

## GUIDELINES FOR REQUESTING SEED FUNDING FOR WORKING GROUPS, TRAINING AND OTHER INITIATIVES RELATED TO OCEAN OBSERVATIONS

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### BACKGROUND AND OBJECTIVES

At its 15<sup>th</sup> Annual Meeting (Jan 2014), the POGO members decided that POGO needed a more transparent process for allocating support to new or existing projects that approach POGO for support. It was also agreed that POGO would be more effective in advancing ocean observations if it operated through a number of Working Groups dedicated to specific priority areas identified by the members. These must be directly relevant to POGO's core mission, i.e. sustained, long-term ocean observing systems and shared use of infrastructure, data and information. At the 16<sup>th</sup> POGO annual meeting (Jan 2015) it was decided that POGO's funding for training initiatives would be allocated following a similar process, to ensure that the funding is used more effectively to advance POGO's core mission. In many cases, the selected initiatives will relate to the themes of the parallel workshops conducted during the Annual Meetings (see below).

POGO will allocate, depending on its financial situation, part of its funds to support Working Groups, POGO-led Training Initiatives, and/or support for ocean observing-related initiatives. It is expected that Working Groups will take advantage of existing meetings and teleconferencing to conduct their business inter-sessionally. Other sources of funding should be used where possible to complement the POGO funds. The proposals should have a short, pre-determined life-span (e.g. 1-3 years).

The proposals should focus on identifying and filling gaps in ocean observations by providing a platform for the members to discuss and produce recommendations for addressing these issues. They may also focus on solutions for improving ocean observations, such as new technologies, novel partnerships and funding sources, and improving data access and visualisation. Proposals for joint Working Groups between POGO and its partner organisations are also welcome.

### PROCEDURE AND TIME SCALES

A call for proposals is issued to the members and scientific community once or twice per year, including a template for applicants to complete and submit to the POGO Secretariat. Proposals must be submitted by members of POGO, although members of the Working Groups can be from other institutes if necessary. If a Working Group wishes to continue for a second year, a request for

extension must be submitted, using the template provided, by the same deadline as the new proposals. The timeline for 2020 proposals is as follows:

Action	Time frame	
Secretariat announces opportunity and deadline for proposals	2020	Early Feb
Proponents inform Secretariat of intent to submit a proposal	2020	Late Feb
Applications submitted	2020	Late Mar
Decision by Evaluation Committee and proponents notified of outcome	2020	Mid May
Second call (if applicable)	2020	Aug
Funding /endorsement starts	2020	from 1 <sup>st</sup> June
6-month report to POGO members	2020	30 <sup>th</sup> Nov
Request for 2 <sup>nd</sup> year of funding (if required)	2021	31 <sup>st</sup> Mar
Decision on renewal for 2 <sup>nd</sup> year (if requested) by POGO members	2021	Mid May
1-year WGs: Final report submitted	2021	30 <sup>th</sup> Nov
2-year WGs: Interim (18-month) report submitted		
2-year WGs: Final report submitted	2022	30 <sup>th</sup> Nov

## EVALUATION CRITERIA

A sub-committee of POGO members (who do not have conflicts of interest) will review the proposals, according to a number of criteria, e.g. relevance to POGO's Strategy and priority areas; timeliness of proposal; adequacy of proposed deliverables and milestones; adequacy of WG/project membership (including geographic and gender balance). For training initiatives, the expected impact of the training and proposed methods for evaluating success will also be taken into account.

The Committee will then decide on the proposal(s) to take forward, depending on the available budget. The availability (or otherwise) of other funding sources should not be a determining factor in the selection process.

## REPORTING

The proposal leaders (or nominees) will be required to give presentations on progress at each POGO Annual Meeting. It is anticipated that the POGO Annual Meetings (and Executive Committee Meetings) may also provide opportunities for the Working Groups to meet. Financial and interim reports will also need to be submitted by 30<sup>th</sup> November. A final written report will be required at the

end of the period of activities. In addition, the leaders will be asked to provide short articles and images for the POGO newsletter, and material for a fact sheet/report card for public dissemination of the outcomes (to be loaded on POGO website).

## **FURTHER INFORMATION**

To see examples of previously-funded initiatives see <http://www.ocean-partners.org/pogo-working-groups-and-training-initiatives>.

If you have any queries please contact the POGO Secretariat:

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