iDigBio Working Groups and Workshops

Working Groups are small, enduring, topic-focused, collaborative groups of individuals (typically 10-15 participants). Members of Working Groups will collaborate virtually via the iDigBio Forum, Listservs, Wiki, Tele/Video-Conferencing and/or via onsite meetings to resolve issues and advance progress on the goals of the group. Working Group membership may change over time; however, the structure and objectives of the group are long-standing.

Workshops are distinct meeting events, held either virtually or onsite, that focus on producing clear deliverables and addressing clear objectives. Workshops are typically supported by a Working Group. The Working Group executes the planning of the event, and ensures that the outcomes and action items from the Workshop are carried through. In the rare situation that a Working Group is not required to continue collaboration following the Workshop, a Planning Group should still be included in the application to coordinate and plan the Workshop.

Workshop and Working Group applications will be evaluated by the extent to which they:

- Address an important and outstanding topic relevant to the Advancing Digitization of Biodiversity Collections (ADBC) community. This includes, but is not limited to, topics in the domains of technology, outreach, biological/paleontological research, digitization processes/standards, and sustainability.
- Contain a specific plan for leadership, membership, objectives and expected outcomes.
- Present a reasonable chance of meeting the stated goals and objectives.
- Are not readily supported by other funding mechanisms or opportunities.
- Provide evidence that sufficient human, financial and technological resources are available to address the topic.
- Incorporate a diverse group of participants that go beyond existing collaborations and include multiple disciplines, public and private domains, policy-makers, emerging scientists, and under-represented groups.
- Provide complementary sources of funding where co-sponsorship makes sense and can help achieve the objectives of the Workshop.
- Produce deliverables that typically fall into (but are not restricted to) five broad categories:
  1. Optimization of bio/paleo-collection digitization processes and workflows
  2. Development of functional and technical requirements for the iDigBio portal, iDigBio appliances, and technology integration within the ADBC community
  3. Outreach, Citizen Science, and training
  4. Integration of existing technology and information into the iDigBio toolset
  5. Identification and analysis of digitization technology gaps

iDigBio will not fund collection, curation, or digitization of specimens. iDigBio does not provide sub-grants. iDigBio staff and facilities are available to assist with scheduling, facilitating, and managing many of the logistics related to the Working Group or Workshop. Workshops should be held virtually, or at the iDigBio facilities in Gainesville, Florida, or co-located at existing events where the majority of meeting participants are already in attendance. If Workshops are to be conducted in any other manner, a compelling justification should be included in the proposal.

Support includes travel and subsistence. Stipends are available in limited cases where extraordinary participation, a paid speaker, or a paid facilitator is required. No salary support is provided, and no overhead is allowed. Awardees do not receive an actual budget; iDigBio will handle the budgetary needs for all meeting expenses (hotel, airfare, meals, break food, shuttles, taxis, parking, etc). Specific guidelines will be provided upon Workshop or Working Group selection.

Applicants are encouraged to seek complementary funding sources for Workshops. Where the interests of two or more organizations overlap, it is often advantageous to pool resources for the Workshop. Co-funding expectations should be detailed in the proposal.

1. BEFORE YOU APPLY

Applicants may contact David Jennings, the iDigBio Project Manager, for feedback on project ideas. For more information about educational opportunities at iDigBio, please contact Bruce MacFadden, co-PI and Director for Education/Outreach.

Applications for Working Groups and Workshops are accepted throughout the year. The iDigBio fiscal year runs from July 1st through June 30th. Normally, iDigBio schedules a maximum of 2 workshops per month. Already approved Workshops take precedence and may limit the funding and/or scheduling availability for new Workshops.

iDigBio recommends submitting Workshop and Working Group proposals at the earliest possible date.

2. PROPOSAL GUIDELINES

Proposals for Working Groups or Workshops are short, not to exceed 5 single-spaced (12-pt font) pages. Proposals should be organized as follows:

- Full Title (80 characters max)
- Short Title (25 characters max)
- Name and contact information for Working Group or Workshop Leader, and any co-Leaders
- Internal Summary (250 words max)
- Public Summary (250 words max) – Written for the public and visible on the iDigBio web site
- Introduction and Goals – A statement of the outstanding topic relevant to the Advancing Digitization of Biodiversity Collections (ADBC) community
- Proposed Activities – A clear statement of the activities and tasks expected to address the topic. For Workshops, this includes pre-Workshop planning, Workshop activities and topics, and post-Workshop tasks.
- Participating Fields and Preliminary List of Proposed Participants – iDigBio encourages groups that significantly extend existing collaborations or synthesize new collaborative relationships. Participants should include multiple disciplines, experts outside the bio/paleo communities, emerging scientists including graduate students, citizen scientists and the general public. Named individuals should be committed to participating in the Workshop or Working Group if funded. Not all participants need to be specified in advance; if unspecified, the type of expertise needed should be indicated. For each participant please include explicit information about career stage, discipline, institution or company, and relevant experience/knowledge. A supplementary table (not included in the 5 page limit) may be

appended for this purpose.

- Rationale for iDigBio Support – Why can this activity be most effectively conducted through iDigBio? How will the Workshop or Working Group enhance the digitization efforts within the ADBC community?
- Collaborations with other iDigBio Activities or Working Groups – We greatly encourage synergy between visiting scholars, short-term visitors, working groups, and postdoctoral fellows. If you plan for such collaboration, please provide details.
- Complementary Sources of Funding – We encourage financial co-sponsorship of workshops where the interests of two or more funded organizations overlap. If you plan for such funding please provide details.
- Reporting – Provide plans to report both planned activities and ongoing progress to the iDigBio Project Manager and PIs. Timely reporting is essential to ensure that iDigBio leadership can monitor overall project progress, conduct resource planning, and have opportunities to identify potential opportunities for synergy among various aspects of the project.
- Anticipated IT Needs – Briefly describe any needs for IT support that are important to the success of the proposed Workshop or Working Group. Please indicate whether long-term maintenance of any deliverables will be expected.
- Proposed Roadmap – Include start month, day and year, the number of expected meetings, and length of each meeting, and the format of each meeting (virtual or onsite). Scheduling of Workshops is subject to availability as determined by the iDigBio Project Management Office.
- Outcomes – Proposals should include a clear statement about the expected outcomes from the Workshop or Working Group.
- Brief CV of Workshop or Working Group leaders (2 pages for each). Do not include talks or papers.

3. PROPOSAL SUBMISSION

Proposals will be accepted in digital format only as a pdf file. Graphics should be embedded directly into the proposal document. Note that proposals should be submitted via the iDigBio.org portal: https://www.idigbio.org/content/workshop-or-working-group-proposal.

If you have any questions, please contact the iDigBio Project Manager, David Jennings.