published in the Federal Register and serves as an official record of the NCA’s invitation to teams of experts and / or individuals interested in providing inputs related to the 2013 NCA report, future NCA reports, and the sustained assessment process. The RFI published on July 13, 2011 can be found at <http://www.globalchange.gov/what-we-do/assessment/backgroundprocess/notices>. Any additional RFIs related to inputs to the 2013 NCA report, future NCA reports, and the sustained assessment process will also be available at this site.

What is an “expression of interest”?

An expression of interest (EOI) is a short document (generally less than two pages) that notifies the NCA coordination team that an individual or team of people is interested in providing technical input(s) meant to inform a specific NCA report and/or assessment capacity meant to support the implementation of a sustained assessment process. All individuals and teams proposing to provide inputs to the NCA are asked to provide the NCA coordination team with an EOI.

What types of technical inputs might teams provide?

Teams may provide one or more types of technical inputs to the NCA, including (but not limited to) literature reviews, discussion papers, and other review papers; case studies; and modeling results, interpretation of data, and topical reports. These technical inputs are further described at http://www.globalchange.gov/images/NCA/nca-rfi-supplement_7-11.pdf. Teams are also encouraged to suggest and submit other types of technical inputs not listed here.

What types of assessment capacities might teams provide?

Teams may offer to partner with the NCA by providing short- and long-term assessment capacities, including (but not limited to) hosting meetings and workshops that address specific NCA report topics and/or developing a sustained assessment process; supporting the development and implementation of indicators systems through integration of data and analytical tools and plans for maintaining monitoring and observation networks; and partnering with the NCA to develop stakeholder engagement networks that focus on public participation, communication, education, or other outreach. These assessment capacities are further described at http://www.globalchange.gov/images/NCA/nca-rfi-supplement_7-11.pdf. Teams are also encouraged to suggest other types of assessment capacities not listed here.

What topics might be covered in technical inputs and offers of assessment capacity?

The NCA synthesizes information about climate change science and impacts at regional and national levels and within a number of socioeconomic and environmental sectors. The NCA also addresses topics such as adaptation and mitigation, indicators of climate change and climate change impacts, and placing US assessments within a global context. Creating a sustained assessment process necessitates developing standardized methodologies for conducting the analyses and syntheses underlying assessments, establishing regional and sectoral networks to support assessments, ensuring assessments are useful to decision makers and their findings are accessible to a variety of audiences, and evaluating and improving the assessment process over time. The most up-to-date information about topics under consideration for the 2013 NCA report and for creating a sustained assessment process is available from <http://www.globalchange.gov/what-we-do/assessment/backgroundprocess>.

What should be included in an EOI?

The EOI is an opportunity to describe the types of inputs and/or assessment capacity that the team plans to provide to the NCA. At a minimum, the EOI must include a primary point of contact and contact information (phone number, mailing address, email address, website [if applicable], and institutional affiliation(s) [if applicable]).

Additional information provided in the EOI might include:

- NCA topic(s) of interest, including
 - Scope and range of issues to be addressed
 - Spatial and temporal scales, as appropriate
 - Plans for developing and/or using scenarios that will frame the analysis
- A short description of the specific input(s) or assessment capacity that the team intends to provide
- Additional information about team members (including short biographies, if desired) and supporting/partnering organizations

Who should submit an EOI?

All individuals or teams of people interested in providing technical inputs and/or assessment capacities to the NCA should submit an EOI. This includes teams initiated by external contributors to the NCA as well as those initiated by Federal agencies and those initiated by a National Climate Assessment Development and Advisory Committee (NCADAC) working group.

Federal agencies and NCADAC working groups may have additional requirements related to EOI and input development that are not included in this FAQ. Teams initiated by a Federal agency should coordinate their EOI submission with their agency's Interagency National Climate Assessment (INCA) Working Group member. Teams initiated by a NCADAC working group should coordinate their EOI submission with that working group. If you are unsure of who to contact within your agency, or if you need assistance in identifying the appropriate working group contact, please contact Emily Cloyd (ecloyd@usgcrp.gov).

When are EOIs due?

EOIs describing technical inputs and/or assessment capacities targeting the 2013 NCA report must be submitted no later than October 1, 2011. EOIs describing inputs and/or assessment capacities related to implementing a sustained assessment process or to NCA reports expected after 2013 may be submitted at any time. Any additional opportunities and deadlines related to inputs to the 2013 NCA report, future NCA reports, and the sustained assessment process will be announced via the Federal Register and through the INCA Task Force and NCADAC.

