# SCEC Workshop Proposal Template

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| **SCEC Identifier** | 26123 (*provided by the online proposal system)* |
| **Project Title** | *Enter proposal title* |
| **Project Period** | January 1, 2026 - September 15, 2026 |
| **Proposal Category** | *Select one from below:*  Community Workshop  Community Technical Skills Training |
| **SCEC Science Milestones Addressed** | *See §6 Science Milestones. List all the milestones this proposal might address. For example:*  A1-1, A1-2, B1-2 |
| **Total Budget Request** | $##,###  *For specific budget guidance, see §5.A Preparing Your Proposal for Submission in the Community Science Plan.* |
| **Target Event Date(s)** | Month Day–Day, Year  *The event must occur between January 1 and September 15, 2026. No-cost extensions are not allowed.* |

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| **Investigators** | **Institutional Affiliation** |
| First Lastname 1  First Lastname 2 | Institution Name  Address, City, ST |
| First Lastname 3 | Institution Name  Address, City, ST |

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| **About Participants** | |
| How many people will be involved in the project (including PIs, and those directly funded or otherwise)? | ## |
| Will the project funds support Early Career faculty or postdoctoral researchers? | yes / no |
| Will the project funds support Graduate Students? | yes / no |
| Will the project funds support Undergraduate Students? | yes / no |
| Are any of the collaborating institutions a Regional Public University (RPU), Minority Serving Institution (MSI) or Primarily Undergraduate Institution (PUI)? | yes / no |

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| **Suggested Review Groups** | *Select the three most relevant review groups based on the descriptions provided above. For example:*  Seismology, Plate Boundary System, Community Earth Models |

### Abstract

The abstract is the most-read section of your proposal. It will appear as-is in the SCEC proposal review system and, if selected for funding, may be featured on the public SCEC website—so make it clear, purposeful, and engaging. Focus on the goals and objectives of the proposed workshop or training, the expected outcomes, and how the activities will advance research, practice, or collaboration. Clearly define the intended audience and explain how they will benefit or contribute. If the proposal continues a prior SCEC-funded effort, briefly summarize major findings from previous years. Conclude with a compelling call to action that emphasizes the relevance and urgency of the work. Use accessible language to appeal to a broad, multidisciplinary audience. The abstract should not exceed 250 words.

### Elements of a Workshop or Training Description

A strong workshop or training description uses professional yet accessible language and maintains a tone that is both informative and inviting. It should include the following essential elements:

* **Engaging Title:** A clear and descriptive title that reflects the workshop topic or technical skills training. It should attract attention and invite participation.
* **Clear Purpose and Relevance:** Explain *why* the event is being held. Highlight the importance of the topic and its relevance to current challenges or advancements in the field. Clearly state how the objectives align with **SCEC’s mission and annual priorities**.
* **Context and Background:** Provide a brief overview of the topic area, including recent developments or ongoing efforts. Mention any organizations, initiatives, or collaborations that lend credibility or continuity to the event.
* **Goals, Objectives, and Outcomes:** Clearly state what the event aims to achieve. Identify specific challenges or questions the workshop will address. Highlight anticipated results, insights, or contributions. If the work is in progress, describe expected outcomes by the time of the event and beyond.
* **Target Audience:** Specify who should attend (e.g., students, researchers, practitioners, policymakers). Encourage participation from diverse but relevant fields to foster interdisciplinary dialogue. Identify any key presenters or trainers essential to achieving the stated objectives. Summarize the recruitment strategy to reach the target audience.
* **Structure and Format:** Outline the overall format (e.g., in-person, virtual, hybrid), including start/end times, duration, and planned activities (e.g., invited talks, group discussions, breakout sessions, poster sessions, field trips, software demonstrations, hackathons). Mention any pre-meeting activities (e.g., webinars, planning sessions) that support the main event.

### Budget Plan

The proposal must include a budget table and justification in the uploaded PDF and also entered online to the SCEC website. Events may be in-person or virtual depending on scope, budget, and participants. Typical in-person workshop awards range from $10,000 to $20,000. These amounts are not fixed, but rather to calibrate expectations for proposal budgets. Expenses related to workshops, trainings, and SCEC developer time requests are allocated to SCEC funds held at USC.

Eligible costs include fixed expenses (e.g., room rental, A/V support, refreshments, field trip costs, laptop rentals, and speaker/trainer costs) and participant support (travel, lodging, meal per diem). Proposals should specify if some participants are expected to self-fund travel and define criteria for selecting those receiving SCEC travel support. Proposals requesting travel support for international participants must clearly explain how they are critical to the project. SCEC research computing staff may be needed to support the workshops or training, and their time may be requested (in weeks) through the proposal submission process.

Before submitting your proposal, contact the SCEC Meetings Team ([scecmeet@usc.edu](mailto:scecmeet@usc.edu)) for guidance on scope, budget, scheduling, and developer time.

**Budget Table.** Example fixed costs for a hypothetical 1-day, 1-night workshop for 35 participants in the Sacramento area. Flight estimates are based on round-trip economy fares into SMF airport, with lodging and meal rates using [GSA rates](https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-results?action=perdiems_report&fiscal_year=2026&state=CA&city=&zip=).

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| **Group Meeting Expenses** | | | | **per Person** | **# People** | **Subtotal** |
| Meeting package (AV, lunch, breaks, room rental) for 1 day | | | | $150 | 35 | $5,250 |
| Additional group meals | | | | $0 | 35 | $0 |
| Other meeting expenses (e.g. supplies, bus rental) | | | |  |  | $0 |
| Estimated Group Meeting Expenses = | | | | | | $5,250 |
| **Travel Expenses** | **Flights** | **Ground** | **Lodging** | **per Person** | **# People** | **Subtotal** |
| from Eastern Time | $600 | $100 | $300 | $1,000 | 5 | $5,000 |
| from Central Time | $400 | $100 | $150 | $650 | 4 | $2,600 |
| from Mountain Time | $350 | $100 | $150 | $600 | 4 | $2,400 |
| from Pacific Time | $250 | $100 | $0 | $350 | 10 | $3,500 |
| from Local Area | $0 | $0 | $0 | $0 | 10 | $0 |
| from Foreign Country | $1,350 | $100 | $300 | $1,750 | 2 | $3,500 |
| Estimated Travel Expenses = | | | | | | $18,500 |
| Total Workshop Expenses = | | | | | | $23,750 |