



## BARD Workshops Guidelines and Regulations for Applicants and Recipients

*(Updated: October 2018)*

*Submission Date – mid-January (See specific date on our web-site)*

### **Objectives and Priority areas**

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.

The workshop should be an impactful and outcome-related conference and address one of the following priority areas, but not limited to:

1. **Novel Water Use Efficiency in Agricultural Production.** Sustainable, efficient water use and water management practices and technologies for new and existing intensive food production.
2. **Data Driven Decision Tools for Food Security and Economic Opportunities in Rural Areas.** Tools for producers and consumers that allow data driven decisions to provide new economic opportunities.
3. **Healthy Food Systems for Life.** Proposals would be sought for programs that can make the connection among food/agricultural systems to improve human health, reduce the impact of chronic disease, and/or increase the safety of food consumed.
4. **Big Data.** The use of big data in agriculture is lagging other sectors. Big data can play an important role in shaping management systems and defining new research targets. There is a need to address the ownership of data.
5. **Food Security.** Integrated approaches, at the national level, to address food security and nutrition challenge of feeding more than 9 billion people around the world, by 2050.

### **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.

### **Identity**

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



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#### The Proposal

E-mail **a single file** to [nitsan@bard-isus.com](mailto: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 impact will be on public policy/the environment/agricultural practices/research directions, etc.
  - ✓ 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.
  - ✓ **Gender equality** of invited speakers will be given priority in the evaluation of the workshop.
  - ✓ 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



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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.*

#### **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.
  - ✓ 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.
  - ✓ Gender equality of the invited speakers.
  - ✓ 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.



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#### **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](mailto:nitsan@bard-isus.com)) as it becomes available.
- **Publication:** the workshop program and schedule should be published and registered in an on-line directory of scientific upcoming events, to reach target audience and to enhance the workshop's impact.
- **Program:** a full detailed program must be submitted to the BARD office ([nitsan@bard-isus.com](mailto: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](mailto: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.

#### **Workshop Proceedings**

Workshops should be an outcome-related conference that would produce "Workshop Proceedings" and when feasible, should be submitted to an international scientific journal. When publication in an international journal is not feasible, BARD should receive the report in a downloadable pdf file. The proceedings should contain an executive summary of key findings and recommendations which will be available for review by BARD's Board of Directors and to be published on the BARD website.



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#### **Workshop Summary Report**

Submit by email to [nitsan@bard-isus.com](mailto: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.
- ✓ Recommended future research directions and policies for decision makers.

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

Signatures:

IS Institution's Authorized Officer \_\_\_\_\_

US Institution's Authorized Officer \_\_\_\_\_

Date and duration of Proposed Workshop \_\_\_\_\_

*(not before September 1 of the award year)*

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, IS Scientist

\_\_\_\_\_  
Signature, US Scientist