

WORKSHOP PROPOSAL COVER SHEET

CONTACT INFORMATION

Principal Investigator: _____

Institution: _____

Department: _____

Address: _____

Email: _____ Telephone: _____

PROPOSAL INFORMATION

Proposal Title: _____

Tentative Workshop Dates: _____

Tentative Venue: _____

WORKSHOP BUDGET SUMMARY

1. Participant support (e.g., travel costs, venue costs)*	\$	_____
2a. Non-participant support (e.g., salary)	\$	_____
2b. ICR on non-participant support (_____ %)	\$	_____
Non-Participant Support Subtotal	\$	_____
Total Workshop Budget	\$	_____

REQUIRED APPROVALS

Principal Investigator

Authorized Institutional Representative

Name

Name

Signature

Signature

Title

Title

Date

Date

Email

* Workshop budget should consist mainly of participant support. Participant support funds will be managed directly by SODCO/Lamont-Doherty Earth Observatory, Columbia University. See Participant Support Costs (back) for details.

INSTRUCTIONS

This cover sheet must be completed and submitted along with your workshop proposal materials to the SODCO Application Portal (<https://sodco.smapply.org/>). Official approvals, indicated by signatures, are required on all cover sheets. Please convert the completed, signed cover sheet into a PDF document, and upload to the Application Portal with your workshop proposal materials by the submission deadline.

Detailed proposal guidelines can be found at www.sodco.org.

PARTICIPANT SUPPORT COSTS

As defined by Columbia University's Finance and Business Services, participant support costs are those costs paid to (or on behalf of) participants or trainees (but not employees) in meetings, conferences, symposia, and workshops when there is a category for participant support costs in the award budget. Participant support costs may include registration fees, travel allowances, manuals and supplies, tuition, stipends and other costs associated with supporting the cost of attendance at these gatherings.

Participant support costs are subject to special sponsor regulations. NSF does not allow the University to apply Facilities and Administrative (F&A) costs to participant support costs. Evidence of attendance of participants in the form of a daily log or similar documentation must be maintained within the project's records.

For proposals, the number of participants to be supported must be entered in the parentheses on the proposal budget. These costs also must be justified in the budget justification section of the proposal.

Because proceedings of such conferences normally should be published in professional journals, requests for support may include publication costs.

What does this mean for SODCO Workshop Proposals?

- Workshop proposal budgets should consist mostly of travel support for the participants. Items such as supplies, advertising, meeting facility costs, and salary for the convener may also be approved if properly justified as necessary and relating primarily to the workshop.
- Indirect costs cannot be applied to participant support costs (e.g., travel costs, venue costs). Salary is a non-participant support cost; therefore, salary is subject to institutional indirect cost rates.
- SODCO manages and administers all possible workshop support costs directly, providing travel support directly to individual workshop participants and establishing agreements (as needed) with local vendors identified by workshop conveners. If salary and associated costs are approved as an acceptable expense by SODCO, those expenses would be supported through a subaward.
- The budget summary and justification included in your proposal materials should specify the number of participants supported in the total budget. All costs for lodging and meals should be budgeted per participant, up to a maximum established by federally approved per diem rates.
- Award administration: Upon receipt of an award, the recipient may submit monthly invoices to SODCO for reimbursement of expenses for items included in the award. Monthly invoices should include documentation for all expenses (e.g., receipts, paid invoices). Monthly invoices will be reviewed by the SODCO director and program manager for accuracy and, once approved, the invoices will be paid.