

## **DRAFT: Guidelines for CAWSES-II Support Requests**

CAWSES-II is now officially launched and in order to streamline requests for support we ask that you adhere to the following guidelines:

1. Refer to the Task Group descriptions for CAWSES-II found at <http://www.cawses.org/>
2. Submit your request for funding to the appropriate Task Group co-leaders (see <http://www.cawses.org>) for endorsement. Task Group co-leaders will forward their recommendations to the co-chairs of CAWSES –II for a final decision.
3. Your request should include the following information:
  - a. description of the planned activity
  - b. when and where it will occur and point of contact information
  - c. how the activity furthers the goals of CAWSES-II and the deliverables of the Task Groups
  - d. anticipated attendance and demographics of the participants
  - e. how it engages e-science and informatics goals and furthers capacity building
  - f. funding amount and how the funding will be used

Your request should be no more than 2 pages.

4. Awards are typically between \$3K-\$10K with an emphasis on leveraging funds elsewhere and a preference on supporting task group science, e-science/informatics, and capacity building in developing countries. CAWSES-II is a program that enables science as part of the SCOSTEP mission. Therefore we encourage proposals for funding of projects and not just opportunities to have meetings.
5. Conditions associated with a successful grant application are:
  - a. a final report on the activity to be submitted to the appropriate Task Group co-leaders as well as the co-leaders of CAWSES-II

within 30 days of completion of the activity. The final report will eventually appear on the CAWSES-II website or wiki.

- b. providing links to materials that can be added to the CAWSES-II website or wiki (e.g. school lecture notes, presentations, virtual observatories, press releases, publications, etc.). These will then be available to all in the CAWSES-II community
- c. attribution to SCOSTEP/CAWSES-II support for workshops, publications, presentations, etc.

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