



COASTAL AND ESTUARINE RESEARCH FEDERATION®

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Request for Proposals:

CERF-facilitated Local Networking and Professional Development Events

The [Coastal and Estuarine Research Federation](#) (CERF) announces the availability of funding to support local events for networking and professional development. These pilot events are intended to enhance opportunities for collaboration and career building in coastal and estuarine science and management, especially among students and early career professionals. The application deadline is March 31, 2020, for events occurring by December 31, 2020.

Background

CERF advances the understanding and wise stewardship of estuarine and coastal ecosystems worldwide. Its mission is to promote research in estuarine and coastal ecosystems; support education of scientists, decision-makers and the public; and facilitate communication among these groups. The Federation's members are dedicated to advancing human understanding and appreciation of the Earth's estuaries and coasts, to the wise use and management of these environments and to making the results of their research and management actions available to their colleagues and to the public. Members of the Federation include students, researchers, resource managers, policy makers, and educators representing academic and research institutions, government, industry and consulting, and non-governmental organizations. The Federation consists of seven regional [Affiliate Societies](#) that encompass all coastal regions bordering the United States, Canada and Mexico:

- Atlantic Canada Coastal and Estuarine Science Society (ACCESS)
- Atlantic Estuarine Research Society (AERS)
- California Estuarine Research Society (CAERS)
- Gulf Estuarine Research Society (GERS)
- New England Estuarine Research Society (NEERS)
- Pacific Estuarine Research Society (PERS)
- Southeastern Estuarine Research Society (SEERS)

CERF released its current strategic plan, [Visions IV](#), in 2017, covering the period 2017–2022. A fundamental theme of this plan is to create a community that fosters collaboration and advances the education of current and future Federation scientists. This includes building a supportive network of individuals and teams dedicated to diverse aspects of coastal and estuarine science and management, and providing resources to members to help them advance and succeed in their careers. As part of the strategic plan implementation, CERF developed a survey of students and early-career professionals; more opportunities for local, informal networking, mentoring, and professional development was revealed as a high priority through this survey. CERF has allocated funds to a pilot initiative in support of these goals.

Through this solicitation, CERF will support local events, organized by CERF members, intended to increase networking and professional development opportunities for individuals who study, manage, and promote awareness of coastal and estuarine ecosystems. The CERF Governing Board allocated \$5000 to this pilot initiative, with the expectation of supporting 6 – 10 local events.

Purpose

CERF will facilitate local events to build and enhance professional communities and skills for its members. Applicants are invited to propose individual events around a particular topic of local interest. The specific type of event is not defined by this solicitation, but rather should be directed by local needs to meet a determined purpose. Types of events might include meet-ups, workshops, training, field trips, etc., revolving around such topics as career and leadership skills, science communication, engagement with policy makers, or other focus areas. This pilot initiative stemmed from needs expressed by students and early professionals in coastal and estuarine science careers; therefore, events targeting these populations are encouraged. We hope to use these events to support CERF members, to recruit new CERF members, to build on relationships developed at CERF and Affiliate Society meetings, and to help create a broad, diverse, and inclusive membership within coastal and estuarine science disciplines and professions.

Eligibility and Requirements

Applications must be submitted by individuals who are members of both CERF and an Affiliate Society, but participation in the funded event is open to all people targeted by event organizers. Events that emphasize participation by students and early-career professionals will be given priority. Applicants are also encouraged to consider diverse career types during proposal development. Successful applicants are required to survey participants to assess the effectiveness of the event.

Budget

The maximum budget request per event is \$750. We expect to fund 6 – 10 proposals at an average of \$500 each. Funds may be used to support events in any way that is justified by the proposal (e.g., food and beverage fees, speaker honoraria, facility rental, etc.) Matching funds and in-kind contributions are not required but are encouraged.

Application

Applicants must submit a proposal that addresses the following items. Items 2 through 6 may not exceed 3 single-spaced pages with 1" margins and a minimum 11-point font. Applications will be evaluated based on how well the proposed event addresses the purpose of this initiative; the benefits to participants; the organization and planning; and the reasonableness of the budget.

1. Cover Sheet: Include names, Affiliate Society membership, and contact information for all lead applicants, and names and contact information of any additional partners and their representative(s).
2. Objectives: Describe the purpose of the proposed event, including the specific type of event and the focal topic.
3. Benefits: Describe how participants will benefit from the event.
4. Relevance: Describe how the event promotes CERF's goals as stated in [Visions IV](#).
5. Venue and Format: Describe the venue for the event, when the event will take place, and the general structure of the event.

6. Promotion: Describe how you will advertise the event. Include how you will reach a diverse audience and use inclusive practices.
7. Budget: Prepare an itemized budget, including any matching funds. Provide a brief justification for each expense.

Deliverables

Hosts for funded events will be responsible for submitting the following items to CERF headquarters within three months of the event:

- Participant list, including name and contact information
- Results of follow-up survey to assess event effectiveness
- Metrics:
 - Number of participants overall and by category (career stage; career type)
 - Final budget detailing how funds were spent and the amount and source of all matching funds
- Newsletter article: An article summarizing the event should be submitted to CERF’s quarterly newsletter, *CERF’s Up!*

All products and event materials must include CERF branding.

Timeline, submission, and review of applications

Release of RFP	November 3, 2019
Proposals due	March 31, 2020, 5 p.m. PST
Release of funding decisions	May 1, 2020
Final date for workshops	December 31, 2020

Proposals should be submitted as a single pdf file to info@cerf.science with “Networking Event” in the subject line by 5 p.m. PST on the due date above. Proposals received after this time will not be considered.

For additional information, contact: Dr. Susan Park, Executive Director
 (804) 381-6658
spark@cerf.science