



BARD Workshops Guidelines and Regulations for Applicants and Recipients

(Updated: October 2017)

Submission Date – mid-January (specific date on the web-site)

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 Israeli and US 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. **Workshops cannot be scheduled prior to September 1 of the award year.**

Cooperation

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

The Proposal

E-mail **a single file** to nitsan@bard-isus.com; include **all** the following items. **The entire proposal must not exceed 30 printed pages**, in English, line spacing of 1.5, font size 12, margins 2.5cm all around. Number all pages.

- **Application Cover Page** (form attached) Proposal will not be processed without all the requested signatures.
- **Workshop Proposal**
 - ✓ State and justify **the purpose of the workshop and its objectives**.
 - ✓ Present the **scientific background**, including references (up to 5 pages).
 - ✓ Explain how the workshop **ensures a relevant analysis of important agricultural issues**.
 - ✓ Indicate **how recommendations and conclusions may be implemented** and what the expected benefits are.
 - ✓ List **related meetings** during the last three years.
 - ✓ Briefly describe any **relationship to previously funded BARD research**.
 - ✓ Describe the **modes of deliberations**. BARD recommends that **round table discussions** be included in the program. 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 appropriate. Participation of students and early career scientists is encouraged.



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- ✓ A workshop **Summary Session** is required, that will identify future research directions or areas of new development, summarize the workshop deliberations and detail its outcomes.
- ✓ Present **plans for reporting**, including possibilities for publication.
- ✓ Include a **brief CV** (1-2 pages) for the workshop submitting scientists (placed at the end of the proposal).
- ✓ Provide a **detailed budget** of direct expenses (overhead is not allowed).
 - The budget may include expenses such as: travel, lodging, catering, office supplies, equipment rental, related publication costs, organizing agency fees. **BARD requires that an organizing agency be hired to administer the financial matters and logistics of the workshop. The requested budget should include such an expense.**
 - Indicate whether a registration fee will be required.
 - Specify additional sources of funding.
 - Separate between budget items relevant to the scientific purpose and those intended to cover cultural or sightseeing tours. Cultural or sightseeing tours are to be paid for directly by participants or with funds obtained from registration fees and/or other sponsors.

Please note: Your application will not be processed unless all required documents, items and signatures are received by the submission date.

Identity

The workshop identity as a **BARD Workshop** should be maintained throughout the planning, announcements, execution, summary and publications.

Additional Sources of Funding

BARD should be the major source of funding in the BARD workshop. Solicitation of additional sources of funding is encouraged and must be reported to BARD as they become available.

Evaluation

Applications will be reviewed by the BARD Technical Advisory Committee (TAC) and a recommendation made to the Executive Director, who in turn, presents his recommendation to the Board of Directors for their funding decision. Workshop proposals will be considered based on three broad areas:

- **Subject & Proposal Quality**
 - ✓ Scientific justification for and potential agricultural benefits of the workshop, the potential participants and invited participants who would make significant contributions to the deliberations and outcome, the assignment of topics to specific participants.
 - ✓ Relevance to important agricultural problems.
 - ✓ Range of expertise and diversity of opinion in the field to be addressed.



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- ✓ Inclusion of students and early career scientists and the criteria for the selection of such participants.
- ✓ Uniqueness of the topic. Justify that the topic is not adequately addressed by other conferences and symposia.
- **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 conclusions and proceedings.
- **Budget Justification**
 - ✓ The relevance of requested budget items.

Notification

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

Administration of the Award

- **Announcements:** all official announcements, publications and website of the workshop must contain the BARD name and logo. Forward one copy of each announcement and web-site link to the BARD office (to: nitsan@bard-isus.com) as it becomes available.
- **Program:** a full detailed program must be submitted to the BARD office (nitsan@bard-isus.com) for approval before financial arrangements are discussed.
- **Student Participation** in BARD workshops is encouraged in all professional activities and should be free of charge.

Financial Arrangements

BARD will cover actual expenses up to the amount of the approved budget. The workshop recipient scientists are responsible for the financial management of the workshop in coordination with the BARD Controller (miriam@bard-isus.com). BARD requires that an organizing agency be hired to administer the financial matters and logistics of the workshop. The requested budget should include such an expense. Following approval of the workshop, recipients will present to BARD's Controller a detailed updated budget for direct expenses that are to be paid by BARD and by other funding sources, if relevant. BARD will release funding directly to vendors or organizing agency upon approval by the recipients and receipt of proper documentation (invoices, agreements, etc.). Funds are to be used within 3 months of the date of the workshop. BARD will consider an extension for the use of funds beyond this period as related to publication of the workshop proceedings.



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Workshop Summary Report

Submit by email to nitsan@bard-isus.com a summary of the workshop within 1 month after the event. This summary document must include:

- ✓ Workshop Summary Report - Cover Page (form attached).
- ✓ Table of Contents (list abbreviations, if any).
- ✓ A list of participants and their affiliation.
- ✓ The actual program of the workshop.
- ✓ A summary of the presentations (or abstracts of all presentations).
- ✓ A summary of round-table discussions.
- ✓ The details of the workshop Summary Session.

Please note that acceptance by BARD of any future application to BARD funding programs is contingent upon the timely submission of this Workshop Summary report and its approval by the Executive Director of BARD. Upon the approval of the Workshop Summary Report, BARD Controller will issue a notification of the budget balance available to be used for publication of the workshop proceedings. Detailed proceedings, preferably in the form of a journal publication, are expected within twelve months 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, Workshop No. W-_____.



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Workshop
Application Cover Page

Title of Workshop _____

Submitting Scientists & Affiliated Institution	Signature of Scientists

Signature, IS Institution's
Authorized Officer

Signature, US Institution's
Authorized Officer

Date (*not before September 1 of the award year*) and duration of Proposed
Workshop _____

Location of Proposed Workshop _____

Requested Budget (US\$) _____



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Workshop Summary Report
Cover Page

Workshop Number _____

Title _____

Date of Workshop _____

Location of Workshop _____

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

Signature, US Scientist

Signature, IS Scientist