When are inputs due?

Technical inputs and/or assessment capacities targeting the 2013 NCA report must be submitted no later than March 1, 2012. Technical inputs and/or assessment capacities related to implementing a sustained assessment process or to NCA reports expected after 2013 may be submitted at any time. Any additional opportunities and deadlines related to inputs to the 2013 NCA report, future NCA reports, and the sustained assessment process will be announced via the Federal Register and through the INCA Task Force and NCADAC.

Who do I send my EOI and inputs to?

All EOIs and resulting inputs should be addressed to Emily Cloyd (ecloyd@usgcrp.gov).

What will the NCA coordination team do with my EOI?

Teams should expect acknowledgement of receipt of their EOI within two weeks of submission. All EOIs will be provided to the NCADAC and to relevant NCADAC working groups. You may or may not receive direct feedback on your EOI; any feedback will be aimed at ensuring inputs are responsive to the needs of the NCA and at facilitating cooperation and coordination among teams working on similar or related topics. The purpose of EOIs and any subsequent involvement of NCA staff and the NCADAC is to improve coverage, identify gaps, and reduce redundancies amongst all of the inputs.

Do I have to wait for approval of my EOI from the NCA before beginning to develop my input?

Submission of inputs to the NCA is not a competitive process and EOIs will not be used as pre-approval mechanisms for inputs. You may begin work on the inputs described in your EOI at any time.

Are there funds available to support development of inputs to the NCA?

Neither the US Global Change Research Program nor the NCADAC can arrange for or provide funding for the work of externally-initiated teams that choose to provide inputs to the NCA. These teams are encouraged to seek their own funding through any channels available to them. Agency-initiated and NCADAC-initiated teams may have funds available through individual Federal agencies, but are not funded through a central mechanism.

What if I already have a published report or paper that I would like to submit?

If you have a recent (2009 or later) publication that you would like to provide for consideration by the NCADAC, please send it to Emily Cloyd (ecloyd@usgcrp.gov) along with a short description of how it applies to the NCA. This description should include information similar to that provided in an EOI, including:

- NCA topic(s) to which the publication most closely aligns, with specific reference to
 - Scope and range of issues addressed
 - Spatial and temporal scales
 - Any scenarios developed or used in framing analyses
- Additional information about the authors, sponsoring organizations, or target audiences of the publication

What other information would the NCA find helpful?

Although not required, teams are encouraged to provide a work plan at the time of EOI submission or soon after. The work plan might include:

- Time line and milestones for developing input(s), including the team member(s) responsible for each step
- Proposed methods of engaging a broad range of stakeholder communities in the design, development, and review of input(s)
- Strategies for building and sustaining capacity to provide inputs to the NCA
- Plans to ensure information quality and transparency in the process

How can I make sure that my inputs are useful to the NCA?

Teams are encouraged to maximize transparency, openness, and information quality in their inputs. Inputs should be centered on documented evidence, expert elicitation, and defensible scientific foundations. Submissions should cite peer-reviewed literature and public data sources to the extent feasible. Any data used in inputs need to be publicly available, the analyses and approaches should be documented, and the conclusions able to be confirmed by independent scientific evaluation processes. Teams are also encouraged to refer to the “Suggested Best Practices” for the NCA, which includes additional information about creating transparent and open processes and ensuring information quality, available from <http://www.globalchange.gov/what-we-do/assessment/backgroundprocess/notices>.

What will happen to my inputs once I send them to the NCA?

All of the technical input documents submitted by the deadline provided (March 1, 2012 for the 2013 NCA report, additional deadlines may be announced for future reports) will be provided to the NCADAC and to report chapter author teams. Technical input documents submitted after the deadline provided will be retained and may be considered in subsequent NCA reports. Author teams will have complete discretion in determining whether to cite any inputs in their respective chapters. In addition, inputs may be used to populate an online database of NCA-related activities and products, which will be made available to the NCADAC and the general public. Ultimately, the inputs remain the work of the teams that produce them and will be presented as such to the NCADAC.

Other types of inputs (e.g., assessment capacities such as partnership in outreach efforts related to the NCA) will be directed to relevant NCA staff and NCADAC working groups at the EOI stage for subsequent coordination.

What if I still have questions?

Please visit the NCA website (<http://assessment.globalchange.gov>) or contact the NCA Public Participation and Engagement Coordinator, Emily Cloyd (ecloyd@usgcrp.gov).